

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

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