



THE LAND REGISTRY

Securing Your Property, Supporting an Open Market



Property A!ert

www.landreg.gov.hk



Property is valuable. Being a property owner, do you want to stay vigilant of what is happening to your property? The Land Registry's **Property Alert** (the Service) is surely your smart choice. If any instrument purporting to sell or mortgage your property without your knowledge has been submitted to the Land Registry for registration, the Service will enable you to discover the situation at an early stage and take appropriate and prompt action.

Being a subscriber of Property Alert, you will

- Receive an email alert of the delivery of any instrument for registration against your property, normally on the day following the date on which the instrument is delivered to the Land Registry for registration.
- Get relevant particulars of the instrument, including the date, nature, date of delivery for registration and memorial number, from the email notification.
- Be informed of the completion of or withdrawal from registration of the instrument.

How is Property Alert useful to you?

- Helps you to detect as soon as possible any unexpected or suspicious instruments delivered for registration against your property so that you can take appropriate and prompt actions.
- Saves you time and money as well as provides an easy and convenient means for you to keep track of instruments delivered for registration against your property, whether solely owned by you or jointly owned by you and others.

Property Alert is particularly useful, if

- Your property is vacant or rented out or is not occupied by you.
- You are staying outside Hong Kong for extended periods of time (no matter you have rented out your property or not).
- You do not have the title deeds of the property in your custody or you have lost them.
- You want to be alerted as soon as your property is subjected to or may be affected by potential or actual disputes (e.g. bankruptcy order against the co-owner's share, repair notice or order issued by the Building Authority, etc. has been lodged for registration).

How much is the subscription fee?

Subscription Period	One-off Subscription*	24 Months
	<i>(per land register)</i>	
New Application	HK\$580	HK\$250
Renewal of Service <i>(for current subscriber only)</i>	N.A.	HK\$160

* The subscription is valid until change of property ownership, thus hassle-free as there is no need to renew the Service.

How to subscribe?

If you are a property owner, you may follow the below simple steps to subscribe for the Service:

- Step 1** Download the application form or access to the online form at the Land Registry's website (www.landreg.gov.hk) or get a copy at our Customer Centre or any of our New Territories Search Offices (NTSOs) or by fax through our Customer Service Hotline at 3105 0000.
- Step 2** Complete the application form.
- Step 3** Submit the application form:
- ◇ **By Post/Courier Service** to our Customer Centre at Queensway Government Offices, 19/F, 66 Queensway, Hong Kong or NTSOs at:
 - Tai Po Complex, 4/F, 8 Heung Sze Wui Street, Tai Po.
 - Tsuen Wan Multi-storey Carpark Building, 11/F, 174-208 Castle Peak Road, Tsuen Wan.
 - Yuen Long Government Offices and Tai Kiu Market, 7/F, 2 Kiu Lok Square, Yuen Long.
 - ◇ **In Person** at our Customer Centre or NTSOs.
 - ◇ **Online** via our website.

For application by post/courier service, payment of the subscription fee should be made by crossed cheque. For application in person, subscription fee can be paid in cash or by cheque, EPS or credit card. For online application, payment should be made by e-Cheque.

Want to know more about Property Alert?

Please visit the Land Registry's website (www.landreg.gov.hk). For enquiries, please call our Customer Service Hotline at 3105 0000 or email us at csa@landreg.gov.hk.





土地註冊處

保障市民財產，支持公開市場



物業把關易

www.landreg.gov.hk

物業價值不菲，身為業主的你，是否希望可以時刻就你物業的狀況保持警覺？土地註冊處的**物業把關易**肯定是你的精明選擇。如有任何意在將你的物業在你不知情下出售或抵押的文書交付本處註冊，此服務可助你更早知悉，讓你可迅速採取適當行動。

成為物業把關易的用戶……

- 每當有涉及你的物業的文書交付本處註冊，你便會收到電郵提示(通常會在有關文書交付本處註冊的翌日收到)。
- 你可以從電郵通知書知道有關文書的相關資料，包括文書日期、性質、文書交付註冊的日期及註冊摘要編號。
- 當文書已完成或撤銷註冊，你也會收到提示。

物業把關易對你有甚麼用處？

- 有助你盡早發現任何在你預期之外或可疑的文書交付本處註冊，讓你可迅速採取適當行動。
- 無論你的物業是獨自或與他人共同擁有，讓你以省時、省錢和簡易便捷的方式，掌握有沒有涉及你的物業的文書交付本處註冊。

物業把關易尤其適用於你，如果……

- 你的物業已空置或出租或並非由你佔用。
- 你長期居於香港境外(無論你有否出租你的物業)。
- 你並無管有或已遺失有關物業的業權契約。
- 你希望在你的物業受到或可能受到潛在或實在的爭議影響時(例如涉及物業共同擁有人的業權份數的破產令，或建築事務監督發出的修葺通知書或修葺令等已交付註冊)，更快知悉。

訂購費用是多少？

訂購期	一次過訂購*	24個月
	(按每個土地登記冊計算)	
新申請	HK\$580	HK\$250
服務續期 (只供現有用戶)	不適用	HK\$160

* 服務有效期至物業轉手為止，無需續期，輕鬆簡便。

如何訂購？

如果你是業主，你便可按以下簡單步驟申請訂購這項服務：

步驟1 在本處的網頁(www.landreg.gov.hk)下載申請表 / 選用網上表格，或到本處的客戶服務中心或任何一間新界查冊中心索取申請表。你亦可透過本處的客戶服務熱線3105 0000以傳真方式取得有關表格。

步驟2 填妥申請表。

步驟3 遞交申請表：

◇ 郵寄或速遞至本處的客戶服務中心(香港金鐘道66號金鐘道政府合署19樓)或以下任何一間新界查冊中心：

- 大埔鄉事會街8號大埔綜合大樓4樓
- 荃灣青山公路174至208號荃灣多層停車場大廈11樓
- 元朗橋樂坊2號元朗政府合署暨大橋街市7樓

◇ 親臨本處的客戶服務中心或任何一間新界查冊中心

◇ 透過本處網頁在網上遞交

如以郵寄或速遞方式遞交申請表，請以劃線支票繳付訂購費用。如親臨本處申請訂購服務，訂購費用可以現金、支票、易辦事(EPs)或信用卡繳付。如在網上遞交申請，請以電子支票繳付費用。

想知道更多物業把關易的資料？

請瀏覽本處的網頁(www.landreg.gov.hk)。如有查詢，請致電本處的客戶服務熱線3105 0000或以電郵(csa@landreg.gov.hk)與本處聯絡。

