

Appendix III

Sample Letter on Certification of No Encroachment upon Completion of Development by Authorized Land Surveyor

To #{{District Lands Officer/[District] /
Chief Estate Surveyor/[Section]}}

Lot No: _____ (the Development)

I _____ [Name] _____, the Authorized Land Surveyor[^] appointed for the carrying out of a final survey for the Development, hereby certify that the completed construction works of the Development do not encroach onto Government land, except for installations, projections, architectural or amenity features, formation or construction works etc. for which approval have been obtained from the Buildings Department and the Lands Department such that they are allowed to be constructed over the adjoining Government land. I hereby submit the final survey report and Survey Record Plan[^] for the final survey carried out by me or under my direct supervision.

I have read and understood the “Note on Use of Personal Information Required in an Application for Certificate of Compliance” at Appendix VI of the Lands Department Lands Administration Office Practice Note No. 1/2026 and hereby consent to the disclosure of my personal data contained herein and in the final survey report and Survey Record Plan[^] to you and other Government bureaux or departments for the purpose of the application by the lot owner.

(Signature)

(Name)

Authorized Land Surveyor[^]

(Date)

{ } Select as appropriate

[^] “Authorized Land Surveyor” and “Survey Record Plan” shall be as defined in the Land Survey Ordinance, any regulations made thereunder and any amending legislation.

c.c. DSO/[district to be inserted], LandsD