



土地註冊處

香港金鐘道六十六號
金鐘道政府合署十八樓
圖文傳真：2869 0620
網站：http://www.landreg.gov.hk

THE LAND REGISTRY
QUEENSWAY GOVERNMENT OFFICES
18TH FLOOR, 66 QUEENSWAY,
HONG KONG.
FAX: 2869 0620
Website: http://www.landreg.gov.hk

覆函請註明本處檔號

In reply please quote this Ref :

LR PD/111/3/16/4

來函檔號 Your Ref :

By fax (2845 0387) and by post

電話 Tel: 2867 2688

2 July 2024

The Secretary General
The Law Society of Hong Kong
3/F., Wing On House, 71 Des Voeux Road,
Central, Hong Kong

(Attn.: Ms Heidi CHU)

Dear Ms Chu,

Release of Web-based Memorial Form (“Web Form”) Enhancements

I am pleased to inform you that the Land Registry (“LR”) releases the Web Form enhancements at the LR’s website (www.landreg.gov.hk/en/eform/form152.htm) with effect from **29 June 2024**.

Embedded with enhanced features and user interface, the Web Form enables the lodging solicitors to enjoy its greater convenience, accuracy and efficiency in preparing memorials online. The new and enhanced features of the Web Form are set out in the enclosed flyer for your reference.

To move towards digital government, lodging solicitors are strongly recommended to switch using the Web Form for lodging instruments in the LR for registration. They may refer to the “Frequently Asked Questions” and demonstration videos posted on the “e-Memorial Form” page of the LR’s website for more information.

Letter/Email announcing the release of the Web Form enhancements will be sent to the law firms with deeds lodgement account separately. If you have any enquiries on the e-Memorial Form, please feel free to contact the undersigned on 2867 2688 or Ms Rachel Wong on 2867 5710.

Thank you for your attention.

Yours sincerely,



(Ms Ella TSOI)
for Land Registrar

Encl.



Enhanced Features of Web-based Memorial Form

To improve customer experience, the Land Registry (LR) has released the web-based Memorial Form enhancements for use at the LR's website (www.landreg.gov.hk/en/eform/form152.htm) on 29 June 2024. New and enhanced features are as follows:

Key Enhancements

- Provide **auto-fill function** for preparing **lodgement list** using memorial data
- Expand the selection list** for common description of “Nature and object of the instrument” and “ID Type”
- Refine the copy function** for Property Reference Number, Address and Lot Number from the form for pasting to other documents

Other Enhancements

- Provide the save/load function for form data for further processing
- Provide hyperlink access to the “Demo Video” and Excel template for data import feature of the form from the menu bar
- Increase the maximum length for “Name of Certifying Solicitor Firm” from 55 characters to 150 characters

Further information on the web-based Memorial Form is available on LR's website.

For enquiries, please contact Ms Carmen Lai at 2867 5704 or Ms Gloria Hui at 2867 2563 or our Customer Service Hotline at 3105 0000.

The image displays three overlapping screenshots of the Land Registry's web-based Memorial Form system. The top-left screenshot shows the 'e-Memorial Form LR152A - For Lodging Solicitors' interface, featuring a sidebar with navigation options (Introduction, Remarks, Memorial Particulars, Preview & Print) and a main form area with fields for 'Solicitors Code of lodging firm', 'Registration Fee', and 'Nature and object of the instrument'. The top-right screenshot shows the 'e-Memorial Form LR152B - For Government Departments' interface, which has a similar layout but with different field requirements. The bottom-right screenshot is a 'Prepare Lodgement List' dialog box, which lists the information that will be populated into the lodgement list: 'Solicitors Code of lodging firm', 'Nature and object of the instrument', 'Registration Fee', 'Property Reference Number(s)', 'Address(es)', and 'Lot Number(s)'. The dialog box includes 'Cancel' and 'Confirm' buttons.

Web Memorial – A Smart Way to Lodgement

網上版註冊摘要表格加強功能

為提升客戶體驗，土地註冊處於 2024 年 6 月 29 日推出網上版註冊摘要表格的新增及加強功能，公眾可於本處的網站（www.landreg.gov.hk/tc/eform/form152.htm）使用。新增及加強功能如下：

新增及加強功能

- 提供自動填寫功能，使用註冊摘要表格資料以製備遞交文書清單
- 擴大載列「文書的性質及目的」及「身分識別種類」常用描述的選項表
- 改良物業參考編號、地址及地段編號的複製功能

其他加強功能

- 提供已輸入資料的儲存及載入功能
- 提供電子註冊摘要表格示範片段及 Excel 來源檔案範本的連結（適用於具備資料匯入功能的電子註冊摘要表格）
- 「核實律師行名稱」欄目的上限字元由 55 個增加至 150 個

有關網上版註冊摘要表格的進一步資料，可瀏覽本處網站。

如有查詢，請致電黎顯雯女士（☎ 2867 5704）或許嘉寶女士（☎ 2867 2563）或本處的客戶服務熱線（☎ 3105 0000）。



The image displays three overlapping screenshots of the Land Registry's online forms. The top-left screenshot shows the 'Electronic Registration Summary Form LR152A - For use by lawyers submitting documents'. The top-right screenshot shows 'Electronic Registration Summary Form LR152B - For use by government departments'. The bottom-right screenshot is a 'Preparation of Submission Document Checklist' (準備遞交文書清單) which lists the required information: lawyer's reference number, nature and purpose of the document, registration fee, property reference number, address, and plot number. Each form includes a sidebar with navigation options like 'Introduction', 'Overview', 'Registration Summary', and 'Document Submission'.

網上註冊摘要表格：邁向遞交契約明智之道