

16 January 2008

Land Survey Authority Circular No. 1/2008

**Submissions in the form of electronic records made
under the Land Survey Ordinance**

This Circular supersedes LSA Circular No. 4/2007 dated 5 March 2007.

The Electronic Transactions (Exclusion) (Amendment of Schedules) Order 2006 was published in the Gazette on 23 June 2006 and passed by the Legislative Council on 15 November 2006.

Consequently, the Land Survey Authority will accept submissions, in the form of electronic records, made under the Land Survey Ordinance provided that they comply with the requirements on manner, format and procedure for receiving electronic records specified in the contemporary notice published by Permanent Secretary for Commerce and Economic Development (Communications and Technology) in the Gazette under section 11(2) of the Electronic Transactions Ordinance. The latest notice was published in the Gazette (i.e. G.N. 8336) on 10 December 2007 and can be obtained via the Internet at <http://www.gld.gov.hk/egazette/>.

In making an electronic submission to the Land Survey Authority under the Land Survey Ordinance, authorized land surveyors should ensure that the submission complies with the requirements specified in the said notice, particularly those which are replicated below for easy reference-

“(I) The information given or presented ...will not satisfy the Ordinance unless it complies with all the requirements herein specified ...

4. *Electronic records shall be sent as follows:-*
 - (a) *through electronic mail conforming to the Simple Mail Transfer Protocol (SMTP), and either the Multipurpose Internet Mail Extension (MIME) or the Secure Multipurpose Internet Mail Extension (S/MIME) standard and with size not exceeding 5 MB;*

7. *A digital signature shall be attached to an electronic record in accordance with the Secure Multipurpose Internet Mail Extension (S/MIME) standard, the Public Key Cryptography Standards (PKCS#7) or PDF v1.5/1.6.*

8. *For an electronic record which comprises multiple electronic records and which has to be signed, each individual record shall be separately signed digitally.*

(II) *The following relaxation and requirements, as the case may be, shall apply as specified:-*

21. *For the section of the ordinance listed below, duplicates of land boundary plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the original land boundary plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).*

Section 30(4) of the Land Survey Ordinance, Chapter 473

22. *For the section of the ordinance listed below, survey record plans in the form of electronic records deposited with the Land Survey Authority shall be generated by scanning the survey record plans that are both signed and certified by hand in the specified form by the authorized land surveyor and shall follow the Adobe Portable Document Format (PDF).*

Section 30(4) of the Land Survey Ordinance, Chapter 473”

In brief, authorized land surveyors may submit to the Land Survey Authority the following submissions, in the form of electronic records, as required under or provided for in the Land Survey Ordinance –

- (a) notification of change of personal particulars;
- (b) application for registration as an authorized land surveyor;
- (c) application for reinstatement of name in the register;
- (d) application for renewal of registration as an authorized land surveyor;
- (e) duplicate of land boundary plan and survey record plan signed and

- certified in the specified form; and
- (f) the report of calibration of survey instrument, field notes and the report in relation to the land boundary definition.

All submissions under the Land Survey Ordinance in the form of electronic records should be sent to the email address at smo-eto@landsd.gov.hk. For enquiries, please contact Senior Land Surveyor/Legislation at telephone number 2231 3343.