

**Checklist of Basic Requirements for Submission
of an Application for a Land Exchange
in Kwu Tung North and Fanling North New Development Areas**

A. Information / Documents that must be submitted ⁽¹⁾ :

General :

- | | | |
|-------|---|--------------------------|
| (i) | 2 copies ⁽²⁾ of a complete set of Government Land Grant documents (including all executed lease modification letters and extension letters, if any) affecting the property ⁽³⁾ . | <input type="checkbox"/> |
| (ii) | A copy of an up-to-date location / site plan on an appropriate scale (normally 1:1000) showing the property. | <input type="checkbox"/> |
| (iii) | 2 copies ⁽²⁾ of a computer printout containing the historical and current ownership particulars of the property. | <input type="checkbox"/> |
| (iv) | (a) If any of the registered owners is a limited company, 2 sets of certified true copies of its Certificate of Incorporation, Certificate of Change of Name (if applicable) and Notice of Situation of Registered Office. For overseas companies, documents equivalent to the above should be produced. | <input type="checkbox"/> |
| | (b) If there are any chargees/mortgagees, letter(s) from chargees/mortgagees confirming that they have no objection to / agree to enter into the proposed Conditions of Exchange. | <input type="checkbox"/> |
| | (c) In the event of the lot being in multiple ownership and unless otherwise consented to by Lands Department, a summary list (in duplicate) certified by the solicitor acting for the applicants containing the names of all registered owners/chargees/mortgagees/purchasers who have entered into an Agreement for Sale and Purchase of a unit or units ("purchasers") (if any) of the property together with details of number of undivided shares held by each owner and an undertaking by the solicitor to inform the Lands Department of any change in the names of the registered owners/chargees/mortgagees/purchasers between the date of application up to the date of the Conditions of Exchange; | <input type="checkbox"/> |
| (v) | A copy of the Town Planning Board approval letter for the proposed uses or development, if applicable. | <input type="checkbox"/> |
| (vi) | If submitted by an agent, a written authorization from all the registered owners and purchasers (if applicable) of the property. | <input type="checkbox"/> |
| (vii) | Details of the application clearly identifying the property concerned. | <input type="checkbox"/> |

B. Information / Documents that will facilitate the processing of the application ⁽⁴⁾ :

- | | | |
|--------|---|--------------------------|
| (viii) | A copy of an extract of the relevant Outline Zoning Plan (together with the explanatory notes, as appropriate) showing the property. | <input type="checkbox"/> |
| (ix) | For an application which involves portion(s) of a lot, or sub-divisions of any lots, to assist the verification of site areas and site boundaries, all relevant assignment plans or Deed Poll plans should be provided together with any relevant information relating to the delineation of the boundaries of these sub-divisions. | <input type="checkbox"/> |
| (x) | 2 sets of sketch plans illustrating the proposed development and the development parameters of the proposed development. | <input type="checkbox"/> |
| (xi) | A schedule showing the details of any existing occupants on the lots to be surrendered including the name and number of occupants, nature of occupation, length of occupation and any tenancy agreement. | <input type="checkbox"/> |
| (xii) | A schedule showing the details of all occupants on the lots to be surrendered as at 4 July 2013 or thereafter but have subsequently moved out including the name and number of such occupants, nature of occupation, length of occupation and any tenancy agreement. | <input type="checkbox"/> |
| (xiii) | A proposed development programme for the proposed development. | <input type="checkbox"/> |

Notes :

- (1) Please put a tick in the relevant box if applicable unless otherwise specified; and delete as appropriate.
- (2) One set of documents should be certified by the Land Registry or by the solicitor acting for the applicant, while the other set may be a photocopy of the certified documents. Certification of the documents should be done not more than one month before submission of the application.
- (3) Property includes all lots involved in a land exchange application.
- (4) Any other information or additional information as required may be supplied in duplicate on separate sheet(s) attached to the application.