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| --- | --- |
| 電　　話 | Tel: «My\_Phone» |
| 圖文傳真 | Fax: «My\_Fax» |
| 電郵地址 | Email: «My\_Email» |
| 本署檔號 | Our Ref.: «Our\_File\_Ref» |
| 來函檔號 | Your Ref. «Incoming\_File\_Ref» |

覆函請註明本署檔號

Please quote our reference in response to this letter.

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| --- |
| 我們矢志努力不懈，提供盡善盡美的土地行政服務。 |
| We strive to achieve excellence in land administration. |
| 新界荃灣青山公路382至392號中染大廈29樓2901-03 及 05-06室 |
| 2901-03 & 05-06, 29/F, CDW Building, 382-392 Castle Peak Road, Tsuen Wan, N.T. |
| 網址: Website:www.landsd.gov.hk |

**地　政　總　署**

**Slope Maintenance Section**

LANDS DEPARTMENT

## By Post and Fax (Fax No. «Consult\_Fax»)

## «date»

«Own\_Consult\_Address\_1»

«Own\_Consult\_Address\_2»

«Own\_Consult\_Address\_3»

«Own\_Consult\_Address\_4»

Attn.: «Own\_Consult\_Main\_Contact\_Name» «Own\_Consult\_Main\_Contact\_Post»

Dear Sirs,

##### Agreement No. «Own\_Consult\_Agreement\_No»

##### «Own\_Consult\_Agreement\_Title\_1»

##### «Own\_Consult\_Agreement\_Title\_2»

##### Comments on «Recur\_FirstRound» MM/EI Records

**Batch No«batch\_s». «Batch\_Nos» «Rev\_No»**

I refer to your above-referenced submission of «Recur\_FirstRound» MM/EI records.

The MM/EI records for «No\_of\_Feature» feature«feature\_s» listed in the attached table have been selected for audit. Our findings are provided in the attached table for your follow-up action. Please take these comments into consideration when finalizing the MM/EI records. Please be reminded to arrange updating of the slope data in SIS of GEO for relevant feature«feature\_s» as necessary.

I hereby return the draft MM/EI records submitted under the captioned batch for your necessary action please.

Yours faithfully,

( «My\_Name» )

for Chief Geotechnical Engineer / Slope Maintenance

file thro’ «STO\_Post» & «TO\_Post»

### «My\_Initial»/«My\_Senior\_Initial»/«My\_Initial\_s»

| Agreement No. «Own\_Consult\_Agreement\_No»  Comments on «Recur\_FirstRound» MM & EI Reports submitted under Batch No«batch\_s». «Batch\_Nos» | | | |
| --- | --- | --- | --- |
| **Batch No. (MMEI)** | **ID in the Batch** | **Feature No.** | **LandsD’s Comments** | |
| «ind\_batch\_no» | «id\_in\_batch» | «feature\_no» | «comments» | |