

**Deposit of Land Boundary Plan and Survey Record Plan with the
Land Survey Authority under Section 30 of the Land Survey Ordinance (Cap. 473)**

PART A - PARTICULARS OF THE PLANS [Note: Each form shall be used for one registration (memorial) of lot division ONLY.]

Name of Authorized Land Surveyor : _____ ALS Registration Number : _____
 Lot Number(s) (before subdivision) : _____ in D.D. _____

Pursuant to section 30(4) of the Land Survey Ordinance (“LSO”), I hereby deposit with the Land Survey Authority:

- (i) duplicate land boundary plan(s):
 Number(s) _____ [____ sheet(s)] attached to the instrument of the relevant lot subdivision(s); and
- (ii) the corresponding survey record plan(s) in transparency of standard format:
 Number(s) _____ [____ sheet(s)] in respect of the survey of the subdivision of the above lot(s); and
- (iii) any of the following items to prove that the relevant land subdivision instrument has been registered in the Land Registry:
 - memorial number _____ dated _____; or
 - copy of the IRIS On Line Services# webpage showing the relevant new sections / subsections created; or
 - copy of Land Survey Authority’s letter advising ALS to deposit plans under section 30 of the LSO.

In compliance with the requirements set out in the Code of Practice, I submit the relevant survey report(s) [____ sheet(s)] in respect of the land boundary survey of the above lot(s) together with the following supporting documents:-

| | Number of sheets | | Number of sheets | | Number of sheets |
|---|---------------------|---|---------------------|--|---------------------|
| <input type="checkbox"/> Lot Index Plan | _____ | <input type="checkbox"/> Division Plan | _____ | <input type="checkbox"/> Sketch | _____ |
| <input type="checkbox"/> Land Boundary Plan (DP, SO, Lease etc.) | _____ | <input type="checkbox"/> Assignment Plan | _____ | <input type="checkbox"/> Aerial Photograph | _____ |
| <input type="checkbox"/> Survey Record Plan | _____ | <input type="checkbox"/> DD Sheet / Enlargement | _____ | <input type="checkbox"/> Photograph | _____ |
| <input type="checkbox"/> Control Traverse Data | _____ | <input type="checkbox"/> DD Control Sheet | _____ | <input type="checkbox"/> Field Book | _____ |
| <input type="checkbox"/> GPS Data for Establishment of New Control Stations (CD and printout) | _____ | <input type="checkbox"/> House Lot Plan | _____ | <input type="checkbox"/> Other Survey Data | _____ |
| <input type="checkbox"/> Extract of DSO Computation Folder | _____ | <input type="checkbox"/> "A" Sheet | _____ | <input type="checkbox"/> Other Plans | _____ |
| <input type="checkbox"/> Land Search Data | _____ | <input type="checkbox"/> Cadastral Survey Plan | _____ | <input type="checkbox"/> Other Documents | _____ |

[Note: For your filling-in of the payment information below - If you submit only one cheque for two or more forms, please fill in the total amount payable by the cheque and the total number of LBPs and SRPs covered by that amount. Example: 1 cheque for 2 forms, one form is for 1 set of plans and the other form for 2 sets, then the amount of HK\$ to be filled in shall be 3 times the prescribed fee and the number of sets of LBPs and SRPs to be filled in shall be 3.]

Pursuant to section 30(5) of the LSO, I *enclose a cheque/*have sent an e-cheque^ (number _____) for the amount of HK\$ _____, being the fee prescribed in the Land Survey (Fees) Regulation (Cap. 473 sub. leg. A) for the deposit of _____ set(s) of land boundary plan(s) and survey record plan(s) under section 30(4) of the LSO.

- Tick where appropriate
- # - <https://www.iris.gov.hk/eservices/searchlandregister/search.jsp>
- * - Delete as appropriate
- ^ - The original softcopy of the e-cheque must have been sent by email to echeque_1so@landsd.gov.hk before deposit the plans with Legislation Section. Please read LSA Circular No. 3/2016 for detailed requirements if necessary.

Signature of Authorized Land Surveyor

Date

PART B - ACKNOWLEDGEMENT OF RECEIPT OF THE PLANS DEPOSITED

Receipt (number _____) has been issued for the payment of the amount stated in Part A above.

Legislation Section, SMO
Lands Department