



To : Director of Lands

Attn: Legal Advisory and Conveyancing Office/

Apportionment and Government Rent Collection Section

*I/We, wish to apply for apportionment of *Government rent/premium in respect of the following premises. *I/We understand that the determined *Government rent/premium after the apportionment may be greater than the existing *Government rent/premium which *I am/we are now required to pay. (*see Note 2*)

The *Government rent/premium Demand Note No.

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Particulars of Premises to be apportioned

(*Please refer to the particulars in the demand note*)

Address of Building	
Lot No.	
Unit/Flat/Floor No. to be apportioned	
Unit/Flat/Floor No. held by the Applicant	

Particulars of the Applicant(s)

(*see Note 1*)

Name(s) in block letters	(in English)	(in Chinese)
Telephone No.		
Correspondence Address		
Signature of Applicant(s) (<i>see Note 1</i>) (or authorized signature)		
Date		

* delete where inappropriate

Notes to Applicants

1. According to the Government Rent and Premium (Apportionment) Ordinance (Cap.125), application must be made by the registered owner(s).
2. According to the Government Rent and Premium (Apportionment) Ordinance, the Director of Lands shall, in making apportionment on sections and on relevant interest, add to the determined Government rent/premium the following sum:
Apportionment of Government rent
 - such sum as may be necessary to make the determined Government rent an even number of dollars; and
 - a further sum of \$2.Apportionment of Premium
 - sum such as may be necessary to make the determined premium an even number of dollars; and
 - a further sum of \$10.After apportionment, the amount of determined Government rent or premium of the premises may be greater than the existing Government rent/premium.
3. With effect from the publication in the Government Gazette of a notice of the determined Government rent/premium, the owner(s) shall pay all arrears of the Government rent/premium, if any, and the future Government rent/premium as so determined.
4. Depending on the complexity of each case, the processing time to complete normal apportionment of Government rent/premium may take about five to six months.

Submission of Completed Forms

1. By Hand or By Post : Legal Advisory and Conveyancing Office/Apportionment and Government Rent Collection Section,
Lands Department,
Room 645, 6/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
2. By Fax: 2117 0956
3. By Electronic Submission under Electronic Transactions Ordinance (Cap.553): lndlaco@landsd.gov.hk

(For details, please refer to “Submissions Under Electronic Transactions Ordinance” in “Contact Us” under “About Us” in Lands Department’s website at <http://www.landsd.gov.hk>.)
4. Telephone Enquiry Number: 2231 3556

Personal Data (Privacy) Ordinance

- The completion of the Application Form overleaf is required for the purpose of processing the application for apportionment of Government rent/premium.
- The Application Form will be destroyed
 - a) as soon as practicable if the application is withdrawn by the applicant or rejected by the Legal Advisory and Conveyancing Office; or
 - b) after 12 months when the relevant Apportionment Notice is published in the Government Gazette and registered in the Land Registry.
- The personal data in the Application Form will not be disclosed to any third party other than for the purpose of processing the application for apportionment of Government rent/premium and for the collection of the determined Government rent/premium.
- Each applicant has the right of access to and correction of the personal data including obtaining a copy of the application form upon payment of the prescribed copying fee.
- Enquiries concerning the data collected by means of the completion of the Application Form including the access and correction thereof may be addressed to :

Senior Land Conveyancing Officer

Legal Advisory and Conveyancing Office/Apportionment and Government Rent Collection Section,
Lands Department,

Room 645, 6/F, North Point Government Offices,

333 Java Road, North Point, Hong Kong

(Tel No.: 2835 2071)