

## **Guidance Notes for e-Appointment System:**

1. This e-Appointment System is for unrepresented litigants to make appointments for attending the Registry of the Lands Tribunal to file new applications for the following 3 types of cases:
  - (1) Part IV Possession Application for Domestic Premises (LDPD),
  - (2) Part V Possession Application for Non-Domestic Premises (LDPE) and
  - (3) Building Management Application (LDBM).
2. A walk-in unrepresented applicant intending to make a “Part IV Possession Application for Domestic Premises”, “Part V Possession Application for Non-Domestic Premises” or “Building Management Application” without an advanced booking will not be provided service instantly. The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
3. One time slot is for one new application only. If an applicant wants to file two new applications, he has to book two time slots, so on and so forth.
4. The maximum number of time slots allowed to be booked on a selected date by the same applicant is 3; with the accumulative total time slots booked by the same applicant at any one time when the latest booking is made be capped at 25.
5. The applicant who makes an appointment via the e-Appointment System should be the same person who attends the Registry of the Lands Tribunal to go through the formalities on the appointment day.

6. If the applicant chooses to receive an appointment reminder for a successful appointment, he has to provide his email address. A reminder will then be sent to his email address 3 working days before the appointment date.
7. For “Part IV Possession Application for Domestic Premises” or “Part V Possession Application for Non-Domestic Premises”, the applicant is advised to click the following link to read the “LANDS TRIBUNAL - General Procedures for Application for Order for Possession”, download the application forms and have the forms properly filled out and printed before attending the Registry:

[https://www.judiciary.hk/doc/en/court\\_services\\_facilities/lands/form22.pdf](https://www.judiciary.hk/doc/en/court_services_facilities/lands/form22.pdf)

[https://www.judiciary.hk/doc/en/court\\_services\\_facilities/lands/authorization.pdf](https://www.judiciary.hk/doc/en/court_services_facilities/lands/authorization.pdf)

[https://www.judiciary.hk/doc/en/court\\_services\\_facilities/lands/truth.pdf](https://www.judiciary.hk/doc/en/court_services_facilities/lands/truth.pdf)

8. For “Building Management Application”, the applicant is advised to click the following link to read the “LANDS TRIBUNAL General Procedures – Applications under the Building Management Ordinance (Cap. 344)”, download the application forms and have the forms properly filled out and printed before attending the Registry:

[https://www.judiciary.hk/doc/en/court\\_services\\_facilities/lands/e\\_for\\_m27.pdf](https://www.judiciary.hk/doc/en/court_services_facilities/lands/e_for_m27.pdf)

[https://www.judiciary.hk/doc/en/court\\_services\\_facilities/lands/e\\_for\\_m29.pdf](https://www.judiciary.hk/doc/en/court_services_facilities/lands/e_for_m29.pdf)

9. For “Part IV Possession Application for Domestic Premises” or “Part V Possession Application for Non-Domestic Premises”, if the applicant needs the assistance from the rent officers in filling out the application forms, he has to arrive at the G/F of the Lands Tribunal at least 45 minutes earlier than the appointment time to seek assistance from the rent officers thereat in filling out the forms.
10. If the applicant is late for the appointment for 15 minutes or more, he will be regarded as “absent”. The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
11. When the applicant with an advanced booking arrives at the G/F of the Lands Tribunal at the specified time and date, he has to report to the staff at a designated counter first. Then, he will be issued a “By Appointment” ticket. If the documents and application forms are all in order, he can go to Counter No. 1 with the “By Appointment” ticket to obtain service.
12. If the documents are not in order and the application forms have not been properly filled out, even the applicant is with a “By Appointment” ticket, the counter staff will not be able to process the application and the applicant will be advised to go to the rent officers and seek assistance from them in filling out the form first.
13. For those applicants who have repeated “absent” records, their further on-line booking may be blocked for a certain period of time.

**Note: The Lands Tribunal Registry reserves the right to revise the arrangements as set out above and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the system.**

version as at 4 May 2023