

(For Official Use Only)

Premium Reference No.:

Property Address:

Application Receipt Date:

To: Government Rent and Premium Unit,  
Lands Department,  
1/F., North Point Government Offices,  
333 Java Road,  
Hong Kong

**Application for Lump Sum Payment of Balance of Premium Instalments**

Dear Sirs,

I/We would like to apply for payment of the balance of the annual instalments of premium payable in respect of the Property (hereinafter mentioned) in one lump sum. ***I/We have read and understood the “Important Notes” below and the attached “Note on Use of Personal Information” before completing and submitting this Application Form.***

**Particulars of the Property**

Premium Reference No. \* : \_\_\_\_\_  
Property Address \* : \_\_\_\_\_  
\_\_\_\_\_

Name of Registered Owner(s)**		Signature**
Chinese	English	

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Contact Information:

Contact Person	Day Time Contact Telephone No.	Correspondence Address (if different from Property Address)	Email

Date : \_\_\_\_\_

*\* Please insert the premium reference number and address shown on the demand note(s) issued by Lands Department for demanding the premium instalments.*

*\*\* Please insert the name of the current Registered Owner as shown on the land search records in the Land Registry. If there is more than one current Registered Owner, please insert the names and signatures of all Registered Owners.*

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**Important Notes**

(I) By this Application Form, an application for lump sum payment of the balance of the premium instalments payable in respect of the Property (“the Outstanding Balance of Premium”) may be made to the Government Rent and Premium Unit of the Lands Department. The application must be submitted by the current registered owner(s) of the Property as shown on the land search records in the Land Registry. All the registered owners must sign this Application Form.

(II) Please submit the completed Application Form either by hand, by post, by fax or by email as shown below:

By Hand or By Post: Government Rent and Premium Unit,  
Lands Department,  
1/F., North Point Government Offices,  
333 Java Road,  
Hong Kong

OR

By Fax: 2117 1099

OR

By Email: [grpenquiry@landsd.gov.hk](mailto:grpenquiry@landsd.gov.hk)

(III) If the application is accepted, demand notes for the Outstanding Balance of Premium and the fee for registration of the Notice referred to in (IV) below in the Land Registry will be issued for payment.

(IV) After settlement of the demand notes referred to in (III) above, the Lands Department will complete a Notice of Payment of the Outstanding Balance of Premium in the form as per the Schedule to this Application Form (“the Notice”) and arrange for its registration in the Land Registry.

(V) After registration, the original of the Notice will be sent to the registered owner(s) for retention.

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- (VI) It should be noted that the annual instalment of premium payable in respect the Property was determined by the Director of Lands under section 12 of the Government Rent and Premium (Apportionment) Ordinance (“the Ordinance”). According to section 23 of the Ordinance, the determination may be cancelled in the event of the building (of which the Property forms part) is wholly or partly demolished or destroyed. Upon cancellation of the determination, the premium, if any, payable in respect of the lot shall be paid in accordance with the land grant of the lot. This means, the owner(s) of the Property would be jointly and severally liable with other owners of undivided shares in the lot(s) (“the Lot”) on which the building stands for the premium, if any, payable in respect of the Lot, notwithstanding that the Outstanding Balance of Premium has been paid up under this application.
- (VII) For any enquiry, please call the enquiry hotline at 2231 3033.

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## NOTES ON USE OF PERSONAL INFORMATION

### Purpose of Collection

1. The personal data provided in this Application Form will be used by the Lands Department for or incidental to the following purposes:

- (a) Processing of the application;
- (b) Billing and collection of premium; and
- (c) Communication with the applicant in relation to paragraphs (a) and (b) above.

2. It is obligatory for an applicant to supply the personal data as required in this Application Form. If an applicant fails to supply the required data, the Lands Department may not be able to process the application.

### Access to Personal Data

3. The individual who is the subject of the personal data has a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided in this Application Form upon payment of the applicable charge.

### Enquiries

4. Enquiries concerning the personal data collected, including the request for access and corrections, should be made to the Departmental Personal Data Controlling Officer of the Lands Department at 20/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

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## SCHEDULE

### Notice of Payment of the Outstanding Balance of Premium

**Re:** \_\_\_\_\_ **(“the Property”)**

- (i) The annual instalment of premium payable in respect of the Property is \_\_\_\_\_ equal annual instalments of \$\_\_\_\_\_ (including interest) payable on the \_\_\_\_ day of \_\_\_\_\_ each year up to and including the \_\_\_\_ day of \_\_\_\_\_. As at the \_\_\_\_ day of \_\_\_\_\_, the outstanding balance of premium payable in respect of the Property is \$\_\_\_\_\_ (“the Outstanding Balance of Premium”).
- (ii) The Outstanding Balance of Premium has been settled on \_\_\_\_\_.

Signature : \_\_\_\_\_

Name of Officer : \_\_\_\_\_

Post : \_\_\_\_\_

\_\_\_\_\_  
Official Chop

Date : \_\_\_\_\_