

## NOTES ABOUT YOUR PERSONAL DATA

The phrase “personal data” used in this Notes shall have the same meaning as from time to time defined in the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”).

### 1. Purpose of Collection

The personal data provided in this form will be used by the Land Registry for one/more of the following purposes:

- (a) to maintain a register of corporations, and permit any person to inspect at any reasonable time:
  - (i) the register to ascertain, in connection with the management of buildings, the particulars of a corporation entered in the register pursuant to the Building Management Ordinance (Cap. 344) (“BMO”); or
  - (ii) documents required to be submitted to the Land Registry under BMO;
- (b) to provide a certified copy, copy or extract of the register or document required to be submitted to the Land Registry under BMO;
- (c) to administer and enforce the relevant provisions in BMO;
- (d) any other purposes as may be required, authorized or permitted by law; and
- (e) to facilitate communications between the data subjects and the Land Registry.

You understand that the personal data provided in this form is obligatory. If you fail to provide your personal data in this form, the Land Registry will not be able to record/update the particulars in the register or documents mentioned in paragraph 1(a) above. Please take all practical steps to make sure that the data subjects whose personal data being disclosed in the document(s) to be submitted together with this form or will be submitted pursuant to the relevant provision of BMO understand that the said document(s) will be made available for public inspection and a copy of which may be provided to the public pursuant to section 12 of BMO.

### 2. Classes of Transferees

Please take all practical steps to make sure that the data subjects understand that the personal data provided in this form and any attached documents may be transferred to:

- (a) other government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above; and
- (b) any person for the purposes mentioned in paragraphs 1(a) and (b) above.

### 3. Right of Access

You understand that pursuant to sections 18 and 22 and Principle 6 of Schedule 1 of PDPO, you have the right to request access to and correction of the personal data provided in this form. Under PDPO, the Land Registry is entitled to charge a reasonable fee to process the said request. Any such request shall be made to the Personal Data (Privacy) Officer of the Land Registry at 28<sup>th</sup> Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

### 4. Enquiries

For enquiries on owners incorporation matters, please call our Customer Service Hotline at 3105 0000. The completed form should be submitted to the Land Registry at 19<sup>th</sup> Floor, Queensway Government Offices, 66 Queensway, Hong Kong.