

## Information Note

### **Processing of Applications for Lease Modifications, Land Exchanges, Private Treaty Grants and Other Land Transactions**

This Information Note supplements the time targets with regard to key steps for processing applications for land transactions by the Lands Department (“LandsD”) as set out in [LandsD Land Administration Office Practice Note No. 2/2023 \(“PN 2/2023”\)](#).

2. PN 2/2023 sets out the general procedures for submission and processing of applications for land transactions, and the key steps (with specified time targets) are summarised in the Simplified Procedural Flow-chart at Appendix I of the PN (“Procedural Flow-chart”). Specifically, it stipulates the time targets to (i) issue preliminary reply to the applicant; (ii) issue the provisional basic terms offer (“PBTO”) for acceptance after settlement of relevant fees; (iii) execute documents after acceptance of the binding basic terms offer (“BBTO”).

3. To further enhance transparency and provide more certainty to applicants, the time targets for the making and acceptance of a BBTO are now set out below:-

(a) Subject to the applicant’s acceptance of the PBTO, LandsD would immediately proceed to the next steps of determination of site boundary, premium assessment, preparation of document(s) for the transaction and title checking (if required) with the aim of making a BBTO to the applicant within 12 weeks from the issue of the PBTO.

(b) The time limit for acceptance of the BBTO (including appeal against premium) and settlement of the balance of the administrative fee (if any), balance of fee payable to the Legal Advisory and Conveyancing Office (if any) and 10% of the premium will be specified in the BBTO, and generally 4 weeks will be allowed.

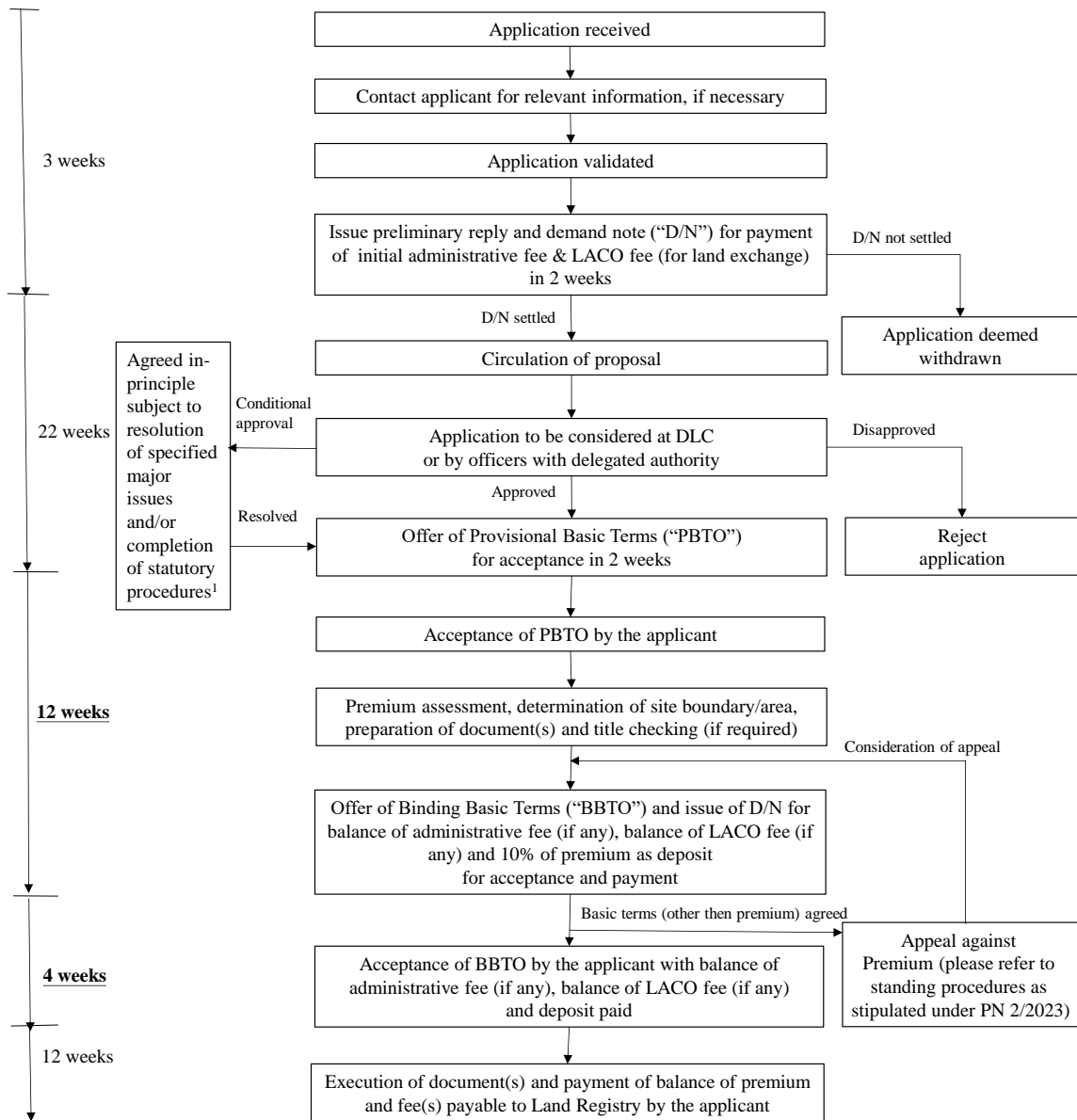
4. The actual processing time for the making of the BBTO as mentioned in paragraph 3(a) above may be adjusted taking into account the complexity of individual cases. In general, longer processing time is required if the case involves any of the following situations:-

- (a) discrepancy/ambiguity of site boundary or area;
  - (b) the need to incorporate special requirements into the document(s) for the transaction as requested by other Government bureaux or departments (“B/Ds”) for implementing site-specific initiatives (such as the provision of Government Accommodation or public facility);
  - (c) title checking involving a large number of lots to be surrendered, complicated/multiple title chain(s), potential third party rights or interests or other title defects;
  - (d) the need to resolve outstanding issues with regard to major valuation assumption(s), such as the need to seek legal advice on the interpretation of lease conditions which might have implication on the permissible development parameter(s);
  - (e) the need to resolve other outstanding issues such as compliance with statutory procedures, resolution of court proceedings, obtaining of policy mandate/endorsement or to address queries made by other B/Ds; and
  - (f) subsequent amendment to development proposal by the applicant.
5. An updated flow-chart indicating the time targets with regard to the key steps for processing applications for land transactions is at the Annex.
6. This Information Note and the Annex is issued for general information and reference purpose only. All rights to modify the whole or any part of this Information Note and the Annex are hereby reserved.

**Lands Department**  
**4 July 2025**

**Annex**  
Flow-chart

**Flow-chart indicating  
the time targets with regard to the key steps  
for processing applications for land transactions**



Note :

1. A PBTO will be made after the specified major issues are resolved and/or the statutory procedures are completed to the satisfaction of LandsD. For the avoidance of doubt, the 22 weeks time target would not apply to the issuance of PBTO under such a situation.