

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 or Part F 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 [Drop down list for (a) Long term lease; and (b) Termination of registered long term lease.]

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"]

For Official Use

Undivided shares

[Auto-filled after entering the "Title number"]

(2) Overriding interest

Full particulars of overriding interest affecting the long term lease¹

(3) Related registered application(s)

Application number of registered long term lease to be terminated²

[Format checking, validation with TRIS data]

Application number of related registered caution

[Format checking, validation with TRIS data]

PART C

(1) Supporting instrument(s)³

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]		<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]
Term of long term lease ¹ Please specify the term in years, months and days with date of commencement and date of expiry.								

(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 This box is only applicable if the application relates to the registration of a long term lease.

² This box is only applicable if the application relates to the registration of termination of a registered long term lease.

³ If there is more than one supporting instrument, please complete the particulars of ALL supporting instruments below.

PART D

Title Certificate(s) returned for cancellation⁴

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)):
<input type="checkbox"/>	Not applicable

PART E

Lessor (☐ Please tick if the Lessor is the Applicant.)

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 [Drop down list for selection]	
Identification document and number Please specify identification document(s) and identification document number(s) ⁵ / business registration number(s) ⁶ / others (please specify). [Format checking for HKID number]	

PART F

Lessee (☐ Please tick if the Lessee is the Applicant.)

Name (English)	Alias (English)
Name (Chinese)	Alias (Chinese)

⁴ This part is only applicable if the application relates to the registration of termination of a registered long term lease.

⁵ For passport, please state the place of issuance.

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

Capacity and shares

[Drop down list for selection]

Identification document and number

Please specify identification document(s) and identification document number(s)⁷ / business registration number(s)⁸ / others (please specify).

[Format checking for HKID number]

⁷ For passport, please state the place of issuance.

⁸ 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 or Part F]	
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 paragraph (b)(i) below;

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

- (i) the Applicant is a legal person and
 - #the Applicant has the right to enter into the instrument(s) supporting this application referred to in Part C(1) hereof ("Instrument(s)") to which the Applicant is a party and the Instrument(s) (where applicable) has / have been duly signed / executed (as the case may be) by the Applicant;
 - #the Applicant has produced satisfactory evidence and proof on this application;
- (ii) 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 or Part F]	
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 other party(ies) to the subject matter of this application ("Party"); and
- (ii) the matters mentioned in paragraph (b)(i) below;

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

- (i) each of the Applicant and the Party is a legal person and

#each of the Applicant and the Party has the right to enter into the instrument(s) supporting this application referred to in Part C(1) hereof ("Instrument(s)") to which he / she / it is a party and the Instrument(s) (where applicable) has / have been duly signed / executed (as the case may be) by #[the Applicant] [and] [the Party];

#[the Applicant] [and] [the Party] has / have produced satisfactory evidence and proof on this application;
- (ii) 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 or Part F]	
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; and
- (ii) the matters mentioned in paragraphs (b)(i) and (ii) below; and

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

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

#the Party has produced satisfactory evidence and proof on this application.

[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.]