

Section IV - Checklist of Information / Documents

Information or Documents that must be submitted:

<input type="checkbox"/>	1. If the application is submitted by an authorized agent, a written authorization from all registered owners and prospective purchasers ⁽¹⁾ (if any) of the Industrial Premises.
<input type="checkbox"/>	2. If no assignment plan of the Industrial Premises is registered in the Land Registry, drawing(s) / floor plan(s) on an appropriate scale showing the extent and detailed dimensions of the Industrial Premises under application.
<input type="checkbox"/>	3. A copy of the Town Planning Board permission letter for the proposed uses, if applicable.

Section V - Declaration

In order to facilitate consideration of my / our application, I / we attach the required documents or information for your reference. I / We understand that if I / we do not provide sufficient documents or information including, without limitation, the above required documents or information, the Lands Department may not be able to process my / our application. I / We hereby acknowledge that you may nevertheless request for further relevant information or convening meetings to clarify any aspects of this application as appropriate and necessary.

I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and the information provided herein and in support of my / our application are true and correct in all respects. I / We have not withheld any information required in the application, nor have I / we provided any misleading information.

I / We further expressly acknowledge that the personal data provided by me / us in this application will be used by the Lands Department in connection with the processing of my / our application.

I / We hereby authorize the Lands Department to disclose my / our personal data in the application and the attached documents to such Government Departments and any other body, organization or person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to my / our application, whether on policy or any other grounds.

I / We further authorize and direct and request any Government Department or other body which may be approached by the Lands Department to supply any and all documents or information which it may require.

Signature (signed by the * Applicant(s) ⁽²⁾ / Authorized Agent for the Applicant) (with company chop if applicable):	_____
H.K.I.D. Card Number(s):	_____
Name of the Signatory:	_____
Date:	_____ (dd/mm/yyyy)

Notes:

- (1) Prospective purchaser refers to a purchaser under an existing Agreement for Sale and Purchase of the Industrial Premises registered in the Land Registry.
- (2) All registered owners and prospective purchaser (if any) under an Agreement for Sale and Purchase of the Industrial Premises must join in and sign this application form as the applicant.
- (3) The Government does not bind itself to accept any application submitted.

Note on Use of Personal Information

Purpose of Collection	<p>The personal data provided in this application form will be used by the Lands Department for the purpose of considering and processing this form.</p> <p>The provision of personal data as required in this application form is obligatory. If you do not provide the personal data, the Lands Department may not be able to process this form.</p>
Class of Transferees	<p>The personal data you provided in this application form may be disclosed to other Government bureaux / departments for the purpose mentioned above.</p>
Access to Personal Data	<p>The individual who is the subject of the personal data has 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. Such right of access includes the right to obtain a copy of the personal data provided in this application form upon payment of the applicable charge.</p>
Enquiries	<p>Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to:</p> <p style="text-align: center;">Departmental Personal Data Controlling Officer of the Lands Department 20/F., North Point Government Offices 333 Java Road, North Point Hong Kong</p>