



Hong Kong Housing Authority

Applications Sub-section,
Housing Department,
P O Box 89192, Kowloon City Post Office
Hong Kong

Sample of Completed Application Form for Public Rental Housing

APPLICATION FORM FOR PUBLIC RENTAL HOUSING (PRH)

For HD's Official Use

Applicants are advised to take note of the following:

1. Read the "Application Guide for Public Rental Housing" (Application Guide) carefully and refer to the "Sample of Completed Application Form for Public Rental Housing" before completing this form;
2. Fill in all the information required in this form and submit the relevant supporting documents and declaration form(s) required in the "Checklist of Supporting Documents for Public Rental Housing Application" in Appendix II of the Application Guide, otherwise the form will be returned and the registration process will be delayed. Please ensure sufficient postage has been paid if the form is to be sent by post; and
3. Complete this form in English BLOCK LETTERS or Chinese (if applicable) with black or blue ball pen. Please counter-sign any amendments and avoid using correction materials (such as correction fluid or tapes) for alteration, otherwise the form will be returned.

Part 1 Personal Data (Any changes must be reported to the Housing Department (HD) immediately. If the applicant family has over five members, please fill in an additional form and submit both forms together.)

		Applicant		Family Member		Family Member		Family Member		Family Member	
Name in Chinese (if any)											
English	Given Name	TAI MAN		SIU MUI		KAI					
	Surname	LEE		CHAN		LEE					
Gender (please "✓")		☒ M ☐ F		☐ M ☒ F		☒ M ☐ F		☐ M ☐ F		☐ M ☐ F	
Date of Birth	Day Month Year	13	5	1975	24	6	1979	25	4	2004	
Relationship with the Applicant		Applicant		WIFE		SON					
Marital Status (please "✓")		☐ Unmarried ☒ Married ☐ Divorced ☐ Widowed ☐ Applied to the court for a divorce		☐ Unmarried ☒ Married ☐ Divorced ☐ Widowed ☐ Applied to the court for a divorce		☒ Unmarried ☐ Married ☐ Divorced ☐ Widowed ☐ Applied to the court for a divorce		☐ Divorced ☐ Widowed ☐ Applied to the court for a divorce		☐ Divorced ☐ Widowed ☐ Applied to the court for a divorce	
Hong Kong Identity Card (H.K.I.C.) No.		G123456 (7)		H567890 (8)		()					
Hong Kong Birth Certificate No. (if not being issued a H.K.I.C.)		Not Applicable		()		()					
Date of Entry	Month Year			6	2004	1	2009				
If having any disabilities (Note 1), please "✓"		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6					
If living in a residential care home for the elderly, please "✓"		☐ Subvented ☐ Private		☐ Subvented ☐ Private		☐ Subvented ☐ Private		☐ Subvented ☐ Private		☐ Subvented ☐ Private	
If receiving Comprehensive Social Security Assistance (CSSA) (Note 2), please "✓"		☐		☐		☐		☐		☐	
If pregnant for 16 weeks or more, please "✓"		☐		☐		☐		☐		☐	
Contact Tel. No. of Applicant in Hong Kong:		(Home) 2626 6262		(Mobile) 6543 3456		(Office) 3456 7890					

Note 1: Disability code : 1. Non-temporary indoor dependence on wheelchair for mobility; 2. Tetraplegia; 3. Hyperactivity disorder; 4. Requiring renal dialysis at home; 5. Visual impairment / blindness; 6. Hearing impairment / deafness (for Items 1 to 4, relevant medical documents should be submitted.)

Note 2: Recipients should submit a copy of the latest supporting documents of the amount of CSSA and a copy of the Waiver of Medical Charges for CSSA Recipients. There is no need to tick the box if you only receive disability allowance and/or old age allowance.

Part 2 Correspondence and Residential Addresses in Hong Kong (To avoid misdelivery, please write in BLOCK LETTERS.)

Any changes must be reported to the HD immediately.

Correspondence Address in Hong Kong (this section must be completed. Supporting document(s) must be provided if the address filled in is a residential address.)				Residential Address in Hong Kong (this section must be completed if the address filled in is different from the correspondence address. Supporting document(s) of the address must also be provided.)			
Name of Applicant		LEE TAI MAN		Flat / Unit / Room No.		3	
Flat / Unit / Room No.		8		Floor		2	
Building Name		TAI TUNG HOUSE		Block No.			
Estate Name				Building Name		TIN SUM HOUSE	
Street No.		222		Estate Name		TIN SUM TSUEN	
Street Name		SHAU KEI WAN MAIN STREET EAST		Street No.		88	
District		SHAU KEI WAN ☒ HK ☐ KLN ☐ NT ☐ Islands		Street Name		TIN SUM STREET	
Post Office / P O Box No. (if applicable)				☐ HK ☐ KLN ☒ NT ☐ Islands			

Part 3 Income and Net Asset Value (in Hong Kong dollars) (including assets in and outside Hong Kong)

	Applicant	Family Member	Family Member	Family Member	Family Member
Name	LEE TAI MAN	CHAN SIU MUI	LEE KAI		
Average Monthly Income (Please refer to Item 4.4.1 of the Application Guide)	(A) 12 000	(B) 0	(C) 0	(D)	(E)
Total Monthly Household Income = (A)+(B)+(C)+(D)+(E) = \$ 12 000					
Net Asset Value (relevant declaration form(s) are required)	(1) Land				
	(2) Landed Properties (including domestic properties, shops, parking spaces, etc)				
	(3) Vehicles	100 000			
	(4) Taxi / Public Light Bus Licences				
	(5) Investments (including savings and/or investment insurance policies, funds, shares, etc)	40 008			
	(6) Business undertakings (this section must be completed irrespective of whether a Business Registration Certificate is held)				
	(7) Deposits (including savings, current and fixed deposits, Hong Kong dollars, foreign currencies, etc) (the actual balance in all accounts one day before the signing of the Application Form)	3652.32	22 888.68		
	(8) Cash in hand (including Hong Kong dollars, foreign currencies, etc)	12 000	5 000		
	(9) Others (such as outstanding loans in Hong Kong dollars and foreign currencies on the date of signing the Application Form)				
Personal Total Net Asset Value Items (1) – (9) (Please refer to Item 4.4.2 of the Application Guide)	(A) 155 660.32	(B) 27 888.68	(C) 0	(D)	(E)
Total Net Asset Value of the Household = (A)+(B)+(C)+(D)+(E) = \$ 183 549.00					

Part 4 Priority Schemes (please refer to Items 2.4 to 2.6 of the Application Guide)

Only one applicable scheme can be chosen. Please put a “✓” in the appropriate box:

☐	Single Elderly Persons Priority Scheme (SEPS) (please refer to Item 2.4 of the Application Guide) (The Applicant must be 58 years of age or above and have reached the age of 60 at the time of flat allocation. He/she may choose any districts in Part 5.)
☐	Elderly Persons Priority Scheme (EPS) (please refer to Item 2.5 of the Application Guide) (All persons included in the Application Form must be 58 years of age or above and have agreed to live in the same unit. They must have reached the age of 60 at the time of flat allocation and may choose any districts in Part 5.)
☒	Harmonious Families Priority Scheme (HFPS) (please refer to Item 2.6 of the Application Guide) ☐ The Applicant opts to live together with the elderly in the same unit (may choose any districts in Part 5) ☒ Two families (one nuclear family and one elderly family) opt to live separately in two units in the same District Council district and submit two separate application forms (may choose New Territories, Extended Urban or Islands District in Part 5; choosing Urban District is not allowed.) If an application form has been submitted by the other family, please provide details of that form: Name of Applicant on the other application form: LEE PO PO H.K.I.C. No.: A234567(8) PRH Application No. (if a blue acknowledgement card has been issued): G / U G12345678

Part 5 Choice of District

Only one district can be chosen. Please put a “✓” in the appropriate box:

☒	New Territories (comprising Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po)	☐	Urban (comprising Hong Kong Island and Kowloon) Only applicable to applicants eligible for (1) SEPS; (2) EPS; or (3) those who opt to live with the elderly in the same unit under HFPS For applicants not under the above schemes, their application forms will be returned if they choose “Urban”.
☐	Extended Urban (comprising Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi)		
☐	Islands (excluding Tung Chung)		

Part 6 Other Information

I prefer to receive any future correspondences from the HD in ☐ Chinese / ☐ English (please put a “✓” in the appropriate box, otherwise any future correspondences from the HD will be in English).

The HD has prepared a document explaining the points to note on the detailed vetting interview in eight different languages. If you wish to receive the document **in one of the languages below** when being invited for the interview in the future, please put a “✓” in the appropriate box:

☐1. Bahasa Indonesia / ☐2. Hindi / ☐3. Nepali / ☐4. Punjabi / ☐5. Tagalog / ☐6. Thai / ☐7. Urdu / ☐8. Vietnamese

If the persons listed in the Application Form are all elderly, please provide the particulars of a relative in Hong Kong for contact (if applicable) and inform the relative concerned.

Name of Relative: _____ Tel. No.: (Home) _____ (Mobile) _____

Address: _____

Please read the Declaration carefully before signing.

Part 7 Declaration of the Applicant and Family Members Aged 18 or Above

I/We agree and declare that:

- I/We have read carefully and understood the content of all the policies / requirements / arrangements in the Application Guide. I/We undertake to comply with the relevant policies / requirements / arrangements and PRH application / allocation policies / requirements / arrangements formulated or revised by the Hong Kong Housing Authority (HA) / Housing Department (HD) in light of the situation;
- I/We have read the Personal Information Collection Statement (PICS) in this Application Form and understood its content. I/We agree that the HA / HD can handle and use the personal data provided in this application in accordance with the PICS and the Application Guide. I/We also agree that the HA / HD can disclose my/our personal data and the information on companies under my/our name(s) to and verify such data and information with the parties, companies or organisations concerned;
- I/We voluntarily provide the information in this Application Form, and am/are willing to furnish the HA, HD and the Hong Kong Housing Society (HKHS) with any other relevant proofs or information for establishing the eligibility of me/us and family member(s) listed in the Application Form. Provision of my/our authorisation statement for collecting and comparing / matching my/our personal data is also voluntary. However, if I/we fail to provide sufficient information, the HA and HD may not be able to process the application;
- I/We understand that the personal data provided by me/us in the Application Form will be used by the HA, HD and HKHS for processing the PRH application and carrying out the comparing / matching procedures with regard to this application. Such procedures include: (i) vetting the application and determining my/our eligibility; (ii) checking whether I/we have been allocated PRH or other subsidised housing through other channels; (iii) reviewing my/our PRH application and processing any changes in family circumstances and so on between the waiting time and flat allocation; and (iv) preventing me/us from enjoying double housing benefits;
- I/We agree that when vetting my/our application the HA, HD and HKHS have the right to compare and match the personal data provided in the Application Form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such information is false or misleading, and may take appropriate actions against the person(s) concerned on the basis of the result of the data comparison and matching. I/We also authorise the HA, HD and HKHS to disclose the information concerned to other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/private organisations / companies (including but not limited to the Urban Renewal Authority (URA), the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned for verification and matching of such information. Furthermore, I/we agree that any government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public / private organisations / companies (including but not limited to the URA, MPFA, banks and financial institutions), or the employers concerned may furnish my/our personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, HD and HKHS for the purpose of comparing and matching the information provided in this Application Form. The information provided may also be used by the HA and HD for conducting statistical surveys and researches. I/We also agree that the HA, HD and HKHS may pass this Application Form and the document(s) submitted by me/us to HA's data processing service contractor for processing my/our application, and that the information provided may be passed to HA Hotline / 1823 for answering my/our enquiries;
- Upon allocation of a PRH unit, I/we agree that my/our personal data and all correspondences relating to the PRH application will be transferred to the relevant estate office (including the property management services contractor) for the implementation of housing policies / requirements and enforcement of the tenancy conditions of the PRH unit allocated;
- The HA reserves the right to reject any applications; and
- All the above particulars furnished in this Application Form are true and correct. I/We understand that by virtue of Section 26(1)(c) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement to the HA in respect of an application for a public housing unit shall be guilty of an offence, and shall be liable on conviction to a fine at Level 5 as specified in Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 6 months (as at the date of the revision of this Application Form, the maximum fine at Level 5 is HK\$50,000). If I/we make false statement or furnish false information when applying for PRH, irrespective of whether I/we shall be prosecuted for or convicted of the offence, or whether the false statement / false information has any impact on the eligibility of the PRH application, the HA may cancel the registered PRH application. The HA may also terminate the tenancy agreement acquired through making false statement / furnishing false information by virtue of its powers conferred under the Housing Ordinance.

Attention: (i) The Applicant and all family members aged 18 or above listed in Part 1 are required to sign below.
(ii) The Applicant shall be liable for the data of any family member(s) aged below 18.

Name	H.K.I.C. No.	Signature
Applicant <u>LEE TAI MAN</u>	<u>G123456 (7)</u>	<u>Lee Tai Man</u>
Family Member <u>CHAN SIU MUI</u>	<u>H567890 (8)</u>	<u>Chan Siu Mui</u>
Family Member _____	()	
Family Member _____	()	
Family Member _____	()	
Date (Day/Month/Year)	X X 2022	

Please fill in the date of signing this Form.

- Family members aged below 18 are not required to sign on this Form.
- Signatures on this form and those on all the attachments must be identical.
- Signing on behalf of others is prohibited.

Personal Information Collection Statement

Purpose of Collection

1. The HA will use the personal data provided by you and your family member(s) in this application for the following purposes-
 - (i) processing the application and verifying the relevant information collected from HA's tenancy records and previous records under subsidised sale flats schemes to prevent duplicate application and double housing benefits;
 - (ii) matching the personal data of you and your family member(s) with those in the databases of relevant Government bureaux / departments and other relevant organisations for processing the application and preventing duplicate application and double housing benefits; and
 - (iii) compiling statistics and conducting data analysis and researches. The statistical figures or research results will not be released in a form that identifies the data subjects or any of them. No personal data will be provided to any third parties for purposes unrelated to this application.

Classes of Transferees

2. For the purposes stated in paragraph 1 above, or with the consent of you or your family member(s), or where disclosure is authorised or required by law, the personal data of you and your family member(s) may be disclosed by the HA and any agencies / organisations / companies authorised by the HA to the relevant Government bureaux / departments / organisations / companies. The HA may contact the relevant Government bureaux / departments / organisations / companies to obtain and verify the information for the purposes stated in paragraph 1 above.

Access to Personal Data

3. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), you and your family member(s) have the right to access or amend the personal data provided in this form and other application documents and request rectification of such data by the HA. All information and documents submitted for PRH applications will not be returned. Requests for access to personal data should be addressed to HD's Departmental Data Protection Officer (an application should be made by post to the Departmental Data Protection Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon or by fax (fax number: 2761 6363)). According to the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data-
 - (i) relating directly or indirectly to a living individual;
 - (ii) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
 - (iii) in a form in which access to or processing of the data is practicable.
4. Applications for access to personal data may be subject to a fee.

- End -