



Inspection of Computerized "A" Rent Rolls Records

The New Territories District Lands Offices (NTDLOs) maintain "A" Rent Rolls, generally known as "A Book", for the purpose of issuing Government Rent Demand Notes to individual lot owners. As the "A Book" contains personal information of the respective lot owner apart from his lot information, to comply with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), Lands Department only allows owners and the persons authorized by them to have access to records relating to their own lots in such "A Book".

To improve efficiency and maintenance of records, Lands Department is computerising all the "A Book" in NTDLOs by phases. The process in District Lands Office, Tai Po (DLO/TP) has been completed. With effect from 1 September 2006 DLO/TP will allow access to the information in the electronic "A Book" subject to conditions. In general,

- (1) a lot owner, or his authorized person, may view the personal data and lot information relating to his own lots in the electronic A Book free of charge; and
- (2) a member of the public or a lot owner may obtain printed reports of the lot information in the electronic "A Book" subject to a charge. The charge is currently at \$190 per lot and will be subject to revision from time to time.

The printed report will contain the following lot information:-

Lot number
New Grant/Building Licence number
Site Area
Annual rent
Class/User of the lot
Land Registry memorial information, if available
Rent concession status (for lot owner only)

Enquirers may approach DLO/TP for the services by submitting the relevant application form attached at Annex A to C. Enquirers should however note that the "A Book" are not public records and the particulars contained therein are intended only for internal use of the Lands Department. The Department makes no representation or warranty as to the accuracy and correctness of the contents of the "A Book" and enquirers should conduct a land search at the Land Registry or obtain their own legal advice in these respects.

Computerisation of "A Book" in other NTDLOs is in progress and is scheduled to complete over the next 3 years. Separate announcement will be made once a NTDLO is ready to permit viewing of the electronic "A Book" in its office.

Upon the launch of the new service, in each NTDLO, the existing service allowing lot owners or their authorized persons to inspect the original "A Book" will cease.

(Patrick L C Lau)
Director of Lands
1 September 2006

To : District Lands Officer, _____ (“District Lands Officer”)

**Application Form for Inspection/Obtaining
copy of “A” Rent Rolls Record (For Property Owner)**

I, (English) _____ / (Chinese) _____
of _____ Village, holder of *[Hong Kong Identity Card / Passport No.
_____] apply for *[inspection/obtaining a copy] of the relevant “A” Rent Rolls
record in respect of the following property/properties under my name:

	D.D. No.	Lot No.	Village/address
1			
2			
3			
4			

I understand that the information contained in the “A” Rent Rolls is kept by the District Lands Officers for the purpose of collection of Government rent of landed properties. The “A” Rent Rolls are not public records and the particulars contained in them are intended only for internal use of the District Lands Officers and staff of the Lands Department. The Government makes no representation or warranty as to the accuracy and correctness of the contents of the “A” Rent Rolls.

I confirm that the information to be disclosed to me will be for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.

I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the "A" Rent Rolls or any reliance placed or to be placed upon the information (including any updating, change, alteration, addition, deletion, revision or replacement of it) contained in or omitted from the "A" Rent Rolls.

I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the "A" Rent Rolls at any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the "A" Rent Rolls up to date.

I acknowledge that a fee of \$190 for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable by me.

Signature of owner : _____

Name in block letters : _____

Contact telephone No. : _____

Date : _____

* delete if inapplicable

Note : The owner should produce his / her *Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to inspection/obtaining copy of the relevant "A" Rent Rolls.

For Official Use Only

The owner's *HKIC / Passport has been checked by : _____

Name in block letters : _____

Post : _____

Date : _____

致：_____地政專員（下稱：「地政專員」）

查察地籍冊記錄／索取地籍冊記錄副本申請書（供業權人使用）

本人_____（英文）／_____（中文），為_____村*〔香港身份證／護照號碼_____〕持有人，現申請就下述本人名下物業／數項物業的相關地籍冊記錄*〔進行查察／索取副本〕：

	丈量約份約數	地段編號	村名／地址
1			
2			
3			
4			

本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只擬供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確證向本人披露的資料只供本人作個人參考之用。本人確認須負責在土地註冊處進行土地查冊或以其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新、更改、修訂、增加、刪除、校訂或更換）或遺漏的資料有或將有任何依賴而導至或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間（不論是在本申請書的日期之前或之後）及以其認為適當的方式更新、更改、修訂、增加、刪除、校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定要為地籍冊內所載一切資料存入最更新的記錄。

本人確認須繳付索取地籍冊記錄副本的費用，每項物業 190 元。

業權人簽署 : _____
姓名 (以正楷填寫) : _____
聯絡電話號碼 : _____
日期 : _____

* 請刪去不適用者

備註： 業權人須於索取相關的地籍冊副本前出示他／她的*香港身份證／護照，供地政處人員查核。

只供部門人員填寫

業權人的*香港身份證／護照已由本人查核 : _____
姓名 (以正楷填寫) : _____
職位 : _____
日期 : _____

To : District Lands Officer, _____ (“District Lands Officer”)

**Authorization and Application Form for Inspection/Obtaining copy of
“A” Rent Rolls Record (For Property Owners with authorized person)**

I, (English) _____ / (Chinese) _____
of _____ Village, holder of *[Hong Kong Identity Card / Passport No.
_____] , hereby apply and authorize *Mr. / Mrs. / Miss / Ms.
(English) _____ (Chinese) _____, holder of
*[Hong Kong Identity Card / Passport No. _____] (“the Authorized Person”) to
*[inspect/obtain a copy of] the relevant “A” Rent Rolls record in respect of the following
property/properties under my name:

	D.D. No.	Lot No.	Village/address
1			
2			
3			
4			

A copy of my *[Hong Kong Identity Card / Passport] is attached.

The authorized person is *[my _____ (insert relationship) / a
Village Representative of _____ Village / a Member of _____ Rural
Committee].

I hereby give consent to the District Lands Officer to disclose my personal data
and other information shown on the relevant “A” Rent Rolls to the Authorized Person.

I understand that the information contained in the “A” Rent Rolls is kept by the
District Lands Officers for the purpose of collection of Government rent of landed properties.
The “A” Rent Rolls are not public records and the particulars contained in them are intended
only for internal use of the District Lands Officers and staff of the Lands Department. The
Government makes no representation or warranty as to the accuracy and correctness of the
contents of the “A” Rent Rolls.

I confirm that the information to be disclosed to the Authorized Person is for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.

I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the “A” Rent Rolls or any reliance placed or to be placed upon the information (including any updating, change, alteration, addition, deletion, revision or replacement of it) contained in or omitted from the “A” Rent Rolls.

I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the “A” Rent Rolls at any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the “A” Rent Rolls up to date.

I acknowledge that a fee of \$190 for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable by me.

Signature of owner	:	_____
Name in block letters	:	_____
Contact telephone No.	:	_____
Date	:	_____
Signature of the Authorized Person	:	_____
Name in block letters	:	_____
Contact telephone No.	:	_____
Date	:	_____

* delete if inapplicable

Note : The Authorized Person should produce his / her *Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to obtaining a copy of the relevant “A” Rent Rolls.

For Official Use Only

The authorized person's *HKIC / Passport has been checked by : _____
Name in block letters : _____
Post : _____
Date : _____

致：_____地政專員（下稱：「地政專員」）

查察地籍冊記錄／索取地籍冊記錄副本授權及申請書
（供業權人及獲授權人使用）

本人_____（英文）／_____（中文），為_____村*〔香港身份證／護照號碼_____〕持有人，現申請及授權_____（英文）／_____（中文）*先生／太太／小姐／女士*〔香港身份證／護照號碼_____〕（下稱：「獲授權人」）就下述本人名下物業／數項物業的相關地籍冊記錄*〔進行查察／索取副本〕：

	丈量約份約數	地段編號	村名／地址
1			
2			
3			
4			

隨附本人的*〔香港身份證／護照〕副本。

獲授權人為*〔本人的_____（請填寫親屬關係）／_____村村代表／_____鄉事委員會委員〕。

本人同意地政專員向獲授權人披露相關地籍冊所顯示的有關本人的個人資料及其他資料。

本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只擬供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確證向獲授權人披露的資料只供本人作個人參考之用。本人確認須負責在土地註冊處進行土地查冊或以其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新、更改、修訂、增加、刪除、校訂或

更換)或遺漏的資料有或將有任何依賴而導至或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間(不論是在本申請書的日期之前或之後)及以其認為適當的方式更新、更改、修訂、增加、刪除、校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定要為地籍冊內所載一切資料存入最更新的記錄。

本人確認須繳付索取地籍冊記錄副本的費用，每項物業 190 元。

業權人簽署	:	_____
姓名(以正楷填寫)	:	_____
聯絡電話號碼	:	_____
日期	:	_____
獲授權人簽署	:	_____
姓名(以正楷填寫)	:	_____
聯絡電話號碼	:	_____
日期	:	_____

* 請刪去不適用者

備註： 獲授權人須於索取相關的地籍冊副本前出示他／她的*香港身份證／護照，供地政處人員查核。

只供部門人員填寫

獲授權人的*香港身份證／護照已由本人查核	:	_____
姓名(以正楷填寫)	:	_____
職位	:	_____
日期	:	_____

To : District Lands Officer, _____ (“District Lands Officer”)

**Application Form for requesting
copy of “A” Rent Rolls Record (For Public)**

I, (English) _____ / (Chinese) _____,
holder of *[Hong Kong Identity Card / Passport No. _____] request for a copy
of the relevant “A” Rent Rolls record in respect of the following property/properties:

	D.D. No.	Lot No.
1		
2		
3		
4		

I understand that the information contained in the “A” Rent Rolls is kept by the District Lands Officers for the purpose of collection of Government rent of landed properties. The “A” Rent Rolls are not public records and the particulars contained in them are intended only for internal use of the District Lands Officers and staff of the Lands Department. The Government makes no representation or warranty as to the accuracy and correctness of the contents of the “A” Rent Rolls.

I confirm that in the event of the District Lands Officer agreeing to disclose to me any information from the “A” Rent Rolls, the information to be disclosed to me will be for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.

I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the “A” Rent Rolls or any reliance placed or to be placed upon the information (including any updating, change, alteration, addition, deletion, revision or replacement of it) contained in or omitted from the “A” Rent Rolls.

I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the "A" Rent Rolls at any time, whether before or after the date of this request, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the "A" Rent Rolls up to date.

I acknowledge that in the event of the District Lands Officer agreeing to my request, a fee of \$190 for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable. I understand that the District Lands Officer shall have the absolute discretion to agree to or reject my request as he considers appropriate.

Signature of Applicant : _____

Name in block letters : _____

Contact telephone No. : _____

Date : _____

* delete if inapplicable

Note : The applicant should produce his / her *Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to obtaining copy of the relevant "A" Rent Rolls.

For Official Use Only

The applicant's *HKIC / Passport has been checked by : _____

Name in block letters : _____

Post : _____

Date : _____

致：_____地政專員（下稱：「地政專員」）

索取地籍冊記錄副本申請書（供市民使用）

本人_____（英文）／_____*[香港身份證／護照號碼_____] 持有人（中文）現申請索取下述物業／數項物業的相關地籍冊記錄副本：

	丈量約份約數	地段編號
1		
2		
3		
4		

本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只擬供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確證倘地政專員同意向本人披露任何載列於地籍冊的資料，該等向本人披露的資料只供本人作個人參考之用。本人確認須負責在土地註冊處進行土地查冊或以其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新、更改、修訂、增加、刪除、校訂或更換）或遺漏的資料有或將有任何依賴而導至或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間（不論是在本申請書的日期之前或之後）及其認為適當的方式更新、更改、修訂、增加、刪除、校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定要為地籍冊內所載一切資料存入最更新的記錄。

本人確認倘地政專員同意本人的要求，本人須繳付索取地籍冊記錄副本的費用，每項物業 190 元。本人明白地政專員有絕對的酌情權

作出其認為適當的決定，同意或拒絕本人的要求。

申請人簽署	:	_____
姓名（以正楷填寫）	:	_____
聯絡電話號碼	:	_____
日期	:	_____

* 請刪去不適用者

備註： 申請人須於索取相關的地籍冊副本前出示他／她的*香港身份證／護照，供地政處人員查核。

只供部門人員填寫

申請人的*香港身份證／護照已由本人查核	:	_____
姓名（以正楷填寫）	:	_____
職位	:	_____
日期	:	_____