**Appendix I**

**OPTION FORM**

To : \*Chief Estate Surveyor/ Land Supply/ District Lands Officer/ , Lands Department

Fax :

Email :

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

Lot No.: (“the Lot”)

Address:

**Proposed \*Lease Modification/Land Exchange**

Pursuant to the Lands Department (“LandsD”) Land Administration Office (“LAO”) Practice Note (“PN”) No. 11/2023, as supplemented by LAO PN No. 11/2023A, \*I/we hereby opt for the land premium payable for the proposed \*lease modification/land exchange transaction (“proposed transaction”) to be assessed at standard rates.

2. \*I/We understand and acknowledge that :-

(i) the relevant site area and/or gross floor area (“GFA”) figures \*have been determined by LandsD and confirmed to \*me/us / will be determined by LandsD at its absolute discretion;

(ii) LandsD has the absolute discretion to decide whether to accept \*my/our application for opting the premium to be charged at standard rates;

(iii) if \*my/our application for opting the premium to be charged at standard rates is not accepted by LandsD, the premium will be assessed in accordance with the established case-by-case basis; and

(iv) \*my/our application for opting the premium to be charged at standard rates is irreversible upon acceptance of Provisional Basic Term Offer. If such application is accepted by LandsD, \*I/we will no longer be entitled to appeal against the premium to be offered under the Binding Basic Terms Offer for the proposed transaction. Fees paid for the application of the proposed transaction will be forfeited if \*I/we decide not to proceed with it.

3. \*I/We have read and understood the attached Note on Use of Personal Information.

Yours faithfully,

Signature(s) of the \*Applicant / authorized officer(s) for and on behalf of the Applicant(s) :

Name(s) of the Applicant(s) in Block Letters: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Name(s) and capacity of the authorized officer(s) of the Applicant(s):

Address of the Applicant(s):

Telephone Number of the Applicant(s):

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

\* Delete as appropriate

**c.c. Chief Estate Surveyor/Valuation, Lands Department** (email : cesv@landsd.gov.hk)

(Fax : 2523 1620)

**Note on Use of Personal Information**

|  |  |
| --- | --- |
| Purpose of Collection | The personal data provided in this Option Form will be used by the Lands Department for the purpose of considering and processing this Option Form.  The provision of personal data as required in this Option Form is obligatory. If you do not provide the personal data, the Lands Department may not be able to process this Option Form. |
| Class of Transferees | The personal data you provided in this Option Form may be disclosed to other Government bureaux / departments for the purpose mentioned above. |
| Access to Personal Data | 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 of the Personal Data (Privacy) Ordinance. Such right of access includes the right to obtain a copy of the personal data provided in this Option Form upon payment of the applicable charge. |
| Enquiries | Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to:  Departmental Personal Data Controlling Officer  of the Lands Department  20/F., North Point Government Offices  333 Java Road, North Point  Hong Kong |