Inspection of Computerized “A” Rent Rolls Records

This Practice Note varies and supplements Lands Department Lands Administration Office ("LAO") Practice Note No. 6/2006.

2. Further to the computerisation of “A-Book” in District Lands Office/Tai Po, District Lands Office/Islands has completed the computerisation of its “A Book” and will allow access to information in the electronic “A Book” with effect from 12 May 2014. For the remaining District Lands Offices in the New Territories ("NTDLOs"), the new service will be available to the public in phases. Notice will be posted in the concerned NTDLO when it is ready to permit viewing of the electronic “A-Book” in its office. For the avoidance of doubt, the existing service to inspect the original “A-Book” will remain available until the computerised service has been launched in the concerned NTDLO.

3. The current charge for obtaining a printed report of the lot information in the electronic “A-Book” is $260 per lot and is subject to revision from time to time. Annexes A to C attached to the LAO Practice Note No. 6/2006 have also been revised and may be further revised as and when it is deemed necessary.

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

(Ms. Bernadette Linn)
Director of Lands
12 May 2014
To: District Lands Officer, ______________________ (“District Lands Officer”)

Application Form for Inspection/Obtaining

copy of “A” Rent Rolls Record (For Property Owner)

I, (English) ______________________ / (Chinese) ______________________
of ______________________ Village, holder of *[Hong Kong Identity Card / Passport No. ______________________ ] apply for *[inspection/obtaining a copy] of the relevant “A” Rent Rolls record in respect of the following property/properties under my name:

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<th>D.D. No.</th>
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<th>Village/address</th>
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I understand that the information contained in the “A” Rent Rolls is kept by the District Lands Officers for the purpose of collection of Government rent of landed properties. The “A” Rent Rolls are not public records and the particulars contained in them are intended only for internal use of the District Lands Officers and staff of the Lands Department. The Government makes no representation or warranty as to the accuracy and correctness of the contents of the “A” Rent Rolls.

I confirm that the information to be disclosed to me will be for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.
I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the "A" Rent Rolls 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 "A" Rent Rolls.

I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the "A" Rent Rolls at any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the "A" Rent Rolls up to date.

I acknowledge that a fee for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable by me as demanded by District Lands Officer.

Signature of owner:
Name in block letters:
Contact telephone No.:
Date:

* delete if inapplicable

**Note: The owner should produce his/ her *Hong Kong Identity Card/ Passport for checking by staff of District Lands Office prior to inspection/ obtaining copy of the relevant "A" Rent Rolls.

For Official Use Only

The owner’s *HKIC/ Passport has been checked by:
Name in block letters:
Post:
Date:
致：__________地政專員（下稱：「地政專員」）

查察地籍冊記錄／索取地籍冊記錄副本申請書（供業權人使用）

本人__________________（英文）／________（中文），為_ ________村*（香港身份證／護照號碼__________）持有人，現申請就下述本人名下物業／數項物業的相關地籍冊記錄*（進行查察／索取副本）：

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<th>丈量約份約數</th>
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</table>

本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只擬供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確認向本人披露的資料只供本人作個人參考之用。本人確認須負責在土地註冊處進行土地查冊或以其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新、更改、修訂、增加、删除、校訂或更換）或遺漏的資料有或將有任何依賴而導致或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間（不論是在本申請書的日期之前或之後）及以其認為適當的方式更新、更改、修訂、增加、刪除、校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定要為地籍冊內所載一切資料存入最更新的記錄。

本人確認須按地政專員要求繳付索取地籍冊記錄副本的費用。
業權人簽署  :  
姓名（以正楷填寫）  :  
聯絡電話號碼  :  
日期  :  

* 請刪去不適用者

備註：業權人須於索取相關的地籍冊副本前出示他／她的*香港身份證／護照，供地政處人員查核。

只供部門人員填寫

業權人的*香港身份證／護照已由本人查核  :  
姓名（以正楷填寫）  :  
職位  :  
日期  :  
To: District Lands Officer, __________________________ (“District Lands Officer”)

Authorization and Application Form for Inspection/Obtaining copy of “A” Rent Rolls Record (For Property Owners with authorized person)

I, (English) __________________________ / (Chinese) __________________________
of __________________________ Village, holder of *[Hong Kong Identity Card / Passport No. __________________________], hereby apply and authorize *Mr. / Mrs. / Miss / Ms. (English) __________________________ / (Chinese) __________________________, holder of *[Hong Kong Identity Card / Passport No. __________________________] (“the Authorized Person”) to *[inspect/obtain a copy of] the relevant “A” Rent Rolls record in respect of the following property/properties under my name:

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<th>D.D. No.</th>
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A copy of my *[Hong Kong Identity Card / Passport] is attached.

The authorized person is *[my __________________________ (insert relationship) / a Village Representative of __________________________ Village / a Member of __________________________ Rural Committee].

I hereby give consent to the District Lands Officer to disclose my personal data and other information shown on the relevant “A” Rent Rolls to the Authorized Person.

I understand that the information contained in the “A” Rent Rolls is kept by the District Lands Officers for the purpose of collection of Government rent of landed properties. The “A” Rent Rolls are not public records and the particulars contained in them are intended only for internal use of the District Lands Officers and staff of the Lands Department. The Government makes no representation or warranty as to the accuracy and correctness of the contents of the “A” Rent Rolls.
I confirm that the information to be disclosed to the Authorized Person is for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.

I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the “A” Rent Rolls 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 “A” Rent Rolls.

I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the “A” Rent Rolls at any time, whether before or after the date of this application, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the “A” Rent Rolls up to date.

I acknowledge that a fee for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable by me as demanded by District Lands Officer.

Signature of owner : ___________________________
Name in block letters : _________________________
Contact telephone No. : _________________________
Date : __________________________

Signature of the Authorized Person : __________________________
Name in block letters : _________________________
Contact telephone No. : _________________________
Date : __________________________

* delete if inapplicable

Note: The Authorized Person should produce his / her *Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to obtaining a copy of the relevant “A” Rent Rolls.
For Official Use Only

The authorized person's HKIC / Passport has been checked by: ____________________

Name in block letters: ____________________

Post: ____________________

Date: ____________________
致：_____________地政專員（下稱：「地政專員」）

察地籍冊記錄／索取地籍冊記錄副本授權及申請書
（供業權人及獲授權人使用）

本人__________________(英文)／__________(中文)，為__________________村*[香港身份證／護照號碼__________]持有人，現申請及授權__________________(英文)／__________(中文)*先生／太太／小姐／女士*[香港身份證／護照號碼__________](下稱：「獲授權人」)就下述本人名下物業／數項物業的相關地籍冊記錄*[進行查察／索取副本]：

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隨附本人的*[香港身份證／護照]副本。

獲授權人為*[本人的________(請填寫親屬關係)／________村村代表／________鄉事委員會委員]。

本人同意地政專員向獲授權人披露相關地籍冊所顯示的有關本人的個人資料及其他資料。

本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確認向獲授權人披露的資料只供本人作個人參考之用。本人確認須負責在土地註冊處進行土地查冊或其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新、更改、修訂、增加、刪除、校訂或
更換）或遺漏的資料有或將有任何依賴而導致或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間（不論是在本申請書的日期之前或之後）及以其認為適當的方式更新、更改、修訂、增加、刪除、校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定為地籍冊內所載一切資料存入最新更新記錄。

本人確認須按地政專員要求繳付索取地籍冊記錄副本的費用。

業權人簽署：
姓名（以正楷填寫）：
聯絡電話號碼：
日期：

獲授權人簽署：
姓名（以正楷填寫）：
聯絡電話號碼：
日期：

* 請删去不適用者

備註：獲授權人須於索取相關的地籍冊副本前出示他／她的*香港身份證／護照，供地政處人員查核。

只供部門人員填寫

獲授權人的*香港身份證／護照已由本人查核：
姓名（以正楷填寫）：
職位：
日期：

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

Application Form for requesting
copy of “A” Rent Rolls Record (For Public)

I, (English) ____________________ / (Chinese) ____________________, holder of *[Hong Kong Identity Card / Passport No. __________] request for a copy of the relevant “A” Rent Rolls record in respect of the following property/properties:

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I understand that the information contained in the “A” Rent Rolls is kept by the District Lands Officers for the purpose of collection of Government rent of landed properties. The “A” Rent Rolls are not public records and the particulars contained in them are intended only for internal use of the District Lands Officers and staff of the Lands Department. The Government makes no representation or warranty as to the accuracy and correctness of the contents of the “A” Rent Rolls.

I confirm that in the event of the District Lands Officer agreeing to disclose to me any information from the “A” Rent Rolls, the information to be disclosed to me will be for my own personal reference only. I acknowledge that I shall be responsible to check the relevant documents and up to date information by conducting a land search at the Land Registry or any other method and, if consider necessary, consult my own advisers for independent advice as to the accuracy or correctness of the contents of the “A” Rent Rolls.

I acknowledge and agree that the Government shall have no liability to me or to any person whomsoever for any loss or damage however arising in connection with or in consequence of the existence or disclosure of the “A” Rent Rolls or any reliance placed upon the information (including any updating, change, alteration, addition, deletion, revision or replacement of it) contained in or omitted from the “A” Rent Rolls.
I acknowledge and agree that the Government has the right to update, change, alter, add, delete, revise and replace any information contained in the “A” Rent Rolls at any time, whether before or after the date of this request, and in the manner as it considers appropriate. Notwithstanding anything contained in this form, the Government is not obliged to and shall not be required to keep all the information contained in the “A” Rent Rolls up to date.

I acknowledge that in the event of the District Lands Officer agreeing to my request, a fee for obtaining copy of the relevant "A" Rent Rolls record for each property shall be payable by me as demanded by District Lands Officer. I understand that the District Lands Officer shall have the absolute discretion to agree to or reject my request as he considers appropriate.

Signature of Applicant : ______________
Name in block letters : ______________
Contact telephone No. : ______________
Date : ______________

* delete if inapplicable

Note: The applicant should produce his / her *Hong Kong Identity Card / Passport for checking by staff of District Lands Office prior to obtaining copy of the relevant “A” Rent Rolls.

For Official Use Only

The applicant’s *HKIC / Passport has been checked by : ______________
Name in block letters : ______________
Post : ______________
Date : ______________
致：__________ 地政專員（下稱：「地政專員」）

索取地籍冊記錄副本申請書（供市民使用）

本人__________ (英文) ／__________ *( 香港身份證／護照號碼__________) 持有人 (中文) 現申請索取下述物業／數項物業的相關地籍冊記錄副本：

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本人明白地籍冊載列的資料由地政專員管有，作徵收土地物業地租的用途。地籍冊並非公共記錄，其載列的資料只供地政專員及地政總署人員內部使用。政府不會就地籍冊內容的準確性和正確性作出任何陳述或保證。

本人確證倘地政專員同意向本人披露任何載列於地籍冊的資料，該等向本人披露的資料只供本人作個人參考之用，本人確認須負責在土地註冊處進行土地查冊或以其他方法查核相關的文件和最新的資料；如認為有需要時，應就地籍冊內容的準確性和正確性，徵詢本人的顧問的獨立意見。

本人確認並同意，如因地籍冊的存在或披露，或因對地籍冊內所載的資料（包括資料的任何更新，更改，修訂，增加，刪除，校訂或更換）或遺漏的資料或將有任何依賴而導致或產生與之相關的任何損失或損害，政府無須對本人或任何人承擔任何責任。

本人確認並同意政府有權於任何時間（不論是在本申請書的日期之前或之後）及以其認為適當的方式更新，更改，修訂，增加，刪除，校訂及更換載於地籍冊內的任何資料。儘管本聲明內載有規定，政府並無義務亦不應被指定要為地籍冊內所載一切資料存入最新更新的記錄。

本人確認倘地政專員同意本人的要求，本人須按地政專員要求繳付索取地籍冊記錄副本的費用。本人明白地政專員有絕對的酌情權作
出其認為適當的決定，同意或拒絕本人的要求。

申請人簽署：
姓名（以正楷填寫）：
聯絡電話號碼：
日期：

* 請刪去不適用

備註：申請人須於索取相關的地籍冊副本前出示他／她的香港身份證／護照，供地政處人員查核。

只供部門人員填寫

申請人的香港身份證／護照已由本人查核：
姓名（以正楷填寫）：
職位：
日期：