

*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 C(1) or Part F hereof the party lodging this application ("Applicant").

For Official Use

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

Please '✓' in the appropriate boxes.

**PART A**

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

Nature of application

*[Drop down list for*

- (a) Matter under section 13(a) of the Land Titles Ordinance (please specify: [\[selection list\]](#))<sup>1</sup>;*
- (b) Matter under section 13(b) of the Land Titles Ordinance (please specify: [\[selection list\]](#))<sup>2</sup>;*
- (c) Matter under section 13(d) of the Land Titles Ordinance (please specify: [\[selection list\]](#))<sup>3</sup>.*

Law providing for the registration of the matter

Title and relevant section of the law

<sup>1</sup> Examples of matters under section 13(a) of the Land Titles Ordinance are Certificate of Compliance issued by the Lands Department, Building Order / Notice issued under Cap. 123, Notice of Disclaimer referred to in Form 128 and Form 129 in Cap. 6B, Appointment / Removal of Trustee under section 18 of Cap. 97. If the nature of application for the subject application is not provided in the selection list, please specify therein.

<sup>2</sup> Example of matters under section 13(b) of the Land Titles Ordinance is Surrender of a Government Lease. If the nature of application for the subject application is not provided in the selection list, please specify therein.

<sup>3</sup> Examples of matters under section 13(d) of the Land Titles Ordinance are Consent to Assign issued by the Lands Department, Occupation Permit issued under Cap 123 and Statutory Declaration by a solicitor under consent scheme. If the nature of application for the subject application is not provided in the selection list, please specify therein.

**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
<input type="checkbox"/> the whole property
<input type="checkbox"/> portion of the property (please specify the part(s) / share(s) affected <sup>4</sup> ):

**(3) Related registered application(s)**

Application number of registered charge to which the matter relates <sup>5</sup>
[Format checking, validation with TRIS data]

**PART C**

<sup>4</sup> 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.

<sup>5</sup> This box is only applicable if the application relates to the registration of a matter affecting a registered charge.

**(1) Supporting instrument(s)<sup>6</sup>**

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]
Parties involved in the supporting instrument								
Name (English)		Alias (English)		Name (Chinese)		Alias (Chinese)		Status
[Validation with TRIS data (where applicable)]	[Drop down list for selection]	<input type="checkbox"/>	<input type="checkbox"/>					

**(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

**PART D**

**Title Certificate(s) returned for cancellation**

Title Certificate(s) of the Property is / are returned for cancellation

- Yes (please state the title certificate number(s)): [Format checking, validation with TRIS data]
- No (please specify reason(s)):
- Not applicable

<sup>6</sup> If there is more than one supporting instrument, please complete the particulars of ALL supporting instruments below.

<sup>7</sup> If the party is neither the "Party in favour of" nor the "Applicant", please leave the boxes blank.

**PART E****Party in favour of**

Name (English)  [Auto-filled based on the information provided in Part C(1) (where applicable)]	Alias (English)  [Auto-filled based on the information provided in Part C(1) (where applicable)]
Name (Chinese)  [Auto-filled based on the information provided in Part C(1) (where applicable)]	Alias (Chinese)  [Auto-filled based on the information provided in Part C(1) (where applicable)]
Capacity and shares  [Drop down list for selection]	
<b>Identification document and number</b> Please specify identification document(s) and identification document number(s) <sup>8</sup> / business registration number(s) <sup>9</sup> / others (please specify).  [Format checking for HKID number]	

**PART F****Applicant**

Name ( English)  [Auto-filled based on the information provided in Part C(1) (where applicable)]
Name (Chinese)  [Auto-filled based on the information provided in Part C(1) (where applicable)]
<b>Identification document and number</b> Please specify identification document(s) and identification document number(s) <sup>10</sup> / business registration number(s) <sup>11</sup> / others (please specify).  [Format checking for HKID number]

<sup>8</sup> For passport, please state the place of issuance.

<sup>9</sup> If business registration number is not available, please state the place of incorporation.

<sup>10</sup> For passport, please state the place of issuance.

<sup>11</sup> 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 C(1) 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) **#[for registration of dispositions]** 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;

**#[for other applications]** the Applicant is a legal person and is entitled #[to protect his / her / its interests / claims in the registered land / registered charge / registered long term lease] / [to make this application]<sup>1</sup>; #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;

- (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.

<sup>1</sup> Please select "to make this application" only if other options are not applicable.

Applicant [Auto-filled based on the information provided in Part C(1) 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 \_\_\_\_\_<sup>1</sup>, 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) **#[for registration of dispositions]** 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;

**#[for other applications]** each of the Applicant and the Party is a legal person and the Applicant is entitled #[to protect his / her / its interests / claims in the registered land / registered charge / registered long term lease] / [to make this application]<sup>2</sup> ; #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];

(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.

<sup>1</sup> Please insert the name(s) of all other party(ies).

<sup>2</sup> Please select "to make this application" only if other options are not applicable.

Applicant [Auto-filled based on the information provided in Part C(1) 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) users using exchange function, a solicitor of (name of solicitors' firm) 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.]