



**Lands Administration Office
Lands Department**

Practice Note

Issue No. 5/2020B

Payment of Professional Fees in connection with Compensation Claims

This Practice Note supplements Lands Department Lands Administration Office (“LAO”) Practice Note No. 5/2020 and supersedes LAO Practice Note No. 5/2020A with immediate effect.

2. To facilitate applications for claim of reimbursement of professional fees reasonably incurred in connection with claim for compensation, an Application Form for Claim of Professional Fees is provided at **Appendix I**. Claimants and the professional companies or firms acting for them are advised to refer to the guidelines at **Appendix II**, when submitting their claims.

3. This Practice Note is issued for general reference purposes only. All rights to modify the whole or any part of this Practice Note are hereby reserved.

A blue ink signature, likely of Maurice LOO, written in a cursive style.

(Maurice LOO)

Director of Lands

15 December 2025

Application Form for Claim of Professional Fees

Notes :

1. The completed form may be submitted either by mail or in person to the respective District Lands Office or Section of the Lands Department.
2. Please read the Personal Information Collection Statement at the end of this form before submitting it to the Lands Department.
3. The Government does not bind itself to accept or approve any application submitted.

To : District Lands Office/_____ / _____ Section of Lands Department
[Lands Department's File Ref: _____]

I/We* (details in Section I) hereby apply [on behalf of the Claimant*] for reimbursement of professional fees reasonably incurred in respect of the work set out in Section II below. I/We* confirm [on behalf of the Claimant*] that the professional fee claimed in this application is in full and final settlement of all claims against the Government and its officers under the applicable Ordinance(s) referred to in Section II below in respect of the costs or remuneration reasonably incurred or paid in employing persons to act in a professional capacity in connection with the claim for statutory compensation regarding [*insert the associated land interest claim*], and that no further claim will be made.

Section I	
(a) Name of Claimant	:
(b) Name of Company/Firm and its Authorised Person ⁺	:
(c) Post/Title of the Authorised Person ⁺	:
(d) Address ⁺	:
(e) Telephone No. ⁺	:
(f) Fax No. ⁺	:
(g) Email Address ⁺	:
(h) Signature of the Claimant /Authorised Person*	:
(i) Date	:

* Delete where appropriate

+ Insert contact information of the Company/Firm if the application is submitted by the Company/Firm on behalf of the Claimant

Section II	
(a) Project Title	: _____ _____
(b) Applicable Ordinance(s)	: _____ _____
(c) Lot(s) / Property(ies) / Landed Interest(s) Involved	: _____ _____ _____ _____
(d) Compensation claim involved <i>[Please tick as appropriate]</i>	: <ul style="list-style-type: none"> <input type="checkbox"/> Resumption of Lot(s) / Property(ies) / Landed Interests Involved <input type="checkbox"/> Creation of Easement(s) & Other Permanent Rights <input type="checkbox"/> Creation of Temporary Occupation of Land <input type="checkbox"/> Disturbance to Business <input type="checkbox"/> Severance due to Loss of Marine Right of Access <input type="checkbox"/> Severance due to Resumption of Lot(s) <input type="checkbox"/> Removal of Grave(s), Urn(s), etc. <input type="checkbox"/> Other (please specify below)
(e) Any other claims for compensation settled/being handled by the professional(s) set out in Section III below in the same and/or related project(s) of a proposed development ^{Note 1} Yes / No If stated “Yes”, please also include the name(s) of other claimant(s) represented by the professional(s) mentioned in Section III below, title of the related project(s) (if applicable), and nature of the other claim(s).	

Note 1

The term “related project(s) of a proposed development” means two or more projects conducted or provided to facilitate the implementation of a single development proposal. For example, a proposed public housing development may require not only the resumption of private land under the Lands Resumption Ordinance (Cap. 124) but also involve associated road works under the Roads (Works, Use and Compensation) Ordinance (Cap. 370) and/or reclamation works under the Foreshore and Sea-bed (Reclamations) Ordinance (Cap. 127).

Section III			
General Practice Surveyor/Solicitor/Accountant/Other Professional(s) (please specify)			
(i) No. of professional(s) and technician(s) involved in the professional work : []			
(ii) Details of professional(s) involved			
	Name(s) and Qualification (Membership No.) ^{Note 2}	Post / Title	Date of Qualification Acquired
1.			
2.			
3.			
4.			
(iii) Details of technician(s) involved			
	Name(s)		Post / Title
1.			
2.			
3.			
4.			

Note 2

Please mark “(Coordinator)” next to the name of the professional appointed as the team coordinator if he or she is appointed to serve as the coordinator for the multi-disciplinary team of professionals engaged by the Claimant in handling a compensation claim.

Section IV

The Following Supporting Documents¹ Should Be Provided *(please tick if the documents are provided and submitted together with this form)*

- ☐ #Claimant's authorization letter authorizing the Company / Firm to submit to the Lands Department the claim for reimbursement of the professional fees reasonably incurred for provision of professional services and advice on the Government's offer resulting in acceptance of the offer by the Claimant, or the making and settling of the claim resulting in a finally agreed compensation amount, and to receive the professional fees *(if submitted on behalf of the Claimant)*
- ☐ #Breakdown of disbursement(s)² with receipts
- ☐ #Valuation report(s)³ for the compensation claim *(if not previously provided)*
- ☐ #Claim form(s) for the professionals and technicians involved in the professional work ⁴
*(A separate Claim Form at the **Annex** must be provided for each professional and technician/paralegal involved)*
- ☐ Other supporting document(s) (please specify)

Notes:

1. If the documents annotated with “#” or any of them are not provided, Lands Department may not be able to process the claim, or determine the validity or reasonableness of the claim, or the quantum of the claim.
2. The Lands Department will determine the reasonableness of the disbursements.
3. Valuation report(s) should be presented in the form of a report or letter, including basic information about the premises, professional judgement and analysis of the compensation claim.
4. Lands Department may not be able to determine the validity or reasonableness of the time spent on professional work if the Documentary Proof as required in the Claim Form at the Annex is not provided. Please refer to Note B of Claim Form at the Annex.

Personal Information Collection Statement

Any information, including the personal data, submitted to the Director of Lands in connection with the application for claim of professional fees will be used for the processing of the claim and checking against double claim. The provision of the information, including the personal data, is obligatory. If such information, including the personal data, as required is not provided as requested, the claim may be rejected.

Any information, including the personal data, so submitted may be disclosed to the relevant government departments and other organizations or agencies which are required to handle the claim and related matters.

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 upon payment of the applicable charge.

Enquiries concerning the personal data collected, including the request for access or correction should be made in writing to the Departmental Personal Data Controlling Officer of the Lands Department at the 21st Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

Claim Form
For Professional Fees of the Professional (other than Solicitor)

Name of Professional _____
Professional Status : _____
Membership No. : _____

Date	Item of Work ^A (Code)	Brief Description of Work (optional)	Time Spent (hours) (a)	Hourly Rate (HK\$/hr) (b)	Amount (HK\$) (a) x (b)	Documentary Proof ^B
e.g. 13/1/2025	1	Conducting site inspection	X	Y	XY	Doc. 1
Total						

Claim Form
For Professional Fees of the Technician (other than Solicitor)

Name of Technician _____
Post/Title : _____

Date	Item of Work ^A (Code)	Brief Description of Work (optional)	Time Spent (hours) (a)	Hourly Rate (HK\$/hr) (b)	Amount (HK\$) (a) x (b)	Documentary Proof ^B
e.g. 13/1/2025	1	Conducting site inspection	X	Y	XY	Doc. 1
Total						

Notes

A Codes of Items of Work

<u>Code</u>	<u>Item of Work</u>	<u>Nature</u>
1.	Conducting site inspection (e.g. inspecting subject and comparable sites)	Preparation of Valuation Report
2.	Research and analysis (e.g. collating and analysing comparables, statistics and other relevant data)	
3.	Preparation of assessment report(s) (e.g. drafting and finalizing assessment reports relating to the compensation claim)	
4.	Coordination work of the professional team relating to the compensation claim	
5.	Preparation of paper works (e.g. drafting documents such as letters on behalf of the Claimant to correspond with the Government in the compensation claim)	Addressing/replying to the comments or issues raised by the Government related to the compensation claim; or works in connection therewith
6.	Meeting/discussion with Government departments relating to the compensation claim	
7.	Meeting/discussion with the Claimant and/or professional team relating to the compensation claim	
8.	Others (please specify in the “Brief Description of Work” e.g. attend hearing in Lands Tribunal)	Others

B Documentary Proof

Lands Department may not be able to determine the validity or reasonableness of the time spent on professional work if the Documentary Proof as specified in the Claim Form is not provided. For example, time costs incurred in a meeting must be supported by meeting minutes, notes, summaries, or relevant correspondence. Such documents should set out the basic details of the meeting including attendees, start and end time, location and agenda. Where practicable, these documents should be endorsed by the attendees, for example, by signature or by email.

Claim Form
For Professional Fees of the Solicitor

Name of Solicitor _____
Professional Status : _____
Membership No. : _____

Date	Item of Work ^A (Code)	Brief Description of Work (optional)	Time Spent (hours) (a)	Hourly Rate (HK\$/hr) (b)	Amount (HK\$) (a) x (b)	Documentary Proof ^B
e.g. 13/1/2025	6	Letter to address LACO's comment	X	Y	XY	Doc. 1
Total						

Claim Form
For Professional Fees of the Paralegal

Name of Paralegal _____
Post/Title : _____

Date	Item of Work ^A (Code)	Brief Description of Work (optional)	Time Spent (hours) (a)	Hourly Rate (HK\$/hr) (b)	Amount (HK\$) (a) x (b)	Documentary Proof ^B
e.g. 13/1/2025	6	Letter to address LACO's comment	X	Y	XY	Doc. 1
Total						

Notes

A Codes of Items of Work

<u>Code</u>	<u>Item of Work</u>
1.	Advising the Claimant on his rights and the claim procedure under the applicable Ordinance(s) relating to the compensation claim
2.	Advising the Claimant on the letters and documents issued by the Government relating to the compensation claim
3.	Corresponding with the Government to address and reply to queries, issues or requirements (other than title requisitions) raised by the Government
4.	Conducting the compensation assessment and monitoring the progress of the assessment
5.	Participating in meetings with the professional team and the Government in the compensation claim
6.	Answering title requisitions raised by the Government and perusing the documents for the compensation claims and advising the Claimant thereon

B Documentary Proof

Lands Department may not be able to determine the validity or reasonableness of the time spent on professional work if the Documentary Proof as specified in the Claim Form is not provided. For example, time costs incurred in a meeting must be supported by meeting minutes, notes, summaries, or relevant correspondence. Such documents should set out the basic details of the meeting including the attendees, start and end time, location and agenda. Where practicable, these documents should be endorsed by the attendees, for example, by signature or by email.

Guidelines for the Claimant/Professional Company/Firm submitting claims for reimbursement of professional fees

1. When considering a submission for reimbursement of professional fees incurred in a compensation claim, the Lands Department will generally assess the reasonableness of the fees based on factors such as the nature, type, extent and complexity of the compensation work involved, and the qualifications and post-qualification experience of the professional(s) engaged.
2. If the claimant has engaged a multi-disciplinary team to handle the compensation claim, The claimant must submit a consolidated professional fees claim covering all professionals involved. The claimant may appoint one of the professionals as the team coordinator to facilitate coordination and submission.