

~ 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：_____

同意書

就本~~夫~~* / 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