

Application for consent to underlet or license / sell / mortgage or charge by ownerⁱ

物業擁有人分租或許可使用／出售／按揭或押記同意書申請表格ⁱ

To: The Director of Lands

致：地政總署署長

PART I: The Property (Note 1)

第 I 部分：物業(下稱「該物業」)(註 1)

PART II: Application

第 II 部分：申請

*I/We, with *my/our name(s) and other particulars completed in Part IV, having acquired the Property in *my/our name(s) and being *the sole/the beneficial owner(s)ⁱ of the Property, would like to apply for consent to:
* 本人／我們已在下文第 IV 部分，填寫* 本人／我們的姓名，以及其他詳情。* 本人／我們已經以* 本人／我們的名義，取得該物業，為該物業的* 唯一／實益擁有人ⁱ，現就以下事項，申請同意書：

1. ** ☐ enter into leases and tenancies in respect of, and licence to use and occupy, the Property, and agreements for any of them.
就分租和許可使用和佔用該物業，訂立租契、租賃，或就上述任何一項訂立協議。
2. ** ☐ enter into agreement for sale and purchase, whether preliminary or formal or both, (hereinafter referred to as “the ASP”) and an assignment pursuant to the ASP in respect of the Property.
就該物業訂立臨時或正式買賣協議，或臨時和正式買賣協議(下稱「該買賣協議」)，以及依據該買賣協議訂立轉讓契。
3. ** ☐ mortgage or charge the Property.
將該物業按揭或押記。

- ** ☐ I am the sole owner of the Property. I am a holder of a valid Hong Kong Permanent Identity Card. (Note 2)
本人是該物業的唯一擁有人，持有有效的香港永久性居民身分證。(註 2)
- ** ☐ We own the Property jointly. All of us are holders of valid Hong Kong Permanent Identity Cards. (Note 3)
我們共同擁有該物業，各人均持有有效的香港永久性居民身分證。(註 3)
- ** ☐ We own the Property jointly. Each of us is closely related to each other. (Note 4)
我們共同擁有該物業，各人均為近親。(註 4)

In support of *my/our application, the following supporting documents are submitted with this application:

- (i) ***a certified copyⁱⁱ of the last assignment of the Property showing that *I am/we are the owner(s) of the Property; and***
- (ii) ***an up-to-date land register of the Property obtained from the Land Registry showing that *I am/we are the owner(s) of the Property.***

為支持* 本人／我們的申請，現隨本申請表格提交下列證明文件：

- (i) **該物業最近一份轉讓契的核證副本ⁱⁱ，顯示* 本人／我們是該物業的擁有人，以及**
- (ii) **從土地註冊處取得該物業最新的土地紀錄，顯示* 本人／我們是該物業的擁有人。**

* delete as appropriate

* 刪去不適用者

** select by putting a tick “✓” as appropriate

** 在適當方格填上「✓」號

ⁱ This application form is only for use by the sole/the beneficial owner(s) of the Property. Where the Applicant(s) is/are mortgagee(s) exercising power of sale or trustee(s) in bankruptcy or executor(s)/administrator(s) of the estate of a deceased owner or in other cases of special consent, the Applicant(s) should write to the Director of Lands to apply for consent to sell/underlet or licence/mortgage or charge. The Applicant(s) should provide supporting documents to prove that he/she/they is/are entitled to make the application.

本申請表格僅供該物業的唯一／實益擁有人使用。申請人如是行使售賣權的承按人，或破產受託人，或是已故擁有人的遺囑執行人／遺產管理人，或屬其他申請特別同意書的人士，則須以書面向地政總署署長申請出售／分租或許可使用／按揭或押記同意書，並須提供證明文件，證明有權提出申請。

ⁱⁱ Copy as certified by a solicitor practising in Hong Kong or by the Land Registrar.
經香港執業律師或土地註冊處處長核證的副本。

PART III: Declaration and Acknowledgment by the Applicant(s)

第 III 部分：申請人聲明和承認

*I/We hereby declare, confirm, acknowledge and agree as follows:

* 本人／我們謹此聲明、確認、承認和同意以下事項：

1. All the particulars given in this application form are true and correct in all respects. *I/We have not withheld any information required in this application form, nor have *I/we provided any misleading information.
本申請表格所載的所有詳情，在各方面均屬真確無誤。* 本人／我們並無隱瞞本申請表格所需填報的任何資料，也沒有提供任何有誤導成分的資料。
2. The Director of Lands reserves the right to reject any application.
地政總署署長有權拒絕任何申請。
3. Incomplete submission of the above and other requested information in this application form will render *my/our application being held up from further processing and *my/our application is subject to the Notes to Applicant(s) stated overleaf.
上述所需提交的資料，或本申請表格所需填報的其他資料，如有不全，* 本人／我們的申請將不會獲進一步處理，而*本人／我們的申請，受次頁所述的「申請人須知」規限。

PART IV: Particulars and Signature of the Applicant(s)

第 IV 部分：申請人的資料詳情及簽署

Name (Note 5) 姓名(註 5)		Hong Kong Permanent Identity Card No. (Note 6) 香港永久性居民身分證號碼 (註 6)	Tel. No. (for day time contact) 電話號碼 (日間聯絡之用)	Signature (Note 7) 簽署(註 7)
(Chinese) (中文)	(English) (英文)			
1.				
2.				
3.				
4.				

(Optional) Correspondence Address of the Applicant(s): (if different from the address of the Property)

(可選擇填報) 申請人的通訊地址 (如與該物業的地址不同)

--

Date 日期: _____

*delete as appropriate

* 刪去不適用者

Notes to Applicant(s)

申請人須知

1. Please insert the address of the Property. The description of the Property must be the same as that appearing on the up-to-date land register of the Property obtained from the Land Registry.
請填寫該物業的地址。該物業的詳情須與從土地註冊處取得該物業最新的土地紀錄所顯示者相符。
2. Please tick this box if the Applicant is the sole owner of the Property and a holder of a valid Hong Kong Permanent Identity Card.
如申請人是該物業的唯一擁有人，並持有有效的香港永久性居民身分證，請在此方格填上「✓」號。
3. Please tick this box if all the Applicants are holders of valid Hong Kong Permanent Identity Cards.
如所有申請人均持有有效的香港永久性居民身分證，請在此方格填上「✓」號。
4. Please tick this box if:
如符合下列情況，請在此方格填上「✓」號：
 - (a) one, or more than one, Applicant is a holder of a valid Hong Kong Permanent Identity Card; and one, or more than one, Applicant is not a holder of a valid Hong Kong Permanent Identity Card; and
一名或多於一名申請人是有效的香港永久性居民身分證持有人；一名或多於一名申請人並非有效的香港永久性居民身分證持有人；以及
 - (b) the Applicants are closely related, i.e.:
申請人為近親，即：
 - (I) where there are 2 persons, 1 person is the parent, spouse, child, brother or sister of the other person; or
在兩人的情況下，其中一人是另一人的父母、配偶、子女、兄弟或姊妹；或
 - (II) where there are more than 2 persons, each of the persons is a parent, spouse, child, brother or sister of each of the other persons.
在多於兩人的情況下，每一人均是其餘每一人的父母、配偶、子女、兄弟或姊妹。
5. All English and Chinese names must be the same as those appearing on the Hong Kong Permanent Identity Cards (if applicable).
所有中英文姓名均須與香港永久性居民身分證上的姓名相同(如適用)。
6. Insert “N.A.” if any Applicant does not hold a valid Hong Kong Permanent Identity Card.
如任何申請人並非有效的香港永久性居民身分證持有人，請填寫「不適用」。
7. If the Property is jointly owned by two or more persons, all owners are required to sign this application form.
如該物業由兩人或多於兩人共同擁有，則所有擁有人均須簽署此申請表格。

8. Applications for consent for owner to underlet or license, sell, or mortgage or charge should be submitted to:

物業擁有人申請分租或許可使用、出售或按揭或押記同意書，應把申請表格遞交到：

Legal Advisory and Conveyancing Office / Kowloon (“LACO/Kowloon”)
Lands Department
18/F, North Point Government Offices,
333 Java Road,
North Point, Hong Kong

香港北角渣華道333號
北角政府合署18樓
地政總署
九龍法律諮詢及田土轉易處

during opening hours, i.e. Mondays to Fridays (except Public Holidays) from 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m. (“opening hours”).

辦公時間為星期一至五(公眾假期除外)上午9時至下午12時30分，以及下午1時30分至5時30分(下稱「辦公時間」)。

To submit an application, the Applicant(s):

如要提出申請，申請人：

- (a) should complete and sign this application form, and send the original of the duly completed and signed application form to LACO/Kowloon during opening hours by hand or by post;
須填寫和簽署本申請表格，然後把妥為填寫和簽署的申請表格正本，以專人送遞或郵寄方式，在辦公時間內送交九龍法律諮詢及田土轉易處；
- (b) may choose to submit an application by first sending a copy of the duly completed and signed application form in Adobe Portable Document Format (PDF) to LACO/Kowloon by email at the designated email address *HKPHKP@landsd.gov.hk* (“the designated email address”) and thereafter sending the original of that application form by hand or by post to LACO/Kowloon during opening hours within 3 working days from the date of the email submission. If the email submission is received after the opening hours, the application form enclosed therein will be treated as receipted on the next working day;
可選擇先把妥為填寫和簽署的申請表格，以可攜式文件格式(PDF)，透過電郵送交九龍法律諮詢及田土轉易處(電郵地址：*HKPHKP@landsd.gov.hk*) (下稱「指定電郵地址」)，然後在該電郵發送日期起計三個工作天內，以專人送遞或郵寄方式，在辦公時間內把申請表格正本送交九龍法律諮詢及田土轉易處。如該電郵在辦公時間後收到，隨電郵夾附的申請表格會視作在下一個工作天收到；
- (c) should submit the following supporting documents:
須提交下列證明文件：
 - (i) a certified copyⁱⁱ of the last assignment of the Property showing that the Applicant(s) is/are the owner(s) of the Property to LACO/Kowloon during opening hours by hand or by post; and
以專人送遞或郵寄方式，在辦公時間內向九龍法律諮詢及田土轉易處提交該物業最近一份轉讓契的核證副本ⁱⁱ，顯示申請人是該物業的擁有人；以及

ⁱⁱ Copy as certified by a solicitor practising in Hong Kong or by the Land Registrar.
經香港執業律師或土地註冊處處長核證的副本。

- (ii) an up-to-date land register of the Property obtained from the Land Registry showing the current particulars of the Property and that the Applicant(s) is/are the owner(s) of the Property to LACO/Kowloon (either by hand or by post or by email at the designated email address).

從土地註冊處取得該物業最新的土地紀錄，顯示該物業現況，以及申請人是該物業的擁有人，並以專人送遞或郵寄方式送交九龍法律諮詢及田土轉易處，或透過電郵發送到指定電郵地址。

- (d) If the application is submitted by fax, it will not be processed.

如以傳真遞交，申請將不獲受理。

9. If the requested information is incomplete, the application will not be processed.

所需資料如有不全，申請將不獲受理。

10. The personal data provided by means of this application form will be used by the Lands Department for processing the application for consent. The provision of personal data by means of this application form is voluntary. However, if the Applicant(s) do(es) not provide sufficient information, the Lands Department may not be able to process this application.

申請人在此申請表格內提供的個人資料，會由地政總署用於處理同意書申請。申請人在申請表格提供個人資料，全屬自願。然而，假如申請人沒有提供足夠資料，地政總署可能無法處理此申請。

11. The Applicant(s) has/have a right of access and correction in respect of the personal data as provided for under Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning the making of access to and correction of personal data may be addressed to:

根據《個人資料(私隱)條例》第18和22條以及附表1第6原則，申請人有權查閱和改正個人資料。如欲查閱或改正個人資料，請向以下人員查詢：

Departmental Access to Information Officer
Lands Department
21/F, North Point Government Offices,
333 Java Road,
North Point, Hong Kong

香港北角渣華道333號
北角政府合署21樓
地政總署
部門公開資料主任