

For Official Use

The below reminder will be displayed by way of pop-up or notes on the screen or other means before an applicant completes this application form:-

“Submission of the application for registration of the matter does NOT mean that registration of the matter has been effected. The registration of the matter shall be effected when the matter is registered by virtue of the making, alteration and / or removal of an entry in the Title Register which refers to the matter.”

Please indicate in Part E hereof the party lodging this application (“**Applicant**”).

Every box must be completed. If any box is not applicable, please put a dash “-”.

☐ Please ‘✓’ in the appropriate boxes.

PART A

Customer code [Format checking, validation with TRIS data]	Registration fee [Auto-calculation] HK\$
Additional fee for delayed registration (where applicable) [Auto-calculation] HK\$	

Nature of application Severance of joint tenancy

PART B

(1) Property

Title number [Format checking, validation with TRIS data]
Lot number [Auto-filled after entering the “Title number”]
Address / Location (English and Chinese) If the address is available, please specify the street name and building number. Otherwise, please specify the location. [Auto-filled after entering the “Title number”]
Undivided shares [Auto-filled after entering the “Title number”]

(2) Part of property affected by this application

This application affects

☐ the whole property

☐ portion of the property (please specify the part(s) / share(s) affected¹):

(3) Related registered application(s)

Application number in respect of the entry in the Title Register to which severance of joint tenancy relates

[Format checking, validation with TRIS data]

PART C**(1) Supporting instrument(s)²**

Item No.	Date (dd/mm/yyyy)	Nature	With plan		Consideration HK\$	Stamp Office instrument reference number	Stamp duty HK\$	Adjudication fee HK\$
			Yes	No				
	[Format checking, data validation]	[Drop down list: (a) Notice of severance (b) Deed of severance (c) Others (please specify)]	<input type="checkbox"/>	<input type="checkbox"/>		[Format checking]	[Message prompted for completion of "Adjudication fee" field and Part C(2) if this field is blank]	[Message prompted for completion of Part C(2) if data inputted here]
Accompanied by proof that the notice of severance has been served in accordance with section 8(1)(a) of the Conveyancing and Property Ordinance (Cap. 219) <input type="checkbox"/> Yes <input type="checkbox"/> N.A.								

(2) Charge under Section 13A of the Stamp Duty Ordinance (Cap. 117)

Please indicate whether an application for registration of a charge constituted under section 13A of the Stamp Duty Ordinance (Cap. 117) is to be made.

☐ Yes ☐ No

¹ For portion of the property, please indicate the part(s) and / or share(s) in the property being affected by this application. For example, if the Property stated in Part B(1) hereof refers to the whole building erected on the lot (without allocation of undivided shares), the specific floor / unit of the Property (e.g. 8/F, Carport on G/F, etc.) concerned should be stated; in case only 1/2 share of the Property stated in Part B(1) hereof is being affected by this application, 1/2 share should be stated, etc.

² If there is more than one supporting instrument, please complete the particulars of ALL supporting instruments below.

PART D

Title Certificate(s) returned for cancellation

Title Certificate(s) of the Property is / are returned for cancellation	
<input type="checkbox"/>	Yes (please state the title certificate number(s)): [Format checking, validation with TRIS data]
<input type="checkbox"/>	No (please specify reason(s)):

PART E

Current Registered Owners / Registered Long Term Lessees

Name (English) [Validation with TRIS data]	Alias (English) [Validation with TRIS data]
<input type="checkbox"/> Please tick if this person is the Applicant	
Name (Chinese) [Validation with TRIS data]	Alias (Chinese) [Validation with TRIS data]
Capacity and shares [Drop down list for selection]	
Identification document and number Please specify identification document(s) and identification document number(s) ³ / business registration number(s) ⁴ / others (please specify). [Format checking for HKID number]	

PART F

Shares in the Property after severance

Name (English) [Validation with TRIS data]	Alias (English) [Validation with TRIS data]
Name (Chinese) [Validation with TRIS data]	Alias (Chinese) [Validation with TRIS data]
Capacity and shares of the respective owner / lessee [Drop down list for selection]	

³ For passport, please state the place of issuance.

⁴ If business registration number is not available, please state the place of incorporation.

PART G
Applicant

Name (English)

[Auto-filled based on the information provided in Part E (where applicable)]

Name (Chinese)

[Auto-filled based on the information provided in Part E (where applicable)]

Identification document and number

Please specify identification document(s) and identification document number(s)⁵ / business registration number(s)⁶ / others (please specify).

[Auto-filled based on the information provided in Part E (where applicable)]

⁵ For passport, please state the place of issuance.

⁶ If business registration number is not available, please state the place of incorporation.

Verification Certificate

Applicant [Auto-filled based on the information provided in Part E]	
Title number [Auto-filled based on the information provided in Part B(1)]	Lot number [Auto-filled based on the information provided in Part B(1)]
Address / Location (English and Chinese) [Auto-filled based on the information provided in Part B(1)]	

Form A1

I, (name) [Drop down list for selection by e-lodgement registered users], a solicitor of (name of solicitors' firm) [Auto-filled for e-lodgement registered users], hereby certify that –

(a) I have taken reasonable steps to verify –

- (i) the identity of the Applicant; and
- (ii) the matters mentioned in paragraphs (b)(i) and (ii) below;

(b) to the best of my knowledge and belief,

- (i) the Applicant is a legal person and has the right to enter into the instrument(s) supporting this application referred to in Part C(1) hereof ("Instrument(s)") #[and has produced satisfactory evidence and proof that the Instrument(s) has / have been served in accordance with section 8(1)(a) of the Conveyancing and Property Ordinance (Cap. 219)] ;
- (ii) the Instrument(s) has / have been duly signed / executed (as the case may be) by the Applicant; and
- (iii) the particulars set forth in this application are true and correct; and

(c) this application –

- (i) has been prepared by me or under my direction; and
- (ii) has been so prepared in accordance with the provisions of the Land Titles Ordinance (Cap. 585) and the subsidiary legislation made thereunder.

I have authority to lodge this application on behalf of the Applicant.

[Name auto-filled when digital signature is added]
.....
(Name and Signature of Solicitor)

[Auto-filled when digital signature is added]
.....
(Date)

Please select as appropriate.

Applicant [Auto-filled based on the information provided in Part E]	
Title number [Auto-filled based on the information provided in Part B(1)]	Lot number [Auto-filled based on the information provided in Part B(1)]
Address / Location (English and Chinese) [Auto-filled based on the information provided in Part B(1)]	

Form A2

I, (name) [Drop down list for selection by e-lodgement registered users], a solicitor of (name of solicitors' firm) [Auto-filled for e-lodgement registered users], hereby certify that –

(a) I have taken reasonable steps to verify –

- (i) the identity of the Applicant and _____¹, all of the other party(ies) to #[the subject matter of this application] / [the Instrument(s) (as defined below)] ("Party"); and
- (ii) the matters mentioned in paragraphs (b)(i) and (ii) below;

(b) to the best of my knowledge and belief,

- (i) each of the Applicant and the Party is a legal person and has the right to enter into the instrument(s) supporting this application referred to in Part C(1) hereof ("Instrument(s)");
- (ii) the Instrument(s) has / have been duly signed / executed (as the case may be) by #[the Applicant] [and] [the Party]; and
- (iii) the particulars set forth in this application are true and correct; and

(c) this application –

- (i) has been prepared by me or under my direction; and
- (ii) has been so prepared in accordance with the provisions of the Land Titles Ordinance (Cap. 585) and the subsidiary legislation made thereunder.

I have authority to lodge this application on behalf of the Applicant.

[Name auto-filled when digital signature is added]
.....
(Name and Signature of Solicitor)

[Auto-filled when digital signature is added]
.....
(Date)

Please select as appropriate.

¹ Please insert the name(s) of all other party(ies).

Applicant [Auto-filled based on the information provided in Part E]	
Title number [Auto-filled based on the information provided in Part B(1)]	Lot number [Auto-filled based on the information provided in Part B(1)]
Address / Location (English and Chinese) [Auto-filled based on the information provided in Part B(1)]	

Form B

I, (name) [Auto-filled for e-lodgement registered users using exchange function], a solicitor of (name of solicitors' firm) [Auto-filled for e-lodgement registered users using exchange function], hereby certify that –

(a) I have taken reasonable steps to verify –

- (i) the identity of _____ (“Party”), #[one of] / [all of] the other #[party] / [parties] to the #[subject matter of this application to be lodged for registration by the Applicant in respect of the Property] / [Instrument(s) (as defined below)]; and
- (ii) the matters mentioned in #[paragraphs (b)(i) and (ii)] / [paragraph (b)(i)] below; and

(b) to the best of my knowledge and belief,

- (i) the Party is a legal person and has the right to enter into the instrument(s) supporting this application referred to in Part C(1) hereof (“Instrument(s)”);
- (ii) #and the Instrument(s) has / have been duly signed / executed (as the case may be) by the Party.

[Name auto-filled when digital signature is added]
.....
(Name and Signature of Solicitor)

[Auto-filled when digital signature is added]
.....
(Date)

Please select as appropriate.

Personal Information Collection Statement

[To be provided later.]