

**Bills Committee on
Landlord and Tenant (Consolidation) (Amendment) Bill 2003**

**List of follow-up actions arising from the discussion
at the meeting on 26 March 2004**

- (1) To consider drawing up a standardized transitional termination notice (in both Chinese and English) for reference of landlords

Administration's reply

A sample transitional notice is attached at Annex. The sample notice will be provided only as a reference to landlords and tenants, who will be free to serve a transitional termination notice in their own ways. Meanwhile, to ensure that the public is well informed of the transitional arrangement, details about the service of transitional termination notice (such as earliest date for serving a notice) will be included in an information pamphlet, which will also contain information on the legislative changes introduced through the Bill. The draft information pamphlet will be provided to Members for comments in due course.

**樣本
SAMPLE**

**2004 年業主與租客(綜合)(修訂)條例
業主發出的過渡性終止租賃通知書**

**LANDLORD AND TENANT (CONSOLIDATION) (AMENDMENT) ORDINANCE 2004
TRANSITIONAL NOTICE OF TERMINATION OF TENANCY BY LANDLORD**

致

To :

.....

..... (☐租客 / ☐分租客)
(☐Tenant / ☐Sub-Tenant)

處所

PREMISES

依據上述條例第 5(2)條的規定，本人現通知你，上述處所的租賃將於.....年.....月.....日
終止。

Pursuant to section 5(2) of the above Ordinance, I hereby notify you that the tenancy of the above
premises will be terminated on (date).

日期

Date

(簽署)

(Signed)

☐業主 / ☐主租客

☐Landlord / ☐Principal tenant

姓名 (正楷填寫)

Name in **BLOCK** letters

地址

Address

.....

電話號碼

Telephone No.

☐ 請在適當空格內加「x」號。

Please “x” mark the appropriate box.

重要告示：本過渡性終止租賃通知書樣本只供參考，並不是唯一可符合《2004 年業主與租客(綜合)(修訂)條例》有關要求的樣式。業主與租客可自定他們的過渡性終止租賃通知書。此樣本通知書只限於作個人用途或非商業性質的用途。本樣本通知書如有任何錯漏，差餉物業估價處概不負責。任何人士如因根據本樣本通知書而採取任何行動，或因使用本樣本通知書而引致任何損失、損害或其他後果，差餉物業估價處亦概不負責。

Important Notes: This sample transitional notice of termination of tenancy is only provided for the reference of landlords and tenants. It is not the only format which may be used to comply with the requirements of the Landlord and Tenant (Consolidation)(Amendment) Ordinance 2004. Landlords and tenants are free to serve a transitional notice of termination of tenancy in their own preferred format. This sample notice must be solely for personal or non-commercial use. The Rating and Valuation Department shall not be liable for any errors or omissions contained in this sample notice. It assumes no liability or responsibility for any action taken in reliance on this sample notice or any loss or damage or other consequence arising from the use of this sample notice.

樣本
SAMPLE

2004 年業主與租客(綜合)(修訂)條例
租客發出的過渡性終止租賃通知書

LANDLORD AND TENANT (CONSOLIDATION) (AMENDMENT) ORDINANCE 2004
TRANSITIONAL NOTICE OF TERMINATION OF TENANCY BY TENANT

致

To :

.....

..... (☐ 業主 / ☐ 主租客)

(☐ Landlord / ☐ Principal tenant)

處所

PREMISES

依據上述條例第 5(2)條的規定，本人現通知你，上述處所的租賃將於.....年.....月.....日
終止。

Pursuant to section 5(2) of the above Ordinance, I hereby notify you that the tenancy of the above
premises will be terminated on (date).

日期

Date

(簽署)

(Signed)

☐ 租客 / ☐ 分租客

☐ Tenant / ☐ Sub-tenant

姓名 (正楷填寫)

Name in **BLOCK** letters

地址

Address

.....
電話號碼

Telephone No.

☐ 請在適當空格內加「x」號。

Please “x” mark the appropriate box.

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