

**Application for Inspection / Printed Report of Information in Electronic “A Book”
(For Property Owner who is an individual or a Tso/Tong)**

To : District Lands Officer, _____ (“District Lands Officer”)

I/We*, _____ (Name(s) in English) / _____
(Name(s) in Chinese) of _____ Village, holder of Hong Kong Identity Card
/ Passport* No. _____, (manager(s) of _____),^{Note 1} (“the Applicant”),
the owner / one of the owners* of the following property / properties* (“the Property”) apply /
apply and authorize the person named below (“the Authorized Person”)* to inspect / obtain a
printed report* of information in the electronic “A Book” in respect of the Property:

Authorized Person: (Complete this part if the Applicant has authorized a person to inspect / obtain a printed
report of information in the electronic “A Book” in respect of the Property)

(a) Authorized Person:

_____ (Name in English)
_____ (Name in Chinese)

(b) Identification document of Authorized Person:

Holder of Hong Kong Identity Card / Passport* No. _____

(c) Relationship with the Applicant or Position of Authorized Person:

The Authorized Person is my _____ (insert relationship) / a Village
Representative of _____ Village / a Member of _____ Rural
Committee*

Property:

	D.D. No.	Lot No.	Village / Address
1			
2			
3			
4			
5			
6			

¹ Fill in the name of the Tso/Tong if the property owner is a Tso/Tong. Otherwise, delete or leave blank.

Consent of co-owner(s) for inspection of information in “A Book”: *(Complete this part if (a) the Applicant is one of the owners of the Property and the other co-owner is an individual or a Tso/Tong and (b) this application is for inspection of information in the electronic “A Book”)*

The name of the other co-owner(s) of the Property is / are* _____ (“the Co-owner”). I/We* understand that before I / we / the Authorized Person* may inspect the relevant electronic “A Book” which contain the personal data of the Co-owner(s), I/we* have to and hereby agree to provide to the District Lands Officer the consent of the Co-owner in the form as attached in Annexure D to Lands Administration Office Practice Note 7/2023 (“the PN”) ^{Note 2} or in case the Co-owner has passed away, produce a copy of the death certificate of the Co-owner if so requested ^{Note 3}.

I/We give consent to the District Lands Officer to disclose my/our personal data shown on the electronic “A Book” in respect of the Property to the Authorized Person. *(applicable if the Authorized Person is authorized to inspect information in the electronic “A Book” in respect of the Property).*

I/We understand that the information in the electronic “A Book” is kept by the District Lands Officers for the purpose of collection of Government rent. The electronic “A Book” is not public record and the information in it is intended only for the internal use of the District Lands Officers and staff of the Lands Department. Lands Department makes no representation or warranty as to the accuracy and correctness of the contents of the electronic “A Book” or the printed report (collectively “the Record”).

I/We confirm that the information is intended and will be used for my/our own reference only. I/We acknowledge that I/we shall be responsible for checking the relevant documents and up to date information by conducting a land search at the Land Registry or any other means and, if consider necessary, consult my/our own advisers for independent advice as to the accuracy or correctness of the contents of the Record.

I/We acknowledge and agree that the Government shall have no responsibility or liability to me/us or to any person for any loss or damage whatsoever and howsoever arising in connection with or in consequence of the existence or disclosure of the Record or any reliance placed or to be placed upon the information (including any updating, change, alteration, addition, deletion, revision or replacement of it) contained in or omitted from the Record.

I/We acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the electronic “A Book” at

² If the Co-owner is a Tso/Tong, consent from the manager(s) shall be provided.

³ If the Co-owner is a Tso/Tong and the manager(s) has passed away, a copy of the death certificate of such deceased manager(s) shall be produced if so requested.

any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in the PN and this application form, the Government is not obliged to and shall not be required to keep all the information contained in the Record up to date.

I/We understand that the District Lands Officer has the absolute discretion to agree to or reject my/our application as he considers appropriate and if my/our application for obtaining a printed report of information in the electronic “A Book” (if applicable) is agreed, a fee for obtaining the printed report is payable as demanded by the District Lands Officer.

I/We expressly declare, confirm, acknowledge and agree that all the particulars, documents and information provided herein and in support of my/our application 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.

I/We and the Authorized Person (if applicable) respectively acknowledge that we have read and understood the attached Note on Use of Personal Information.

Signature of the Applicant	:	_____
		Manager(s) of _____
		<i>(Fill in the name of the Tso/Tong if the property owner is a Tso/Tong. Otherwise, delete or leave blank.)</i>
Name in Block Letters	:	_____
Contact Telephone No.	:	_____
Date	:	_____
Signature of the Authorized Person	:	_____
Name in Block Letters	:	_____
Contact Telephone No.	:	_____
Date	:	_____

* Delete whichever does not apply
Note: The Applicant or the Authorized Person (as the case may be) should produce his / her Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to the inspection of the electronic “A Book” or obtaining the printed report.

For Official Use Only

The Applicant's / Authorized Person's *HKIC / Passport :
[and the consent form(s) of all co-owner(s)] *[and] [*copy of
the death certificate(s) of the deceased co-owner(s) or the
***deceased manager(s) of the co-owner(s) being a Tso/Tong]* has**
/ have been checked by (Name in Block
Letters)

Signature : _____

Post : _____

Date : _____

Note on Use of Personal Information

Purpose of Collection	The personal data provided in this application form will be used by the Lands Department for the purpose of considering and processing the application. The provision of the personal data is mandatory. If you do not provide the personal data, the Lands Department may not be able to process your application.
Class of Transferees	The personal data provided will not be disclosed to any other party without your prior consent.
Access to Personal Data	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 (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided 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 21/F., North Point Government Offices, 333 Java Road, North Point Hong Kong