



**Probate Registry**  
**Guidance Notes for e-Appointment System for**  
**Application for Amendment of Grant**

**Before making an appointment for an application for amendment of Grant via this e-Appointment System, 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. Registered users of “iAM Smart” may use the auto form-filling function of “iAM Smart” to provide relevant personal data when making online appointment.
3. 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 an appointment is booked on behalf of the applicants, the names of all applicants must be provided, and the applicants must attend the appointment personally. A booked appointment cannot be transferred to a different person.
4. 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.
5. 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.
6. 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.
7. If the applicant(s) are unable to attend the scheduled appointment, the applicant(s) should cancel the appointment through the e-Appointment System or by phone as early as possible so that the vacated appointment slot can be made available to another applicants.

8. If an applicant chooses to receive an appointment reminder for a successful appointment, he/she has to provide a valid email address. A reminder will then be sent to his/her email address 3 working days before the appointment date. The applicant should ensure that there is no email blocking policy where emails generated by the e-Appointment System would be blocked or misplaced and that the email account has not reached the storage limit.
9. Applicants who are late for 15 minutes or more will be regarded as “absent”. They have to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
10. Applicants who have repeated records of being absent from scheduled appointments may be restricted from further on-line bookings for a certain period of time.
11. 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.

### **Personal Information Collection Statement**

1. The personal information provided will only be used for the processing of the appointment application in e-Appointment System and other related purposes. If the applicant does not provide sufficient information, it will not be possible to process the booking.
2. Personal data in the booking will not be disclosed or transferred to other parties unless relevant and necessary for the purposes as stated in note 1 of this Statement.
3. According to the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”), applicant for e-Appointment has the right to request access to and correction of personal data provided in the appointment booking. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(P)O. The contact address is High Court Building, 38 Queensway, Hong Kong.

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