

**GUIDELINES TO GOVERNMENT BUREAU/DEPARTMENT
REQUESTING ON BEHALF OF CONSULTANTS/CONTRACTORS
FOR DIGITAL MAP FROM THE SURVEY AND MAPPING
OFFICE, LANDS DEPARTMENT**

Part A : Procedures for Supply of Digital Map to Consultants/Contractors employed by Government Bureaux/Departments (except for Secondary Map Distributors)

Step 1 The Government Bureau/Department shall request its Consultants/Contractors to:-

- (i) Complete the form of “Undertakings by Consultant/Contractor on the Use of Digital Map from the Survey and Mapping Office, Lands Department” (SMF-0096).
- (ii) Prepare an application list storing the Product Name, Sheet Number and Format of the Digital Map for use in the Contract/Agreement.
- (iii) Provide details of the computer terminals for using the Digital Map including number of the computer terminals and their locations, and the hardware configuration.
- (iv) Submit the completed SMF-0096, the application list of Digital Map and details of the computer terminals to the Government Bureau/Department.

Step 2 The Government Bureau/Department shall:-

- (i) Access to GIH Hong Kong Map Service 2.0 service platform through the Open Source Departmental Portal (OSDP) and place the order.
(Note:GIH Hong Kong Map Service 2.0 <https://dp2.landsd.hksarg/geoportal/papp1/core/rgih/view/auth/osdp> provides e-Ordering and e-Delivery of digital maps for Government Bureaux/Departments. For creation of user account at GIH Hong Kong Map Service 2.0, please complete “Hong Kong Map Service 2.0 – Government Account Application Form” (SMF-0199).)
- (ii) Upon successful of the order, a confirmation Email will be sent to the registered Email. When the order is ready for collection, you will receive another Email notification for data collection and you may view your order details and download from “Hong Kong Map Service 2.0 - Digital Map Product Collection Site” in your Department Portal.
- (iii) Complete the form of “Undertakings by Government Bureau/Department for Provision of Digital Map from the Survey and Mapping Office, Lands Department to Consultant/Contractor” (SMF-0095).
- (iv) Return the completed SMF-0095, SMF-0096 and advise the project area preferably with a plan (if applicable) to Cartographer/HQ1 (Survey and Mapping Office/Technical Division) by Email (cgrhq1@landsd.gov.hk) for processing and record.

(Note: The Digital Map provided to the Consultant/Contractor would be prepared with reference to the coverage of the project area.)

Step 3

- (i) Upon completion of the Contract/Agreement, the Government Bureau/Department shall request its Consultants/Contractors to complete the form of “Confirmation by Government’s Consultant/ Contractor on the Cessation of the Use of Digital Map from the Survey and Mapping Office, Lands Department” (SMF-0097) and return it to Cartographer/HQ1 (Survey and Mapping Office/Technical Division) by Email (cgrhq1@landsd.gov.hk).
- (ii) The Government Bureau/Department shall inform Cartographer/HQ1, Survey and Mapping Office, Lands Department of any extension period for using the digital map by its Consultants/Contractors. When the project is eventually completed, the Government Bureau/Department shall complete Step 3(i).

Part B: Procedures for Supply of Digital Map to Consultants/Contractors employed by Government Bureaux/Departments acting as Secondary Map Distributor (SMD)

Step 1 The SMD shall inform its Consultants/Contractors to:-

- (i) Complete the form of “Undertakings by Consultant/Contractor on the Use of Digital Map from the Survey and Mapping Office, Lands Department” (SMF-0096).
- (ii) Prepare an application list storing the Product Name, Sheet Number and Format of the Digital Map for use in the Contract/Agreement.
- (iii) Provide details of the computer terminals for using the Digital Map including number of the computer terminals and their locations, and the hardware configuration.
- (iv) Submit the completed SMF-0096, application list of Digital Map and details of the computer terminals to the SMD.

Step 2

- (i) If the requested Digital Map is already available in the SMD, the SMD shall directly prepare and distribute the Digital Map to the respective user of SMD for delivery to its Consultants/Contractors.
- (ii) If the requested Digital Map is not available in the SMD, the SMD shall place order at GIH Hong Kong Map Service 2.0.
- (iii) Complete the form of “Undertakings by Government Bureau/Department for Provision of Digital Map from the Survey and Mapping Office, Lands Department to Consultant/Contractor” (SMF-0095). Provide the Contract/Agreement No., project name and the purpose of using the digital map to Cartographer/HQ1.
(Note: The Digital Map provided to the Consultant/Contractor should be prepared with reference to the coverage of the project area.)
- (iv) Return the completed SMF-0095, SMF-0096 and advise the project area preferably with a plan (if applicable) to Cartographer/HQ1 (Survey and Mapping Office/Technical Division) by Email (cgrhq1@landsd.gov.hk) for processing and record.

Con’t

- (iv) Keep records of the distribution at “Record of Provision of Digital Map by Secondary Map Distributor and Confirmation of Digital Map Erasure by Government Employed Consultant/Contractor” (SMF-0198) and return it to Cartographer/HQ1 by Email (cgrhq1@landsd.gov.hk) Survey and Mapping Office, Lands Department quarterly.

Step 3

- (i) Upon completion of the Contract/Agreement, the Consultant/Contractor shall complete and submit the form of “Confirmation by Government’s Consultant/Contractor on the Cessation of the Use of Digital Map from the Survey and Mapping Office, Lands Department” (SMF-0097) to the SMD for record.
- (ii) The Consultant/Contractor shall inform the SMD via the Government Department’s project representative of any extension period for using the digital map. When the project is eventually completed, the Consultant/Contractor shall complete Step 3(i).
- (iii) The SMD shall complete and send the form of “Record of Provision of Digital Map by Secondary Map Distributor and Confirmation of Digital Map Erasure by Government Employed Consultant/Contractor” (SMF-0198) quarterly to Cartographer/HQ1, Survey and Mapping Office, Lands Department to confirm data erasure.

Note:

All the forms are available in the “Public Form” of the SMO webpage.

(<https://www.landsgov.hk/mapping/en/download/form.htm>).

All the completed forms mentioned in Part B above shall be kept by the SMD for 7 years.