

**Application for registration as an Authorized Land Surveyor  
under Section 13(1) of Land Survey Ordinance (Cap. 473)**

To: The Registrar,

**PERSONAL PARTICULARS**

Name:\*(Mr/Mrs/Miss/Ms) \_\_\_\_\_ Name in Chinese: \_\_\_\_\_ Age: \_\_\_\_\_  
(Surname) (other name)

Address:\*(Office / Residence) \_\_\_\_\_

Correspondence Address:(if different from above) \_\_\_\_\_

Telephone No.:\*(Office / Residence) \_\_\_\_\_ \*(Mobile / Pager) \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail Address.: \_\_\_\_\_

\*H.K.I.D./Passport/Travel Document No.: \_\_\_\_\_ [Identity verified by: \_\_\_\_\_ (for official use)]

**ACADEMIC ATTAINMENT**

Issuing Authority: \_\_\_\_\_ Qualifications: \_\_\_\_\_ Date:(mm/yy) \_\_\_\_\_ Subject passed and level attained: \_\_\_\_\_

**PROFESSIONAL QUALIFICATIONS**

HKIS membership: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date obtained:(mm/yy) \_\_\_\_\_

Other professional membership: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Date obtained:(mm/yy) \_\_\_\_\_

**EMPLOYMENT / EXPERIENCE**

Name of firms/Govt. Dept.: \_\_\_\_\_ Address: \_\_\_\_\_ Position: \_\_\_\_\_ Capacity of works: \_\_\_\_\_ Period(mm/yy – mm/yy) \_\_\_\_\_

**PUBLICATION OF NAME**

\*I would/would not require my name to be included in the list of practising Authorized Land Surveyors for circulation to the public and Government departments.

Office Address in Chinese:(for practising ALS only) \_\_\_\_\_

Name of firm in Chinese:(if applicable) \_\_\_\_\_

**DECLARATION**

I hereby apply for registration as an Authorized Land Surveyor.

I declare that to the best of my knowledge and belief the information given above to the Land Surveyors Registration Committee is true and complete and that I have not been convicted in Hong Kong or elsewhere of any offence under section 20(a) and/or section 20(c) of the Land Survey Ordinance. I understand that if I knowingly make any statement which is false in a material particular I shall render myself liable under section 35(1) of the Land Survey Ordinance to a fine at level 5 and to imprisonment for 1 year.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

\*Delete where inappropriate

# Personal Information Collection Statement

## Purpose of Collection

1. The personal data you provide by means of this form will be used by the Land Surveyors Registration Committee for the following purposes:

- (i) to process your application for registration as an authorized land surveyor under the Land Survey Ordinance;
- (ii) to establish and maintain the register of authorized land surveyor; and
- (iii) to facilitate communication between the Land Surveyors Registration Committee and yourself.

The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, we may not be able to process your application. Should your application be successful, data relating to your registration (e.g. your name and address, the qualification and experience on which your registration is based etc.) will be entered into the register of authorized land surveyors which is available for inspection by the public.

## Classes of Transferees

2. The personal data you provide by means of this form may be disclosed to the concerned parties (e.g. professional institutes, your employers and other Government bureaux/departments) for the purposes mentioned in paragraph 1 above.

## Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right to access includes the right to obtain a copy of your personal data provided by this form.

## Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

The Secretary, Land Surveyors Registration Committee  
Room 2228, 22/F North Point Government Offices  
333 Java Road, North Point  
Hong Kong  
Tel: 2231 3343  
Fax: 2783 8492

## FOR OFFICIAL USE ONLY

**File no.:**

**ALS Registration no.:**

**Application & fee received on:**

**Receipt:**

**Application acknowledged on:**

**Acceptance / rejection informed on:**

**HKIS membership checked:**

**Equivalent membership checked:**

**Land Surveying Division checked:**

**Equivalent membership checked:**

**Validity of membership checked:**

**1 year local experience checked:**

**LSRC Decisions:**

## NOTES

### QUALIFICATIONS AND EXPERIENCE

- (a) Qualifications accepted by the Land Surveyors Registration Committee for the purpose of section 12(a) of the Land Survey Ordinance are membership of HKIS and other land surveying institute, association or organization as stipulated in that provision.
- (b) Counting of experience for the purpose of section 12(b) of the Ordinance must be one year full time employment in land boundary survey tasks which fulfill the following conditions:
- Aggregated experience totalling 12 months may be acceptable but each component should be full time and continuous for a period of not less than three months.
  - The applicant must be employed either with government or with a firm comprising of at least one Authorized Land Surveyor, unless he/she is on full time self-employment in his/her own company which is of a standard not lower than that of those whose names are on the list of Approved Suppliers of Materials and Specialist Contractors for Public Works under the category of Land, Engineering and Hydrographic Survey Services issued by the Government.
- (c) The acceptance of experience gained through self-employment is under review.

### REQUIREMENTS

The Land Surveyors Registration Committee would meet twice annually in June and December to consider applications for registration. For timely processing of your application, please submit your application before mid-May for the June meeting or mid-November for the December meeting.

When you submit your application please also produce:

- (1) original of your H.K.I.D. or a passport or a travel document;
- (2) original and copy of your certificates of professional membership;
- (3) original and copy of documentary evidence to substantiate your professional membership under Land Survey Division;
- (4) original and copy of the latest receipt for the annual subscription of the professional institute;
- (5) a cheque of the amount HK\$ 4,080 for payment of the registration fee (cheque shall be made payable to "The Government of the Hong Kong Special Administrative Region" and crossed); and
- (6) details of land boundary survey experience in Hong Kong (commencing from date of obtaining HKIS or equivalent professional membership) in the following format. Copies of the relevant plans and survey reports, etc. should be submitted upon request. The experience should be certified by the applicant's employer if the submitted survey plans are not signed by the applicant.

Details of land boundary survey experience in Hong Kong					
Period	Position Held / Company or Organisation	Lot no.	Location	Nature of job	Survey area
e.g. (mm/yy) 12/94 – 03/95	e.g. Managing Director/ABC Surveyor & Associates	e.g. Lot 5 DD399 RBL 1 LOT 999 DD381	e.g. Tsuen Wan Repulse Bay Tuen Mun	e.g. Setting out Boundary re-definition Subdivision	e.g. 65 sq.m. 100 sq.m. 150 sq.m.
10/93 – 12/94	LS/DSO North SMO, Lands Department				
_____ Name, date & signature					

### PLACE OF SUBMISSION

Legislation Section,  
Survey and Mapping Office,  
Lands Department,  
Room 2228, 22/F, North Point Government Offices,  
333 Java Road, North Point,  
Hong Kong.