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本署檔號 Our Ref: (4) in LANDSD ADM-004-045-003-
LACO/HQ-003-P001

來函檔號 Your Ref:

來函請註明本署檔號

Please quote our reference in your reply



地政總署
法律諮詢及田土轉易處
LEGAL ADVISORY AND
CONVEYANCING OFFICE
LANDS DEPARTMENT

我們矢志努力不懈，提供盡善盡美的土地行政服務。
We strive to achieve excellence in land administration.

香港北角渣華道三三三號北角政府合署 20 樓
20/F, NORTH POINT GOVERNMENT OFFICES
333 JAVA ROAD, NORTH POINT, HONG KONG

網址 Website : www.landsd.gov.hk

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

27 June 2025

Dear Sirs,

**Invitation to Express Interest to Provide
Legal Services to Lands Department**

I am writing to seek expressions of interest from any of your Members' firms which would like to be considered to be instructed by the Director of Lands to provide legal services to the Director of Lands through the Legal Advisory and Conveyancing Office ("LACO") of the Lands Department. I shall be grateful if you would circulate this letter to your Members.

Scope of Work : Title checking in connection with payment of compensation in land resumption cases

Firms are required to examine and verify title of the former owner(s) of a varying number of lots resumed and reverted to the Government of the Hong Kong Special Administrative Region in connection with resumption of land under various statutes. Firms are required to check title to the lots, to prepare Agreements as to Compensation and Indemnity ("ACI") (in a form to be provided by LACO) as well as specific Indemnity (if any), to recommend to LACO as to whether title to the lots is in order or not, and to check the execution of ACI and confirm to LACO whether the execution is in order. In some complicated cases, it will also be necessary for the firms to advise on how to rectify or resolve any title defects or problems.

Pre-qualification Criteria

- (1) Firms should have at least 3 partners. At least one of the partners should be principally involved in conveyancing matters. All partners must have been admitted as solicitors of the High Court of Hong Kong for at least 5 years as at the date of this letter.

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- (2) Firms should have an experienced team of conveyancing staff. The team should comprise at least one conveyancing partner, two conveyancing assistant solicitors (or one conveyancing assistant solicitor and one conveyancing partner, or two conveyancing partners instead), and two conveyancing clerks. All of them must have a minimum of 5 years' experience in conveyancing.
- (3) Firms should have extensive experience in conveyancing, customary law of succession, Tso or Tong matters and appointment of trustees for minors. Firms must be familiar with, inter alia, the New Territories Ordinance (Cap. 97), the New Territories Land (Exemption) Ordinance (Cap. 452) and the Conveyancing and Property Ordinance (Cap. 219).
- (4) Firms are expected to spend a minimum average of an hour on checking title to each lot.

Method of Selection of Firms

Firms who respond to this invitation and meet the pre-qualification criteria will be put on a list while the list prepared in a previous invitation exercise will then be cancelled. Firms on the new list may from time to time receive an invitation from LACO to submit quotations for the services.

Application Procedure

Any interested firm who meets the prequalification criteria should submit an application in the manner stated below:

- (1) Complete the attached letter and the Application Pro Forma. If the space on the Application Pro Forma is not sufficient to include all relevant information, such information should be put down on separate sheets, which should be attached to the Application Pro Forma.
- (2) Enclose the completed letter and the Application Pro Forma in a **sealed plain envelope** and affix the attached Application Label on the envelope.
- (3) Place **by hand** the sealed envelope in a Quotation Box located at Room 2130 on 21st Floor of North Point Government Offices, 333 Java Road, North Point, Hong Kong **or post** the sealed envelope to reach this Department **not later than 10:00 a.m. on 24 July 2025 ("the closing date")**. In case a black rainstorm warning signal or a typhoon signal No. 8 or above is issued between 7:00 a.m. and 10:00 a.m. on the closing date, the closing time for application will be extended to 10:00 a.m. on the next working day.

Please ask your Members not to send their application by mail or addressed personally to me or any other named officer of this Department. The application must be placed in the Quotation Box or posted to this Department in accordance with para.(3) of the Application Procedure above.

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Late application will not be accepted.

Firms should note that the Director of Lands reserves the right to reject any application and does not bind himself to accept any particular application. Further, the Director of Lands reserves the right to issue or not to issue any invitation to any interested firm on the list to submit quotations for any of the services.

Notwithstanding anything to the contrary as mentioned above, the Director of Lands reserves the right to disqualify any interested firm on the grounds that the said interested firm has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

Enquiries

All enquiries in relation to this invitation should be directed to Mr. Colley CHEUNG at Telephone No. 2231 3582.

Yours faithfully,



(Ms. Ophelia LOK)
Deputy Director/Legal
for Director of Lands

Application Pro Forma

- A. (1) Name of Firm: _____
- (2) Date of establishment: _____
- (3) Address: _____
- _____

- B. No. of Partners who have been admitted as solicitors of the High Court of Hong Kong for at least 5 years : _____

- C. No. of Conveyancing Partners with at least 5 years' conveyancing experience : _____

- D. No. of Conveyancing Assistant Solicitors with at least 5 years' conveyancing experience : _____

- E. No. of Conveyancing Clerks with at least 5 years' conveyancing experience : _____

- F. My firm has extensive experience in conveyancing involving the New Territories matters. Details are set out below:

G. (1) Name of contact person:

(2) Telephone No.:

(3) Fax No.:

(4) e-mail address:

Dated this day of 2025.

Name and Signature
of Partner authorized to sign

Firm's chop

RESTRICTED

To: Director of Lands
(Attn.: Deputy Director/Legal)

**Expression of Interest to
Provide Legal Services to the
Lands Department**

I refer to your letter dated 27 June 2025.

My firm is interested in providing legal services to the Lands Department on title checking in connection with payment of compensation in land resumption cases.

I confirm that my firm meets all the pre-qualification criteria. I submit a completed Application Pro Forma for your consideration.

Dated this day of 2025.

Name of Firm

Signature of Partner
authorized to sign

Quotation Opening Committee

Lands Department

Room 2130, 21/F., North Point Government Offices

333 Java Road, North Point, Hong Kong

Restricted – Invitation to Express Interest to Provide Legal Services to Lands Department

Application Invitation Ref: LANDSD ADM-004-045-003-LACO/HQ-003-P001

Closing Date and Time: 24 July 2025 (10:00 a.m.)

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NOTES:

1. The application **MUST** be placed in the Quotation Box located at the address stated on Application Label or posted to reach this Department **BEFORE 10:00 a.m.** on the closing date specified. **Misplaced application will not be considered.**
2. Application must be returned in a properly sealed **PLAIN ENVELOPE** with the Application Label affixed on the envelope.
3. Application may be lodged from 9:00 a.m. to 5:30 p.m. daily, from Monday to Friday (excluding Saturdays, Sundays and Public Holidays).
4. In case of a black rainstorm warning signal or a typhoon signal No. 8 or above is issued between 7:00 a.m. and 10:00 a.m. on the application closing date, the closing time of this application will be extended to 10:00 a.m. on the next working day.
5. Each invitation to application, irrespective of whether it is with or without offer, must be put in an individual envelope. It is not acceptable to put more than one application in the same envelope.
6. Application will not be accepted if it is sent by post with inadequate postage.
7. **Late application will not be considered.**