

* Chief Estate Surveyor (_____)/

* District Lands Officer, _____,

Application Form for Ex-gratia Allowance (EGA) for Open-air/Outdoor Business Undertakings

(Please read the Notes below before completing this application form.)

(_____)@

1. Basic Information

Name of Applicant/Company: _____

Hong Kong Identity Card No./

Business Registration Certificate No.: _____

#Authorised Representative (if applicable): _____

Clearance No. of *Open-air/Outdoor Business
Undertaking/Structure(s): _____

District and Location: _____

District: _____

Lot No. _____ in D.D. _____

Modification of Tenancy Permit/
Short Term Waiver/Letter of Approval No.:

(applicable to private land) _____

Short Term Tenancy/Government Land Licence No.:

(applicable to government land) _____

2. Supporting Documents

Please provide copies of the following documents to facilitate the assessment of your eligibility for the EGA:

- (1)* (a) Operator's Hong Kong Identity (HKID) Card (b) Partner's HKID Card
- (c) Certificate of Incorporation in Hong Kong
- (2)* Transaction records of the relevant business (covering a period of at least two years immediately prior to the date of the pre-clearance survey (i.e. _____) up to the resumption of the site by the Government):
- (a) Tax Returns/Tax Payment Vouchers (b) Profit and Loss Account
- (c) Fire Insurance Policy Documents (d) Employees' Compensation Insurance Policy Documents
- (e) Equipment Maintenance Receipts (f) Business Registration Certificate
- (g) Electricity Bills (h) Telephone Bills
- (i) Water Bills (j) Bills for Information Services
- (3) Other valid supporting documents

[Remarks: The Lands Department (LandsD) will contact *you/your company for verifying the original of the aforementioned documents in due course. If needed, *you/your company may also be asked to provide other necessary information and documents as appropriate.]

3. Declaration

- (i) **I/We/The company* hereby **apply/applies* for the subject EGA from the LandsD. If the application is approved eventually, **I/we/the company* undertake(s) and guarantee(s) to depart voluntarily and unconditionally from the site, hand over the site wholly to the Government and vacate the aforesaid structure(s) by the scheduled departure date as stipulated by the LandsD in the approval letter; and also undertake(s) and guarantee(s) that the relevant **operation area(s)/structure(s)* will not be changed or used for other purposes. Otherwise, the LandsD may take land control actions as appropriate under the Land (Miscellaneous Provisions) Ordinance (Cap. 28), requiring the removal of the affected person/business operation from the relevant site and related structure(s). **I/We/The company* agree(s) that the LandsD is authorised to dispose of any items left on the surrendered site and/or in the structure(s).
- (ii) **I/We/The company* agree(s) to receive the EGA as full and final settlement of all and any claims which **I/we/the company* may have against the Government arising out of the resumption of the site, and agree(s) to surrender the right to claim any further compensation.
- (iii) By signing this form, **I/we/the company* understand(s) and agree(s) to all terms and conditions set out herein (including the Notes).
- (iv) ****I/We/The company* hereby declare(s) that **I/we/the company* **am/are/is* the **occupier(s)/operator(s)* of the **structure(s)/open-air/outdoor business undertaking* with clearance no. _____ issued by the LandsD, and all information provided herein and all other information provided by **me/us/the company* in relation to the EGA application is true and correct.**

*Applicant/
Authorised
Person#: _____
(Signature)

*Applicant/
Authorised
Person#: _____
(Signature)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone No.: _____

Telephone No.: _____

Date: _____

Date: _____

* Delete as appropriate

@ Insert the name of the project

Authorised representative/person acting for a company applicant only

Notes

General

1. If the application for the EGA is approved, the LandsD will offer a one-off full payment to the applicant. Application for payment of the EGA by instalments will not be entertained.
2. On the date of departure, partial handover of the occupied site/partial vacation of the occupied structure(s) will not be allowed. The applicant is required to hand over and vacate all of the occupied site/structure(s).
3. Please submit the application form together with other valid supporting documents (such as tenancy documents, bills for water, electricity and telephone service, business registration certificates and transaction records) to facilitate the processing of the application. The LandsD may also require the applicant to provide other necessary information and documents as appropriate.

Purpose of Collection of Information

4. The personal data provided by the applicant in this form will be used solely by the LandsD and/or its authorised contractor(s) for processing the subject EGA application.
5. The provision of personal data in this form is voluntary. If the applicant fails to provide sufficient information, the LandsD (and its authorised contractor(s)) may not be able to process the application.
6. The LandsD (and its authorised contractor(s)) may, for the purpose of assessing and making payment of the EGA to the applicant, disclose the personal data provided by the applicant in this form to other government departments.

Access to and Correction of Personal Data

7. The applicant has a right under Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance to request access to and correction of personal data. Such right includes the right to obtain a copy of the personal data provided in this form upon payment of photocopying fees and other necessary charges. The applicant is also entitled to request correction of the personal data if he/she considers them inaccurate.
8. Requests for access to and correction of personal data should be addressed to:

Departmental Secretary
Lands Department
21/F, North Point Government Offices
333 Java Road
Hong Kong
Tel. No.: 2231 3288