

法定補償申索的提交文件清單

所需提交文件	(請在空格“□”內加上“✓”號以顯示連同法定補償申索書一併提交的文件)
1. 申索人的姓名或名稱，聯絡電話、地址	<input type="checkbox"/>
2. 與該申索有關的土地詳盡資料，包括地段編號、地契、短期土地文書、短期租約、政府土地牌照	<input type="checkbox"/>
3. 申索人對該土地享有的權益的性質，如該申索人為分租承租人或分租客，則包括其業主的姓名或名稱及地址，以及各項租契或分租租契的細節	<input type="checkbox"/>
4. 如申索人已將該土地或其任何部分出租，則每名租客的姓名或名稱及地址，以及其租契或租賃的細節	<input type="checkbox"/>
5. 業務經營者需提交商業登記證、租約、營運會計資料，例如採購原料或建造構築物的單據、稅單等以證明收地所引致的損失	<input type="checkbox"/>
6. 申索的詳情，顯示(i) 申索款額；及 (ii) 申索的款額是如何計算出來的	<input type="checkbox"/>

**Checklist for Submission of Document(s) for
Statutory Compensation Claim**

Document required for submission	(Please insert “✓” in “□” to indicate the document(s) submitted together with the statutory compensation claim)
1. Name or designation of the claimant, contact telephone number, and address	<input type="checkbox"/>
2. Detailed information of the land relevant to the claim, including the lot number(s), land lease, Short Term Land Instrument, Tenancy Agreements, or Government Land Licence	<input type="checkbox"/>
3. Nature of the claimant’s interest in the land. If the claimant is a sub-lessee or sub-tenant, details of the landlord’s name, address, and the relevant tenancy or sub-tenancy agreements should be included	<input type="checkbox"/>
4. If the land or any part thereof has been let, provide the name and address of each tenant and the relevant tenancy agreement details	<input type="checkbox"/>
5. For business operators, submit a copy of the Business Registration Certificate, tenancy agreement, operational accounting records (e.g., receipts for procurement of raw materials or construction works), tax documents, etc., to substantiate losses due to loss of income as a result of land resumption	<input type="checkbox"/>
6. Detailed description of the claim, specifying (i) the amount claimed; and (ii) the basis for calculation of the amount claimed	<input type="checkbox"/>