

**Application for  
Inspection / Printed Report of Information in Electronic “A Book”  
(For Members of Public)**

To : District Lands Officer, \_\_\_\_\_ (“District Lands Officer”)

I, \_\_\_\_\_ (Name in English) / \_\_\_\_\_  
(Name in Chinese), holder of Hong Kong Identity Card / Passport\* No. \_\_\_\_\_,  
apply for inspection / a printed report\* of information in the electronic “A Book” in respect of  
the following property / properties:

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

I am applying for inspection of information in the electronic “A Book” in respect of  
the above property / properties which sole owner / one of the co-owners\*,  
\_\_\_\_\_<sup>Note 1</sup>, has passed away. I understand that I have to produce a copy of  
the death certificate of the said deceased owner(s) if so requested.

I 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”).

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<sup>1</sup> This paragraph should only be completed if the application is for inspection of information in the electronic “A Book” and the sole owner or one of the co-owners of the property / properties is an individual who has passed away. The Applicant should fill in the name of the deceased sole owner or co-owner, as the case may be, in the space provided. Otherwise, delete or leave blank.

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

I acknowledge and agree that the Government shall have no responsibility or liability to me 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 acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information in the electronic "A Book" at any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in Lands Administration Office Practice Note 7/2023 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 understand that the District Lands Officer has the absolute discretion to agree to or reject my application as he considers appropriate and if my 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 expressly declare, confirm, acknowledge and agree that all the particulars, documents and information provided herein and in support of my application are true and correct in all respects. I have not withheld any information required in the application, nor have I provided any misleading information.

I have read and understood the attached Note on Use of Personal Information.

**Signature of the Applicant** : \_\_\_\_\_  
**Name in Block Letters** : \_\_\_\_\_  
**Contact Telephone No.** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

\* Delete whichever does not apply

***Note : The Applicant should produce his / her \*Hong Kong Identity Card / Passport and, if applicable, a copy of death certificate of the deceased owner, for checking by staff of District Lands Office prior to inspection of the relevant electronic “A Book” or obtaining the printed report.***

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**For Official Use Only**

**The Applicant’s HKIC / Passport\* (and copy of death  
certificate of the deceased owner)\*has 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 therequest 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