

**Application for the Removal of Alienation Restrictions**  
**Former Civil Servants' Co-operative Building Society /**  
**Former Government Built Housing Scheme Developments**

<u>For Office Use:</u>	Application No. Processed at F(    )
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(Please read the Notes at the end of this form carefully before completing this form.)

1. Property Particulars (“the Property”)

Flat	Floor	Block	Street/Road
Car parking Space No.    :		(if any)	
_____			

Name of Registered Owner <i>(excluding Administrator/Executor)</i> in Block Letters	_____	_____
	(English)	(English)
	_____	_____
	(中文)	(中文)
HK Identity Card Number	_____	_____

Name of Registered Owner <i>(excluding Administrator/Executor)</i> in Block Letters	_____	_____
	(English)	(English)
	_____	_____
	(中文)	(中文)
HK Identity Card Number	_____	_____

2. Applicant's Particulars

Name in Block Letters	_____	_____
	(English)	(English)
	_____	_____
	(中文)	(中文)
Capacity	#Registered Owner/ Administrator / Executor/ Others (See Note (2))  _____	#Registered Owner/ Administrator / Executor/ Others (See Note (2))  _____
	<i>(please specify)</i>	<i>(please specify)</i>
HK Identity Card Number	_____	_____
	<i>(if different from the Registered Owner)</i>	<i>(if different from the Registered Owner)</i>

# Please delete as appropriate

Name in Block Letters	_____	_____
	(English)	(English)
	_____	_____
	(中文)	(中文)
Capacity	#Registered Owner/ Administrator / Executor/ Others ( See Note (2)) _____ <i>(please specify)</i>	#Registered Owner/ Administrator / Executor/ Others ( See Note (2)) _____ <i>(please specify)</i>
HK Identity Card Number	_____ <i>(if different from the Registered Owner)</i>	_____ <i>(if different from the Registered Owner)</i>

# Please delete as appropriate

Correspondence Address^	_____
	_____
	_____
Email address (only if the correspondence address provided is outside Hong Kong)	_____
Telephone No.:	_____

^ Please provide **ONE** correspondence address.

3. Requisite Documents Attached (for Administrator / Executor / Registered Owner obtaining ownership by succession / Others) (See Note 2)

- A certified true copy of the #Probate / Letter of Administration / Assent  
*(for Administrator / Executor / for Registered Owner obtaining ownership by succession)*
- Others \_\_\_\_\_  
*(Please specify)*

# Please delete as appropriate

Tick (✓) as appropriate

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner  
(Name of Owner: \_\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner  
(Name of Owner: \_\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner  
(Name of Owner: \_\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner  
(Name of Owner: \_\_\_\_\_ )

Notes:

- (1) To apply for the premium assessment and the removal of alienation restrictions on a voluntary basis, please complete this application form and return the duly completed and signed original application form together with the document(s) required by post or in person to the Chief Estate Surveyor/Valuation of the Lands Department at 19/F., North Point Government Offices, No. 333 Java Road, North Point, Hong Kong. For enquiries, please call 2231 3396 during office hours.
- (2) This application form is required to be personally signed by the owner(s) of the Property. The form should not be signed by an agent or attorney. Where the Property is co-owned by more than one person, all of them are required to sign on the same application form before the Government would consider the application. Where the original registered owner(s) of the Property has/have passed away, this form should be signed by all the personal representative(s) (i.e. administrator(s) or executor(s)) of the estate of the deceased owner(s). Notwithstanding the above, the Government reserves the right to determine who is/are the owner(s) of the Property for the purpose of signing this form in the circumstances of each case.
- (3) Subject to the provisions of the relevant lease conditions, the premium chargeable by the Government for the removal of the alienation restrictions is usually either an amount assessed with reference to the full market value of the Property ("Full Market Value basis") or an amount assessed with reference to the existing use land value of the Property ("Existing Use Land Value basis") as provided for in the lease conditions. The lease conditions also make provisions for determining whether the Full Market Value basis or the Existing Use Land Value basis is to apply in respect of the assessment of premium of the Property. Subject to prevailing Government policy on premium assessment, with effect from 1<sup>st</sup> June 2020 and until further notice, when assessing the premium for removing the alienation restrictions in respect of a property in case premium is chargeable under the lease conditions at Full Market Value basis, the Government will waive its right to receive the full amount of premium assessed at Full Market Value basis under the lease conditions, and instead accept a lesser sum assessed at Existing Use Land Value basis as provided for in the lease conditions ("the waiver").
- (4) However, the waiver is not applicable if the Existing Use Land Value basis is already applicable to the Property as determined by the lease conditions. Further, the waiver is not applicable if any notice of application for an order to sell the lot where the Property situates for the purposes of the redevelopment of the lot pursuant to the provisions of the Land (Compulsory Sale for Redevelopment) Ordinance (Cap. 545) ("notice of application") is or has been filed by any person to the Lands Tribunal on or before the day when the relevant application for removal of alienation restrictions is received by the Lands Department. For the avoidance of doubt, the Government retains the absolute discretion to determine whether a notice of application is or has been filed on or before the day when the relevant application for removal of alienation restrictions is received by the Lands Department. In any event, the submission of this application form does not

guarantee the granting of the waiver. Any waiver if granted by the Government shall not in any way prejudice or affect the Government's other rights and remedies under any relevant Government lease, assignment, legal charge and/or other instrument.

### **Personal Information Collection Statement**

1. The personal data provided by means of this form or by other means in connection with this application and any further information received thereafter will be used by Lands Department for the purpose of considering and processing the above application, and, if such application is approved, preparation of the relevant legal documents. The relevant legal documents may be delivered to the Land Registry for registration. The personal information hereby provided will also be used for compiling general statistics.
2. The provision of any information, including personal data, by means of this form and any further information in connection with this application is *voluntary*, if you do not provide sufficient information and/or document, Lands Department may not be able to process your application.
3. Any information, including personal data, you provided by means of this form and any further information provided by you received thereafter in connection with this application may be disclosed to the other Government bureaux (including Civil Service Bureau and Development Bureau), Government departments, the Land Registry and statutory bodies (including Legislative Council) or agents of them for the purposes mentioned in paragraph 1 of this statement and any related matter, to the media and members of the general public in response to their enquiries, and to any other person if it is authorised or required by law to do so.
4. The Government has the discretion to provide the public with the information in connection with your application, including but not limited to the information provided by you in the application such as the name of the owners and applicants and the location of the Property if it considers that disclosure of the information is desirable in answering enquiries from statutory bodies (including Legislative Council), to the media and members of the general public.
5. You have the right to request access to and correction of your personal data under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of the personal data provided by this form. Enquiries concerning the personal data collected by means of this form, including the making of a request for access and correction, should be addressed to :

Departmental Secretary,  
Departmental Personal Data Controlling Officer,  
Lands Department,  
21/F., North Point Government Offices,  
333 Java Road,  
Hong Kong.  
Tel. No.: 2231 3288  
Fax No.: 2116 0772