**Appendix I**

**OPTION FORM**

To : District Lands Officer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_

Lot No.: (“the Lot”)

Address:

\*Proposed Lease Modification/Land Exchange

With reference to your letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_ and pursuant to the Lands Department LAO Practice Note No. 12/2023 (“PN”), \*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 provide the following requisite documents / information herewith :-

1. (a) The occupation permit(s) issued by the Building Authority for the Pre-1987 industrial buildings erected on the Lot(s) (for the purpose of this Option Form, “Pre-1987 industrial building” has the meaning as defined in Footnote 3 of PN); or
2. The approval letter(s) issued by the Building Authority showing the building plans of the Pre-1987 industrial building(s) erected on the Lot(s) were first submitted to the Building Authority for approval on or before 1 March 1987; and

#(ii) A certificate by \*an Authorized Person (as defined in the Buildings Ordinance) / a Registered Professional Surveyor (as defined in the Surveyors Registration Ordinance) (“the Certificate”) certifying the gross floor area (“GFA”) of the Pre-1987 industrial building(s) existing on the Lot(s) or existed immediately before the Lot(s) became vacant (collectively “the existing building”) as per the latest building plans of the existing building approved by the Building Authority (“the approved building plans”), but excluding the GFA of any parking, loading and unloading spaces, plant rooms and other similar facilities not normally accountable for GFA under the Buildings Ordinance and any GFA in the approved building plans which do not comply with the lease conditions. A set of the approved building plans shall be attached with the Certificate.

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

(i) the GFA figures will be determined by LandsD at its absolute discretion;

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

(iii) if \*my/our application to opt for 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 to opt for the premium to be charged at standard rates is irreversible and 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 and fees paid for the application of the proposed transaction will be forfeited if \*I/we decide not to proceed with it.

4. \*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

# In case the applicant chooses not to provide the Certificate or the applicant chooses to adopt an alternative basis for determination of the GFA figure of “C” (as mentioned in paragraph 5(iii) of PN) based on the GFA figure upon redevelopment of the site for industrial and/or godown use before the lease modification / land exchange, as would have been adopted by LandsD in a case-by-case assessment, the applicant may provide the GFA figure on such basis (with or without supporting information) for LandsD’s consideration. LandsD will then determine the GFA figure on such alternative basis, which is final and binding on the applicant. For certainty and simplicity, such choice by the applicant for alternative basis mentioned above is irreversible.

**Note on Use of Personal Information**

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| --- | --- |
| 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 mandatory. If you do not provide sufficient information, the Lands Department may not be able to process this Option Form. |
| Class of Transferees | The personal data provided in this Option Form may be disclosed to other Government bureaux / departments for the purpose mentioned above. |
| Access to Personal Data | You have 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 |