

Application Form for Early Payment of Ex-gratia Allowances

- * Chief Estate Surveyor (_____) /
- * District Lands Officer, _____ /
- * Manager/Clearance (_____ Office),

***Ex-gratia Allowance (EGA) for
Shops, Workshops, Godowns, Slipways, Schools, Churches and Ornamental Fish
Breeding Undertakings / EGA for Open-air/Outdoor Business Undertakings /
Rehabilitation Allowance / Disturbance Allowance for Cultivators / Crop
Compensation / EGA for Miscellaneous Permanent Improvements to Farms (including
Farm Equipment and Implements) / EGA for Qualifying Agricultural Buildings on
Private Land / EGA for Pig and Poultry Farmers / EGA for Pond Fish Farmers
Rearing Edible Fish and Fish Fry / EGA for Red Worm Pond Operators / EGA for
Oyster Farmers in Deep Bay**

(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. Scheduled Departure Date

Upon approval of the application, the applicant shall generally depart voluntarily and unconditionally from the site, hand over the site wholly to the Government and vacate the aforesaid structure(s) / squatter structure(s) on or before the scheduled departure date stated in the letter of notification from the Lands Department (LandsD). Please fill in your proposed scheduled departure date below. The LandsD may adjust the departure deadline with regard to the progress of the project. For any application approved eventually, a final scheduled departure date will be stipulated in the approval letter.

Proposed Scheduled Departure Date: _____

3. Declaration

- (i) *I/We/The company hereby apply (applies) for early payment of the subject EGA(s) from the LandsD^{Note 1}. 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) / squatter structure(s) on the scheduled departure date as stipulated by the LandsD in the approval letter. If *I/we/the company fail(s) to depart from the site, hand over the site to the Government and vacate the aforesaid structure(s) / squatter structure(s) by the date as stipulated, the LandsD may take land control action as appropriate under the Land (Miscellaneous Provisions) Ordinance (Cap. 28). *I/We/The company agree(s) that the LandsD is authorised to dispose of any items left in the surrendered structure(s).
- (ii) *I/We/The company agree(s) to receive in advance 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.
- (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) of the structure(s) /the operator(s) of the open-air/outdoor business undertaking with clearance no. _____ issued by the LandsD / the owner(s) / cultivator(s) / operator(s) of the crop(s) / miscellaneous permanent improvements to farms / farm equipment and implements / farm structure(s) / farm(s) / fish pond(s) / red worm pond(s) / oyster farm(s) affected by the project, 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 company applicant only

Notes

General

1. The applicant must be the operator of the open-air/outdoor business undertaking(s)/the occupier of the structure(s) with a clearance number issued by the LandsD or the owner(s)/cultivator(s)/operator(s) of the crop(s)/miscellaneous permanent improvements to farms/farm equipment and implements/farm structure(s)/farm(s)/ fish pond(s)/red worm pond(s)/oyster farm(s) affected by the project. If the project involves resumption of private land, the application may be submitted after the posting of the resumption notice. If the project involves only clearance of government land (i.e. resumption of private land is not required), the application may be submitted within 6 months prior to the first scheduled day of clearance.
2. If the application for early payment of the EGA is approved, the LandsD will offer a one-off full payment of the EGA to the applicant. Application for payment of the EGA by instalments will not be entertained.
3. On the date of departure, partial handover of the occupied site/partial vacation of the occupied structure(s)/squatter structure(s) will not be allowed. The applicant is required to hand over and vacate all of the occupied site/structure(s)/squatter structure(s).
4. 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 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

5. The personal data provided by the applicant in this form will be used solely by the LandsD and its authorised contractor(s) for processing the subject EGA application.
6. 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.
7. 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

8. 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.

9. 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