自願提交土地界線圖及測量記錄圖予分區測量處供分享資料之用
Voluntary Submission of Land Boundary Plan and Survey Record Plan to District Survey Office for Sharing Purpose

本表格由以下人士提交(只可在其中一項填上「✓」號)：
This form is submitted by (tick only one of the boxes below):

☐ 認可土地測量師／註冊專業測量師(土地測量)根據測繪處作業備考編號1/2024自願向分區測量處提交文件。
Authorized Land Surveyor [ALS]/ Registered Professional Surveyor (Land Surveying) [R.P.S.(LS)] for making Voluntary Submission to District Survey Office in accordance with SMO Practice Note No. 1/2024.

☐ 認可人士根據屋宇署作業備考編號ADV-33及ADM-21向屋宇署提交，以供分區測量處備存土地測量圖則。
Authorized Person to Buildings Department for keeping Land Survey Plan in District Survey Office in accordance with BD's PNAP ADV-33 and PNAP ADM-21.

{甲部由註冊土地擁有人／認可人士／獲註冊土地擁有人授權的代表填寫；乙部則由認可土地測量師或註冊專業測量師(土地測量)填寫}

{Part A to be completed by the registered land owner / Authorized Person /authorized representative of the registered land owner; and Part B to be completed by ALS or R.P.S.(LS)}

甲部 - *註冊土地擁有人／認可人士／獲註冊土地擁有人授權代表的資料
PART A - PARTICULARS OF * REGISTERED LAND OWNER / AUTHORIZED PERSON / AUTHORIZED REPRESENTATIVE OF THE REGISTERED LAND OWNER

1. 姓名 (*先生／太太／女士) Name (* Mr / Mrs / Ms) 認可人士註冊編號，如適用: Authorized Person Registration number, if applicable: _____	2. 地段編號 Lot Nos.

3. (i) * 我／我們已聘用以下專業土地測量師測量土地界線。
* I / We have engaged the following professional land surveyor to carry out the land boundary survey.

(ii) * 我／我們謹此准許_____測量處備存這次提交的文件，而且不論收費與否，均可酌情決定把提交的圖則、測量報告及任何其他文件的副本分發給第三方。
* I / We hereby give permission to District Survey Office/_____ to keep this submission and to distribute copies of the plans, survey report and any other documents in this submission, with or without charges, to third parties at its discretion.

(iii)* 我／我們明白提交文件屬自願性質，僅供備存於測量處作分享測量資料之用。一般而言，測量處只會審視夾附於相關土地或屋宇發展申請內的土地界線圖及測量記錄圖。故此，自願提交的文件不應被視為已經被政府審查、核准、批註或接納。
* I / We understand that the submission is on a voluntary basis and is keeping in District Survey Office for sharing of survey information only. Generally, District Survey Office will only scrutinise the land boundary plan and survey record plan attached to the application for land or housing development. Therefore, the voluntary submission shall not be regarded as scrutinised, approved, endorsed or accepted by the Government.

_____ 簽署 Signature

_____ 日期 Date

乙部 - 測量師及提交文件的資料
PART B - PARTICULARS OF SURVEYOR AND SUBMISSION

1. 測量師姓名 * 認可土地測量師／註冊專業測量師(土地測量) Name of Surveyor * ALS / R.P.S.(LS)	2. 註冊編號 Registration No.

3. 關於地段編號 _____ 的土地界線測量結果，現向 _____ 測量處提交以下文件：-
I submit a set of the following documents to District Survey Office/ _____ in respect of the land boundary survey of Lot no. _____ :-

(i) 測量記錄圖，編號 _____ (____ 頁)；及
the survey record plan, Number _____ (___ sheets); and

(ii) 土地界線或土地測量圖，編號 _____ (____ 頁)；及
the land boundary or land survey plan, Number _____ (___ sheets); and

(iii) *由註冊土地擁有人簽署以委任獲授權代表的有效證明文件(____ 頁) (倘若甲部並非由註冊土地擁有人或認可人士填寫)。
*a valid documentary proof (___ sheets) signed by the registered land owner for appointment of authorized representative (if Part A is not completed by the registered land owner or Authorized Person).

4. 遵照《土地測量條例》(第473章)的實務守則，由我親自或在我直接監督下進行的土地界線測量工作已經完成，現就這次測量所界定的土地界線提交由我親自或在我直接監督下擬備的測量報告(____ 頁)和證明文件：-
I submit a survey report (____ sheets) and supporting documents on the land boundary definition for this land boundary survey which have been prepared and performed by myself or under my direct supervision in compliance with the Code of Practice under the Land Survey Ordinance (Cap. 473) :-

	頁數 No. of sheet		頁數 No. of sheet		頁數 No. of sheet
☐ 土地查冊資料 Land Search data		☐ 轉讓圖 Assignment Plan		☐ 地段索引圖 Lot Index Plan	
☐ 土地界線圖 Land Boundary Plan		☐ 土地分割圖 Division Plan		☐ 屋地圖則 House Lot Plan	
☐ 測量記錄圖 Survey Record Plan		☐ 丈量約份圖 DD Sheet		☐ 航空照片 Aerial photograph	
☐ 導線測量控制圖 Control Traverse Plan		☐ 丈量約份控制圖 DD Control Sheet		☐ 照片 Photograph	
☐ 永久土地記錄圖 Permanent Land Record Plan		☐ "A"圖 "A"Sheet		☐ 地籍測量圖 Cadastral Survey Plan	
☐ 其他圖則 Other plans		☐ 其他 Others			

5.(i) 我特此准許_____測量處備存這次提交的文件，而且不論收費與否，均可酌情決定把提交的圖則、測量報告及任何其他文件的副本分發給第三方。我亦明白如本人曾就上述地段向測繪處提交圖則及/或測量報告，所有先前版本的圖則及/或測量報告均會被本次提交的版本取代，而測繪處並不會分發任何被取代的版本給第三方。

I hereby give permission to District Survey Office/_____ to keep this submission and to distribute copies of the plans, survey report and any other documents in this submission, with or without charges, to third parties at its discretion. I also understand that in case there exists any previous version of plan(s) and/or survey report(s) submitted by me for the same captioned lot(s), all these previous versions will be superseded and will not be supplied to others for sharing purpose.

(ii) 我明白提交文件屬自願性質，僅供備存於測量處作分享測量資料之用。一般而言，測量處只會審視夾附於相關土地或屋宇發展申請內的土地界線圖及測量記錄圖。故此，自願提交的文件不應被視為已經被政府審查、核准、批註或接納。

I understand that the submission is on a voluntary basis and is keeping in District Survey Office for sharing of survey information only. Generally, District Survey Office will only scrutinise the land boundary plan and survey record plan attached to the application for land or housing development. Therefore, the voluntary submission shall not be regarded as scrutinised, approved, endorsed or accepted by the Government.

_____ 簽署 Signature

_____ 日期 Date

*刪去不適用者 * delete as appropriate

收集個人資料聲明: 本表格所收集的個人資料僅供地政總署用於處理與本表格相關的事宜。提供個人資料純屬自願性質。若你未能提供所須個人資料，地政總署可能無法處理本次申請。在未取得你的同意前，地政總署不會把你的個人資料向第三者披露或轉移。你有權要求查閱及更改你在本表格中提供的個人資料。在香港法例第486章《個人資料（私隱）條例》第20條指定的情況下，地政總署或會拒絕查閱資料的要求。請透過以下方式向部門個人資料管制主任（經辦人: 高級土地測量師/技術資訊）提出查閱或更改個人資料的要求。電郵：smohq@landsd.gov.hk; 地址：香港北角渣華道333號北角政府合署23樓地政總署測繪處。

Personal Information Collection Statement: The personal data collected in this form will only be used by Lands Department for the purposes directly related to the handling of your submission made in this form. The provision of your personal data is voluntary. If you do not provide personal information, Lands Department may not be able to process your application. The personal data collected in this form will not be disclosed or transferred to any other third parties without your prior consent. You have the right to request access to and correction of your personal data provided in this form. Please note that we may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance (Cap. 486). Your requests should be made to the Departmental Personal Data Controlling Officer (Attn: Senior Land Surveyor/Technical Information). Email: smohq@landsd.gov.hk; Address: Survey and Mapping Office, Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong.