

Probate Registry

Guidance Notes for e-Appointment System for

Application for Amendment of Grant

If you wish to make an appointment for an application for amendment of Grant, please read the following guidance:

1. As the Grant is a court order and is an important legal document, the application for amendment of Grant may include complicated legal procedures and submission of evidence and documents required under the law. Accordingly, the online appointment can only be offered where

- (i) the Deceased died on or after 11 February 2006; and
- (ii) the original Grant is in the possession of the grantee(s); and
- (iii) the Grant was issued without any limitation; and
- (iv) Guarantee is not required; and
- (v) the application for amendment of Grant seems simple and straightforward and the nature of the estate is not complicated.

2. The amendment application must be submitted by all the grantee(s) together. All the grantee(s) shall attend the appointment personally. Nobody else can attend the appointment in that person's place. If you book an appointment on another person's behalf, you must give his/her/their name(s) and he/she/they must attend the appointment personally. A booked appointment cannot be transferred to a different person.

3. The applicant(s) shall bring along the original Grant with the documents showing the additional assets and liabilities to the Probate Registry to apply to amend the Schedule of Assets and Liabilities.

4. Please be reminded that a Grant cannot be amended without the Court's approval, especially to add/change the estate on the Specified Form N4.1 & N4.2 (Schedule of Assets and Liabilities of the Deceased in Hong Kong as at the date of death and its Additional Schedule(s)) attached to the Grant.
5. In the event that an online appointment cannot be offered, please call our hotline (2840 1683) or attend the Probate Registry (LG3, High Court Building, 38 Queensway, Hong Kong) personally during office hours for the information and/or to make an appointment in relation to your application for amendment of Grant.
6. Please let us know at your earliest convenience if you are unable to attend the scheduled appointment. You can either contact us by telephone to cancel it or make the cancellation online. This will allow us to offer the vacated appointment to another applicant.
7. 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.
8. For the grantees who are late for 15 minutes or more, they will be regarded as "absent". These grantees have to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
9. For those grantees who have repeated "absent" records, their further on-line booking may be blocked for a certain period of time.

Note: The Probate 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.

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