

_____ (Date)

To: The Government of Hong Kong Special Administrative Region
(via _____ District Office)

Application for Land Record provided by District Office

I, _____ (Name), hereby confirm that I am the owner of _____ (Name of the Building) and the convenor of the meeting as appointed by the owner(s) of not less than 5% of the shares in aggregate (hereinafter referred to “the said owner(s)”) as per section 3(1)(c) of the Building Management Ordinance for the purpose of incorporation of owners. Attached herewith please find a **photocopy** of the form of appointment of convenor of a meeting of owners as completed by the said owner(s)** in appointing me as the convenor for the meeting of owners to be held for formation of an owners’ corporation (OC) for your reference. Details of the building are as follows:

Name of the building : (in English) _____
(in Chinese) _____

Address of the building : (in English) _____
(in Chinese) _____

I will soon convene an OC formation meeting in which a management committee will be appointed by the owners. To facilitate the formation of OC, I now apply to _____ District Office for the land record of the building. If the application is approved, please give the record to *me/ my representative. Following is the contact details of the person concerned:

Name : (in English) _____
(in Chinese) _____

Contact Tel. No. : _____

(Signature of the convenor of the meeting)

* Delete where inapplicable

** If the flat is jointly owned by more than one person, all co-owners are required to sign on the form of appointment of convenor of a meeting of owners under section 3(1)(c). If the flat is owned by a company, the form should be signed by the authorized person(s) of the company and impressed with the company seal/ chop.

Disclaimer:

The District Office of the Home Affairs Department does not guarantee that the land record of the building provided are updated. The requestor agrees that he/she will not hold the Government responsible for any loss or liabilities arising out of and in connection with the use of such information. The requestor also undertakes to ensure that such information is accurate, updated and used for the purposes mentioned above.

_____ (Date)
To: The Government of Hong Kong Special Administrative Region
(via _____ District Office)

Undertaking Application for Land Record provided by District Office

Following the consent of the Government of Hong Kong Special Administrative Region (“the Government”) to process my application for the land record of the _____ (Name of Building), I, _____ (Name), being the convenor of the meeting of owners, hereby undertake, upon receiving the land record provided by _____ District Office in the form of **computer printouts / soft copy in pdf format on CD*/USB storage device* (“land record”), to convene an owners’ meeting to appoint a management committee within 60 days. No matter whether an owners’ corporation (OC) is formed, I shall return the land record to _____ District Office in the same format requested as specified above within the 60-day period.

I agree that the land record belong to the Government and undertake to take all necessary security and preventive measures to ensure that the land record obtained shall be kept in my safe custody before returning to _____ District Office.

* In case the land record is provided in the soft copy stored in the storage device together with encryption as specified above, I shall not disclose to any other party the password for decrypting and shall take appropriate measures to protect the secrecy of the password.

I shall report any actual or suspected loss of land record to _____ District Office immediately for necessary follow-up action. I undertake to indemnify the Government against all claims, demands, actions, costs (including staff costs), liabilities, losses, damages and expenses arising directly or indirectly from or in connection with my failure to fulfill any of the conditions and undertakings in this Undertaking (including but not limited) to the loss of any of the land record kept in my custody.

I also undertake that the land record in my custody shall **not** be used for any purpose other than convening an owners' meeting to appoint a management committee for the OC formation. I shall comply with the provisions and requirements of the Personal Data (Privacy) Ordinance (Cap.486) in handling the land record. A copy of the deed of mutual covenant of the building is enclosed herewith for your reference.

I confirm that I have read and understand the contents of the Personal Data Collection Statement attached to this Undertaking and agree to be bound by them.

(Name and Signature of the convenor)

** Delete where inapplicable.*

Personal Data Collection Statement

Purpose of Collection

1. The personal data you provided by means of this form will be used by the District Office concerned in processing your application for the land record.
2. It is obligatory for you to provide personal data in this form. If you fail to provide information as required, the District Office concerned may not be able to proceed your application.
3. Any personal data supplied by you in this form will be handled in accordance with the requirements in the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”).

Classes of Transferees

4. The personal data provided in this form may be disclosed to other Government bureaux, departments, and other relevant persons and bodies for the purposes mentioned in paragraph 1 above. Such personal data may also be disclosed or transferred to law enforcement agencies as permitted under the PDPO.

Access to and Correction of Personal Data

5. Pursuant to sections 18 and 22 and Principle 6 in Schedule 1 to the PDPO, you or any person authorized by you in writing have the rights to :
 - (a) request access to the personal data provided by you in this form retained by the District Office concerned, including obtaining a copy of this form; and
 - (b) request correction of the personal data provided by you in this form.

Enquiries

6. All enquiries concerning the personal data you provided in this form or relating to the form itself should be addressed to the District Office concerned :

District Office	Name & Post of Relevant Officer	Telephone No.	Office Address