

Sample Application Letter

To: *District Lands Officer/[District] /
Chief Estate Surveyor/[Section]

Dear Sirs,

Lot No. _____ (“the Lot”)
(Address) _____

Application for Issue of Certificate of Compliance

*I / We, [name of the Applicant], the registered owner of the Lot, hereby apply for a certificate of compliance with the obligations imposed in respect of the Lot under the *{General and Special Conditions of *[Sale / Exchange / Grant] No. _____ dated the ____ day of _____ / General and Special Conditions of New Grant No. _____ dated the ____ day of _____ } # [as varied or modified by a Modification Letter dated the ____ day of _____ and registered in the Land Registry by Memorial No. _____] (“the *[Conditions / New Grant]”) on the grounds as detailed in the attached compliance checklist. All the essential information / documents required for the processing of the application are attached herewith.

*I / We 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 / our personal data contained herein and in the attached documents including the compliance checklist to you and other Government bureaux or departments for the purpose of this application.

*I / We hereby expressly declare, confirm, acknowledge and agree that all the particulars and information provided herein and in the attached documents including the compliance checklist are true and correct in all respects. *I / We have not withheld any information required in the application, nor have *I / we provided any misleading information.

Yours faithfully,

*Applicant’s Signature /
Signature of Applicant’s
authorized signatory
and company chop: _____

Name of the Applicant : _____

Hong Kong Identity Card Number : _____
(for individual owner)

Name of the Authorized Signatory : _____
(for corporate owner)

Correspondence Address : _____

Telephone Number : _____

Date: _____

* Delete as appropriate

Insert if applicable