



土地註冊處 Land Registry

參考編號 Ref. No. : _____

記錄收取以個人名義發出的支票表格 Record Form for Receipt of Personal Cheque

甲部：由顧客填寫
Part A To be filled in by customer

填寫此表格前，請注意印於背頁「關於你個人資料的說明」。
Before filling in this form, please note the "Notes about Your Personal Data"
printed at the back of this form.

(1) 姓名 Name : _____ (2) 聯絡電話 Contact Telephone No. : _____

(3) 支票資料
Cheque Information

	銀行名稱 Bank Name	支票號碼 Cheque No.	銀碼 Amount
(a)	_____	_____	\$ _____
(b)	_____	_____	\$ _____
(c)	_____	_____	\$ _____
總數 Total :			\$ _____

乙部：由本處填寫
Part B For Office Use Only

收到支票日期 Cheque(s) received on _____ by _____ (簡簽 initial)

Try 44 No. (如適用 if applicable) _____ (職位 post)

註契 (機印收據號碼) Registration Payment Form(s) (franked with the Receipt No. : _____)	查冊票號碼 Search Ticket No.(s) LR 140 _____ to _____
付款表格 (機印收據號碼) DIS Pay Statement(s)/Non-DIS Payment Forms (franked with the Receipt No. : _____)	LR 141 _____ to _____
入賬號碼 Allocation User Code	銀碼 Amount (\$) LR 145 _____ to _____
	LR 146 _____ to _____
	其他 (請註明) Others (Please specify) :-

丙部：認收回條
Part C Acknowledgement of Receipt

本人已收到乙部列出的項目
I hereby acknowledge receipt of the items listed in Part B.

顧客簽署 Customer Signature : _____

顧客姓名 Customer Name : _____

日期 Date : _____

關於你個人資料的說明

1. 本表格載列的個人資料會作下列用途：
 - 讓本處辦理有關事務以提供所需服務；
 - 方便本處與你聯絡。

你須自行決定是否提供本表格所要求的個人資料，假如你未能提供足夠資料，我們可能無法提供所需服務。

2. 本處可能會向其他政府部門及決策局披露你在本表格所填報的個人資料，以作上文第1段所列的用途。
3. 根據《個人資料(私隱)條例》第18和22條及附表1第6原則的規定，你有權索閱及更正你的個人資料。你的索閱權包括索取本表格所提供的個人資料副本一份。根據該條例的規定，本處有權就處理任何查閱資料的要求收取合理費用。
4. 有關透過本表格收集個人資料的查詢，包括索閱及更正資料，請致電 2867 8050 與本處的保障個人資料(私隱)主任聯絡。有關所有其他資料的查詢，請致電 2867 2873 與綜合查冊中心聯絡。

NOTES ABOUT YOUR PERSONAL DATA

1. The personal data provided by means of this form will be used by the Land Registry for the following purposes:-
 - to carry out activities relating to provision of services by the Land Registry;
 - to facilitate communications between you and the Land Registry.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service.

2. The personal data you provide by means of this form may be disclosed to other Government bureaux and departments for the purposes mentioned in paragraph 1 above.
3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form. In accordance with the provisions of the Ordinance, the Land Registry has the right to charge a reasonable fee for the processing of any data access request.
4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to our Personal Data (Privacy) Officer at telephone no. 2867 8050. All other enquiries should be addressed to Central Search Office at telephone no. 2867 2873.