



**Land Information Centre (LIC)
Survey and Mapping Office (SMO)
Lands Department
The Government of the Hong Kong
Special Administrative Region**

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Digital Map Order Form

(for Government Department's Consultant/Contractor Only)

(This Form will be annexed to and form part of the Undertakings by Consultant/Contractor for the Use of Digital Map from the Land Information Centre, Survey and Mapping Office, Lands Department. Please read the attached Guideline prior to completing this form.)

1. Consultant / Contractor

a. **Name of Company**

b. **Address**

c. **Name and Post of Contact Person**

d. **Telephone No.** _____ **Fax. No.** _____

E-mail Address _____

2. Intended Uses of the Digital Map

(If the following space is not enough, please complete the description on separate sheets)

Note : The information collected in the Digital Map Order Form will be used for the purpose of processing your request only.

3. Description of the Computer Configuration for using the Digital Map

a. **Hardware and Software Configuration**

Hardware (OS Platform) : _____

d. B20000 (1:20 000 Digital Topographic Map)

Tick the Sheet required in the box below: (Refer to the Sheet Index of B20000 for the Sheet Numbers)

Sheet No.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Required																		

e. C1000 (1:1 000 Digital Land Boundary Map)

Fill in the Sheet No. of the sheets required below: (Refer to the Sheet Index of C1000 for the Sheet Numbers)

Total No. of sheets :			

f. G1000 (Geo-Reference Database)

Fill in the Sheet No. of the sheets required below: (Refer to the Sheet Index of G1000 for the Sheet Numbers)

BG1000	RG1000	SG1000
Total :	Total :	Total :

g. GeoCom (GeoCommunity Database)

Fill in the District required below: (Refer to the 18 Districts in the District Council Electoral Boundaries)

District	District	District

h. Digital Orthophoto

DOP5000 Territory-wise base (Please tick ONE format only)

ECW Format	
MrSID Generation 3	

DOP5000 tile-base in TIFF format (Fill in the tile no. required below)

Total No. of sheets :			

i. **Others** (If the below space is not enough, please complete your listing on separate sheets)

j. **Data Dictionary** (Please tick ONE format per Digital Map only)

Data Dictionary for :	Arc/Info	DWG/DXF	DGN
B1000			
B5000			
B10000			
B20000			
C1000			

5. **Data Formats Required** (Please tick ONE format per Digital Map only, not applicable for grey box)

Digital Map	Platform U: Unix W: Windows	E00 (ARCINFO Export)	ASCII (Delimited Text)	DWG	DXF	DGN (MicroStation SE or above)	Raster Tiff (in LZW compression)	XLS (MS Excel)	MDB (MS Access)
				(AutoCAD 2000 or above)					
B1000	U / W								
B5000	U / W								
B10000	U / W								
B20000	U / W								
C1000	U / W								
BG1000	U / W								
RG1000	U / W								
SG1000	U / W								
GeoCom	W								
Others (in 4j)	U / W								

6. **Choice of Storage Media** (Tick **one** storage media only and the storage media to be provided by consultant/contractor)

Writable CD Writable DVD - R

Annex: Guidelines To Government Department Requesting on Behalf of Consultant/Contractor for Digital Map From Land Information Centre, Survey and Mapping Office, Lands Department

**GUIDELINES TO GOVERNMENT DEPARTMENT
REQUESTING ON BEHALF OF CONSULTANT/CONTRACTOR
FOR DIGITAL MAP FROM LAND INFORMATION CENTRE,
SURVEY AND MAPPING OFFICE, LANDS DEPARTMENT**

Part A : Procedures for Supply of Digital Map to Consultant/Contractor employed by Government Departments (except for Civil Engineering and Development Department, Drainage Services Department and Highways Department)

Step 1 The Government Department shall request the Consultant/Contractor to:-

- (i) Complete Digital Map Order Form (SMF-0094).
- (ii) Complete the Form: “Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey And Mapping Office, Lands Department” (SMF-0096).
- (iii) Prepare a digital file (Microsoft Excel 2002 or later versions) storing sheet number for processing when the total number of sheets is greater than 30 in the SMF-0094.
- (iv) Send the completed SMF-0094, SMF-0096 and the digital file (if applicable) to the Government Department.

Step 2 The Government Department shall:-

- (i) Complete the Form: “Undertakings by Government Department for Provision of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department to Consultant/Contractor” (SMF-0095).
- (ii) Submit the SMF-0094, SMF-0095, SMF-0096 with a plan showing the project area (if applicable) and the digital file of sheet list (if applicable) to the Land Information Centre, Survey and Mapping Office, Lands Department for data preparation.

(Note: The Digital Map provided to the Consultant/Contractor would be prepared with reference to the coverage of the project area.)

Step 3

- (i) Upon the completion of the Contract/Agreement, the Government Department shall request the Consultant/Contractor to complete and submit the “Confirmation by Government Consultant/Contractor on the Cessation of the Use of Digital Map from the Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0097) Form to the Land Information Centre, Survey and Mapping Office, Lands Department for record.
- (ii) The Government Department shall inform Land Information Centre, Survey and Mapping Office, Lands Department of any extension period for using the digital map by its Consultant/Contractor. When the project is eventually completed, the Government Department shall complete Step 3(i).

Part B: Procedures for Supply of Digital Map to Consultant/Contractor employed by Civil Engineering and Development Department, Drainage Services Department and Highways Department (Secondary Map Distributor, “SMD”)

Step 1 The Government Department shall request the Consultant/Contractor to:-

- (i) Complete Digital Map Order Form (SMF-0094).
- (ii) Complete the Form: “Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey and Mapping Office, Lands Department” (SMF-0096).
- (iii) Prepare a digital file (Microsoft Excel 2002 or later versions) storing the sheet number for processing when the total number of sheets is more than 30 in the SMF-0094.
- (iv) Submit the completed SMF-0094, SMF-0096 and the digital file (if applicable) to the SMD.

Step 2

- (i) When the requested digital map is already available at the SMD, the SMD shall directly prepare the digital map for the Consultant/Contractor.
- (ii) When the requested digital map is not available at the SMD, the SMD shall forward the SMF-0094 to Land Information Centre, Survey and Mapping Office, Lands Department for data preparation.

(Note: The Digital Map provided to the Consultant/Contractor would be prepared with reference to the coverage of the project area.)

Step 3

- (i) Upon the completion of the Contract/Agreement, the Consultant/Contractor shall complete and submit the “Confirmation by Government Consultant/ Contractor on the Cessation of the Use of Digital Map from the Land Information Centre, Survey and Mapping Office, Lands Department Form” (SMF-0097) to the SMD for record.
- (ii) The Consultant/Contractor shall inform the SMD via the Government Department’s project representative of any extension period for using the digital map. When the project is eventually completed, the Consultant/Contractor shall complete Step 3(i).
- (iii) The SMD shall complete and send the “Record of Confirmation of Digital Map Erasure by Government Employed Consultant / Contractor” (SMF-0198) to Land Information Centre, Survey and Mapping Office, Lands Department to confirm the erasure of digital map within one month after completion of Step 3(i).

Notes:

All the completed forms mentioned above shall be kept by the SMD for 7 years.