

~ 取消及轉換祖堂司理手續 ~  
Guidance for Cancellation / Appointment of  
a Tso / Tong Manager

申請信（致元朗民政事務專員）須由候任司理人及其餘的現任司理人簽署，並隨信附上：

Submit an application letter (address to Yuen Long District Officer) signed by the present/surviving and newly appointed manager(s) together with the following documents:

- (一) 填妥的祖堂有份人表格（由現任及候任司理人簽署及填報）；  
Complete a List of Members (to be completed and certified by the present/surviving and newly appointed manager(s))
- (二) 填妥的（一式三份）司理身故／卸任及委任通知書表格（由現任及候任司理人簽署）；  
Complete a Notice of Death/Retirement and Appointment of manager form (in triplicate) (to be completed and signed by the present/surviving and newly appointed manager(s))
- (三) 會議紀錄或同意書（經祖堂有份人簽署）；  
Minutes of Meeting and consent from members of the Tso/Tong supporting the application.
- (四) 已故司理人的死亡證（如死者在一九五零年以前去世而無申領死亡證，則必須在兩名村中父老及村代表陪同下到來簽表見證）及身分證副本；  
Copies of Death Certificate(s) (if the death occurred before 1950, a declaration by Two Elders and VR in presence of the TTR staff can be accepted in lieu) and Hong Kong Identity Card(s) of the Deceased Manager(s).
- (五) 糧票或執照副本；  
Copy of the Rent Receipt or 'Chap Chiu'.
- (六) 候任及現任司理人的香港身分證副本。  
Copies of Hong Kong Identity Card(s) of the present/surviving and newly appointed manager(s).

附註：(一)及(二)可在元朗民政事務處2字樓202室祖堂事務組索取。

Remarks: Item (1) & (2) can be obtained at Room 202, Yuen Long District Office (Tso/Tong Registry).

**NOTICE OF DEATH / RETIREMENT \* OF MANAGER**

**司理身故／卸任＊通知書**

To : District Officer, Yuen Long  
致元朗民政事務專員

Re [有關] : \_\_\_\_\_ Tso/Tong[祖／堂事]

Correspondence Address [通信地址] : \_\_\_\_\_

\_\_\_\_\_

This is to inform you that Mr. \_\_\_\_\_

\_\_\_\_\_先生

(HKIC No. \_\_\_\_\_) of \_\_\_\_\_ ,

(身分證號碼\_\_\_\_\_ ) 居於 \_\_\_\_\_

a duly registered manager of the abovenamed Tso/Tong , died / retired from his/her office as manager \*

即上述祖／堂其中一名正式註冊司理，已於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

on the \_\_\_\_\_ day of \_\_\_\_\_, and his/her managerial post in

身故／卸任司理一職\*，而其在上述祖／堂的司理職位亦自

the abovenamed Tso/Tong is hereby deleted with effect on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日起撤消，特此通告。

The properties held by the abovenamed Tso/Tong are listed below \*\* :

現將上述祖／堂所擁有之產業詳列如下\*\*：

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日。

\_\_\_\_\_  
Signature of Surviving / Remaining Manager(s)

(尚存／其餘司理簽署)

\* Delete whichever inapplicable. [將不適用者刪去]

\*\* If space insufficient continue on separate sheet. [如有需要，可另紙書寫]

**NOTICE OF DEATH/RETIREMENT \* AND APPOINTMENT OF MANAGER**

**司理身故 / 卸任 \* 及委任通知書**

To : District Officer, Yuen Long

致元朗民政事務專員

Re [有關] : \_\_\_\_\_ Tso/Tong [祖 / 堂事]

Correspondence Address [通信地址] : \_\_\_\_\_

Be it known that Mr. \_\_\_\_\_ of \_\_\_\_\_

先生居於

a duly registered manager of the abovenamed Tso/Tong died/retired from his office as such manager \* on the  
即上述祖 / 堂之其中一名正式註冊司理，已於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
\_\_\_\_\_ day of \_\_\_\_\_ .  
身故 / 卸任司理一職 \*，特此通告。

Mr. \_\_\_\_\_ of \_\_\_\_\_

先生居於

was duly appointed as manager of the abovenamed Tso/Tong to replace \_\_\_\_\_  
已正式獲委任為上述祖 / 堂司理，接替 \_\_\_\_\_，由  
with effect from the \_\_\_\_\_ day of \_\_\_\_\_ .  
\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日起生效。

We request approval of the above appointment pursuant to Section 15 of the New Territories Ordinance (Cap. 97). [ 希請根據香港法例第九十七章新界條例第十五條，批准上述之委任。 ]

The properties held by the above Tso/Tong are listed below \*\* :

現將上述祖 / 堂所擁有之產業詳列如下 \*\* :

Date this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日。

\_\_\_\_\_  
Signature of all Manager(s) [全體司理簽署]

\*Delete whichever inapplicable. [將不適用者刪去]

\*\*Continue on separate sheet if need be. [如有需要，可另紙書寫]

## 會議錄

- (一) 祖/堂補選司理事  
(二) \_\_\_\_\_ 祖/堂轉讓物業事

日期：

地點：

出席者：  
(簽名)

討論事項：

議決：

散會時間：

- (一) 申請接任／取消祖堂司理同意書  
(二) 申請出售／轉讓祖堂物業同意書

我等是 \_\_\_\_\_ 村 \_\_\_\_\_ 祖／堂的有份人，現經我等同意：

(一) 由 \_\_\_\_\_ 接任為本祖／堂的司理人。

(二) 出售／轉讓／出租本祖／堂物業：第 \_\_\_\_\_ 約第 \_\_\_\_\_ 號地段。

編號	姓名	身分證號碼/ 護照號碼	簽名	未簽名理由 (例如：未成年；因病入院)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

呈報人姓名：\_\_\_\_\_

日期：\_\_\_\_\_

## LIST OF MEMBERS

"A" Book Vol. .... Page .....

Name of Tso/Tong	祖 / 堂名稱

Members of the  $\frac{\text{Tong}}{\text{Tso}}$  as follows:—

該堂有份人姓名列下

[illegible]

司理人簽名

呈報人簽名

Reported by .....

Reported date : 1941

日期

# 同意書

就本~~天~~\* / 我等\* \_\_\_\_\_

申請\*(一)\_\_\_\_\_ ~~祖~~\* / 堂\*的司理委任事，

~~\*(二)承繼已故~~\_\_\_\_\_ ~~之遺產事宜~~，

現根據《個人資料（私穩）條例》，同意元朗民政事務處向  
田土註冊處及元朗地政處查詢有關上述申請的業權人物業資  
料。

簽署：\_\_\_\_\_

姓名：\_\_\_\_\_

日期：\_\_\_\_\_

\*將不適用者刪除

TTR-34