



Hong Kong Housing Authority

# APPLICATION GUIDE FOR PUBLIC RENTAL HOUSING

Revised in November 2022





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## Attachments

(the following documents are available for download at the website of the Hong Kong Housing Authority / Housing Department: [www.housingauthority.gov.hk](http://www.housingauthority.gov.hk))

Application Form for Public Rental Housing (HD300E)

Employer Certificate (HD527E)

Reference Table on Income and Net Asset Limits (HD273A)

## 1. Introduction

- 1.1 The Hong Kong Housing Authority (HA) maintains a public rental housing (PRH) application system to provide eligible applicants with PRH.
- 1.2 The HA currently provides the following categories of PRH application:
- (a) General Applications (i.e. applications by family applicants with a household size of two or more persons and those by elderly one-person applicants)
    - (i) Ordinary Families (please refer to Item 2.3)
    - (ii) Single Elderly Persons Priority Scheme (please refer to Item 2.4)
    - (iii) Elderly Persons Priority Scheme (please refer to Item 2.5)
    - (iv) Harmonious Families Priority Scheme (please refer to Item 2.6)
  - (b) Applications by Non-elderly One-person Applicants under the Quota and Points System (QPS) (please refer to Item 2.7)
- 1.3 PRH estates in Hong Kong are mainly distributed in four districts, namely:
- (a) Urban (including Hong Kong Island and Kowloon);
  - (b) Extended Urban (including Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi);
  - (c) New Territories (including Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po); and
  - (d) Islands (excluding Tung Chung).
- 1.4 Since the number of applications for PRH units in the Urban district exceeds the number of units available for allocation to applicants, newly registered PRH applicants can only choose one from among the three non-urban districts for their future PRH allocation. Nevertheless, applicants who join the Single Elderly Persons Priority Scheme, Elderly Persons Priority Scheme or Harmonious Families Priority Scheme and opt to have all the members living in one unit may choose any districts of their choice.



## **2. Means of Application for Public Rental Housing and Information Notes for Applicants**

Applicants must fulfil the general eligibility criteria in Item 2.1 and the specific conditions of their respective PRH application categories.

The HA may, in light of the situation, revise any requirements and the content of this Application Guide for Public Rental Housing (Application Guide). Any such revisions will be uploaded to the HA/Housing Department (HD) Website or released through media. Applicants would not be notified individually. They should pay attention to press coverage or visit the HA/HD Website for information. Applicants must also abide by all the PRH application policies and requirements revised by the HA from time to time.

### **2.1 General Eligibility Criteria**

- 2.1.1 The Applicant must be 18 years of age or above.
- 2.1.2 The Applicant and all his/her family member(s) must be residing in Hong Kong and have the right to land in Hong Kong. Their residence in Hong Kong is not subject to any conditions of stay (except for conditions on the limit of stay). Any persons who are not granted the right to land in Hong Kong cannot be included in the application.
- 2.1.3 All married persons included in the application must apply together with their spouses (except for persons who have applied to the court for a divorce, persons whose spouses have not been granted the right to land in Hong Kong or widowed persons).
- 2.1.4 At the time of allocation, at least half of the family members included in the application must have lived in Hong Kong for seven years and all family members must still be living in Hong Kong. Under the following circumstances, children under the age of 18 are deemed to have fulfilled the 7-year residence requirement:
  - (a) regardless of their place of birth, one of the parents has lived in Hong Kong for seven years; or
  - (b) they were born in Hong Kong with their permanent resident status established.

- 2.1.5 From the date of signing the Application Form for Public Rental Housing (Application Form) to the date of entering into a new tenancy agreement of the PRH unit allocated in consequence of the application, the Applicant and his/her family member(s) must not:
- (a) own or co-own or have an interest in any domestic property in Hong Kong (including a beneficiary of the estate of any deceased person which includes any domestic property in Hong Kong). Domestic property includes any domestic property in Hong Kong, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants approved by the Lands Department;
  - (b) have entered into any agreement (including provisional agreement) to purchase any domestic property in Hong Kong; or
  - (c) hold more than 50% of the shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong.
- 2.1.6 The total monthly household income and total household net asset value of the Applicant must not exceed the limits laid down by the HA. Such limits are subject to review annually. Please refer to the reference table attached (HD273A) for the prevailing limits on monthly income and net asset value applicable to different categories of applicants.
- 2.1.7 Family members under subsidised home ownership schemes<sup>Note 1</sup> may, after having their names deleted from the records of those schemes, apply for PRH or add their names to a PRH application if they fulfil the eligibility criteria for PRH application.
- 2.1.8 Purchasers of flats under subsidised home ownership schemes, if, subsequent to the signing of the Agreement for Sale and Purchase (ASP), they are granted approval to rescind the ASP of the flats concerned before receiving any of the subsidised assistance, such persons may apply for PRH after rescission, subject to their fulfilment of the eligibility criteria for PRH application.
- 2.1.9 The above criteria are applicable to all the persons included in the application.
- 2.1.10 The Applicant and his/her family member(s) must not fall into any of the categories in Item 2.2, under which his/her application will be rejected.

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Note 1: Subsidised home ownership schemes include, but not limited to, Home Ownership Scheme (HOS); Private Sector Participation Scheme (PSPS); Green Form Subsidised Home Ownership Pilot Scheme/Green Form Subsidised Home Ownership Scheme (GSH); Middle Income Housing Scheme (MIHS) (Melody Garden); Mortgage Subsidy Scheme (MSS); Buy or Rent Option (BRO); HOS Secondary Market Scheme (SMS)/Interim Scheme (2013 & 2015)/White Form Secondary Market Scheme (WSM); Home Purchase Loan Scheme (HPLS)/Home Assistance Loan Scheme (HALS); Tenants Purchase Scheme (TPS); any subsidised housing schemes administered by the Hong Kong Housing Society (HKHS) (including Flat-for-Sale Scheme (FFSS), FFSS Secondary Market Scheme, Sandwich Class Housing Scheme and loan/subsidies under any subsidies housing schemes); and any subsidised housing schemes administered by the Urban Renewal Authority (URA).

## 2.2 Circumstances for Rejection of Applications

- 2.2.1 PRH applications from the whole household (including one-person household) living in PRH units under the HA or rental estate units under the Hong Kong Housing Society (HKHS) will not be accepted. If, due to addition/deletion of family member(s) to/from the current tenancy of PRH units/rental estate units under the HKHS or to/from the current PRH application, the family members in the whole household of PRH unit/the rental estate unit are the same as those in the PRH application, even registered PRH applications will be cancelled.
- 2.2.2 Each applicant can only submit one Application Form. The Applicant and his/her family member(s) should not be duplicated in other PRH applications. Duplicate applications will be cancelled.
- 2.2.3 Owners/joint owners/recipients and their spouses under subsidised home ownership schemes are ineligible to apply for PRH.
- 2.2.4 Ex-owners/ex-joint owners/former recipients and their spouses under subsidised home ownership schemes are ineligible to apply for PRH. However, the HD may give special consideration to their applications under the following circumstances, subject to their fulfilment of other eligibility criteria for PRH application:
- (a) adjudicated bankruptcy by the court;
  - (b) financial hardship resulting in need for Comprehensive Social Security Assistance (CSSA);
  - (c) adverse changes to family circumstances such as divorce, death of the bread-winner, etc;
  - (d) a significant drop in household income resulting in difficulties in mortgage repayment; or
  - (e) households with social problems and medical reasons (if applicable) but not to the extent of qualifying for compassionate rehousing.

The Applicant and/or his/her family member(s) must submit relevant documents to prove that he/she/they is/are under one of the above circumstances and provide records of the ex-owner(s) and current owner(s) of the subsidised properties registered with the Land Registry for HD's consideration.

- 2.2.5 Persons who are affected by Government's clearance/redevelopment projects and who have received compensation or cash allowance include, but not limited to, the following:
- (a) any persons and their spouses (including any persons who have yet to be the spouses of the compensation recipients at the time of compensation) who have been granted compensation by the Government based on the HOS price level due to the clearance of the Kowloon Walled City and who have opted to make self-arrangement for accommodation are ineligible to apply for PRH;
  - (b) any persons who are affected by the clearance/redevelopment projects of HA's PRH estates or interim housing (IH) or HKHS's Ming Wah Dai Ha Redevelopment Project and who have opted for ex-gratia allowance/cash allowance instead of allocation to any type of public housing or IH are ineligible to apply for PRH within two years from the date of receipt of the above allowance;



- (c) any persons who are affected by the clearance of squatter areas and who have opted for cash allowance in lieu of rehousing are ineligible to apply for PRH within two years from the date of receipt of the allowance; or
  - (d) households who are affected by the clearance exercises of the Government or other authorities (e.g. the Urban Renewal Authority (URA)) and who have opted for ex-gratia allowance/cash allowance in lieu of rehousing are ineligible to apply for PRH within the specified dates.
- 2.2.6 Recipients of Social Welfare Department's cash assistance/allowance schemes for elderly people who choose to reside in the Mainland, such as the Portable Comprehensive Social Security Assistance Scheme, the Guangdong Scheme and the Fujian Scheme are ineligible to apply for PRH.
- 2.2.7 Ex-tenants with PRH tenancies terminated by the HA on or after 1 January 2006 for committing misdeeds under the Marking Scheme for Estate Management Enforcement in Public Housing Estates or breaching the tenancy agreement as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH within two years from the following day after the date of tenancy termination (except for those applicants who are required to submit PRH Application Forms for admission to IH). Although their applications may have been registered before the date of tenancy termination or accepted for registration due to the Applicants' admission to IH, these applications will be temporarily frozen for two years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). At the time of flat allocation, this category of applicants will not be offered a unit better than their previous PRH abode in terms of geographical location, age of building and floor level. Should applicant households including ex-tenants and family members aged 18 or above at the time of tenancy termination have vacated the unit without paying the rent arrears/debts when the tenancy is terminated, they must settle all the outstanding rent arrears/debts before they will be offered another unit in consequence of the application. The above restrictions are also applicable to ex-licensees of IH and their family member(s).

## 2.3 Applications by Ordinary Families

- 2.3.1 Such applications must fulfil the general eligibility criteria in Item 2.1.
- 2.3.2 Family members aged under 18 must apply together with their parents or legal guardians.
- 2.3.3 The relationship between the Applicant and family members, and between family members must be either husband and wife, parent and child, grandparent and grandchild. The applicant may apply with his/her single sibling(s). A single sibling means that the sibling has never undergone any formal or customary marriage formalities, divorced or widowed. If the single sibling gets married after registration of PRH application, he/she must delete his/her name from the PRH application as soon as possible despite his or her spouse has not been granted the right to land in Hong Kong.

- 2.3.4 Applicants who make an application with their child(ren)/grandchild(ren) can only apply for PRH together with one of their married children/grandchildren and the nuclear family<sup>Note 2</sup> of that child/grandchild.
- 2.3.5 If any family members included in the application have been pregnant for 16 weeks or more, the unborn baby will be counted as a member of the household. After the baby is born, the Applicant must notify the HD of the updated information as soon as possible (please refer to Item 3.2.2 for details).
- 2.3.6 After registration of PRH applications, the HD will process the applications according to the order of the registration date / G-number Equivalent Date<sup>Note 3</sup> (if any), the household size and the choice of district.
- 2.3.7 For registered applications by ordinary families, applicants fulfilling the eligibility criteria in Item 2.5 may opt to join the Elderly Persons Priority Scheme (please refer to Item 3.2.2 for details). If all the persons included in the application have reached the age of 60 and fulfilled the eligibility criteria, the application will automatically be switched to an application under the Elderly Persons Priority Scheme without prior notifications.
- 2.3.8 For registered applications by ordinary families, applicants fulfilling the eligibility criteria in Item 2.6 may opt to join the Harmonious Families Priority Scheme (please refer to Item 3.2.2 for details).
- 2.3.9 Applications by Ordinary Families Switching to Applications by Non-elderly One-person Applicants under the QPS

Some family applications may be switched to applications by Non-elderly One-person Applicants due to deletion of family members. In that case, the applications concerned will immediately be included in the QPS whereby points will be calculated based on the Applicants' age at the registration date / G-number Equivalent Date (if any) of the applications. The Applicant's waiting time originally accumulated under his/her application by ordinary families will be carried in full to the applications by Non-elderly One-person Applicants. Please refer to Item 2.7 for details of Applications by Non-elderly One-person Applicants under the QPS.

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Note 2: As far as this requirement is concerned, a nuclear family means:

- (a) a married couple without children;
- (b) a married couple with one or more unmarried child(ren); or
- (c) a single parent (father or mother) with one or more unmarried child(ren).

Note 3: G-number Equivalent Date: if there is a G-number Equivalent Date in the application, that date will be taken as the basis for future flat allocation and implementation of PRH application policies. When a G-number Equivalent Date is issued, the Applicant will, at the same time, be issued with a corresponding range of application numbers which may be used as a reference for enquiring about the PRH application status (please refer to Item 4.1.15 for checking of the detailed vetting progress of PRH applications in various districts and the information on applications in which the applicants have accepted the housing offers).



## 2.4 Single Elderly Persons Priority Scheme

- 2.4.1 Such applications must fulfil the general eligibility criteria in Item 2.1.
- 2.4.2 The Applicant must be 58 years of age or above and must have reached the age of 60 by the time of flat allocation.
- 2.4.3 Eligible applications under this scheme will generally be processed earlier than applications by ordinary families.
- 2.4.4 The Applicant may apply for addition of family members and the application will be switched to a family application under the priority scheme concerned without the need for a new registration and continue to use the previous application number. Half of the waiting time originally accumulated by the Applicant as a single person will be credited to his/her family application up to a maximum of three years. After adjustment of the waiting time, his/her application will be given a registration date equivalent to that of a general application (i.e. a G-number Equivalent Date).

## 2.5 Elderly Persons Priority Scheme

- 2.5.1 Such applications must fulfil the general eligibility criteria in Item 2.1.
- 2.5.2 All persons included in the application must be 58 years of age or above and must have reached the age of 60 by the time of flat allocation.
- 2.5.3 Two or more persons aged 58 or above (including non-related persons) who agree to live together in the same PRH unit are eligible to make an application.
- 2.5.4 Eligible applications under this scheme will generally be processed earlier than applications by ordinary families.



## 2.6 Harmonious Families Priority Scheme

2.6.1 Such applications must fulfil the general eligibility criteria in Item 2.1 and the eligibility criteria for applications by ordinary families in Item 2.3.

2.6.2 Opting to live with the elderly in the same unit

- (a) The Applicant's family must consist of at least two members, with at least one elderly parent/dependent relative (i.e. aged 60 or above) and at least one member aged 18 or above. The Applicant may choose any districts.
- (b) In opting to join the scheme, the elderly parent/dependent relative is willing to live with the younger family member(s).
- (c) Irrespective of whether the elderly parent/dependent relative or the other adult family member is the Applicant, both of them are required to sign an undertaking at the detailed vetting interview to the effect that the younger member(s) will take care of and live with the elderly parent/dependent relative. The tenancy of the flat allocated will be terminated if the younger member(s) is/are found to have failed to comply with this condition.

2.6.3 Opting to live in two nearby units

- (a) The Applicant's family must be a nuclear family. The family and at least one elderly parent/dependent relative (i.e. aged 60 or above) are required to submit two separate Application Forms to opt for two nearby units in the same district (other than the Urban district).
- (b) When opting to join the scheme, the elderly parent/dependent relative must have reached the age of 60.
- (c) While waiting for the vetting to take place, if the young family application reaches the detailed vetting stage first, the elderly applicant may undergo the detailed vetting together with the young family in advance. Both of them are required to sign an undertaking at the detailed vetting interview to the effect that the young family will take proper care of the elderly parent/dependent relative upon PRH allocation. The tenancy of the flat allocated will be terminated if he/she is found to have failed to comply with this condition. Nevertheless, if the elderly application reaches the detailed vetting stage first, the young family applicant will not be allowed to undergo the detailed vetting together with the elderly applicant in advance.
- (d) If all the persons included in the application by the young family have reached the age of 60 and fulfilled the eligibility criteria, the application will automatically be switched to an application under the Elderly Persons Priority Scheme, while the application by the elderly applicant will automatically be switched to an application under the Single Elderly Persons Priority Scheme or Elderly Persons Priority Scheme.

2.6.4 Eligible applications under this scheme will be processed six months earlier than applications by ordinary families. The G-number Equivalent Date issued for the application will therefore be six months earlier.

## 2.7 Applications by Non-elderly One-person Applicants under the Quota and Points System

- 2.7.1 Such applications must fulfil the general eligibility criteria in Item 2.1.
- 2.7.2 Priority of PRH allocation is determined according to the points scored by the Applicant under the QPS. The higher the points, the earlier the PRH unit will be offered to the Applicant, subject to the fulfilment of all the eligibility criteria for PRH application. Points are currently allotted under the QPS as follows:
- (a) Points are allotted based on the Applicant's age when his/her application is successfully registered. Under the Points System, 0 point will be given to applicants aged 18 and 9 points will be added for every year of age. Applicants aged 19 will get 9 points. Those at 20 will get 18 points and so forth. Applicants aged 59 will be allotted 369 points as a maximum.
  - (b) Applicants reaching the age of 45 will be awarded a one-off bonus of 60 points.
  - (c) For applicants currently living in PRH, including HKHS's rental estate units, 30 points will be deducted<sup>Note 4</sup>.
  - (d) One point will be given each month for the Applicant who has waited upon registration of his/her application.
- 2.7.3 Registered applications by Non-elderly One-person Applicants who have reached the age of 58 and fulfilled the eligibility criteria may opt to join the Single Elderly Persons Priority Scheme by filling in the "Amendment of Public Rental Housing (PRH) Application Information" (HD10E) and return the completed form by post to HD's Applications Sub-section (Mailing Address: P O Box 89192, Kowloon City Post Office, Hong Kong). Please refer to Item 2.4 for details of application under the Single Elderly Persons Priority Scheme. When a Non-elderly One-person Applicant reaches the age of 60, his/her application will automatically be switched to an application under the Single Elderly Persons Priority Scheme without prior notifications and the application will continue to be processed according to the order of the original registration date / G-number Equivalent Date (if any) and the choice of district. The Applicant may, in light of his/her own situation, consider changing the choice of district to Urban at any time (please refer to Item 3.2.2 for details).
- 2.7.4 Applications by Non-elderly One-person Applicants under the QPS Switching to Applications by Ordinary Families

Where necessary, a Non-elderly One-person Applicant under the QPS may apply for addition of family member(s) and the application will be switched to a family application without the need for a new registration and continue to use the previous application number. Half of the waiting time of the Non-elderly One-person Applicant will be credited to his/her family application up to a maximum of 18 months. After adjustment of the waiting time, his/her application will be given a registration date equivalent to that of a general application (i.e. a G-number Equivalent Date). If all the members included in the application are currently living in PRH, the application will be frozen for one year, irrespective of whether they are from the same PRH tenancy or living in different units (please refer to Item 2.8.2 for details).

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Note 4: The deducted 30 points will not be regranted despite the Applicant's deletion of his/her name from the tenancy after successful registration of his/her PRH application.



### 2.7.5 Regular Checking of Applications by Non-elderly One-person Applicants under the QPS

The HD will conduct regular checking on those applicants under the QPS who have waited for five years but not yet due for detailed vetting within the next two years. The checking will be conducted in two stages:

- (a) Stage 1: Issue letters by post to all the target applicants and request them to declare their latest income and assets; and
- (b) Stage 2: Select an appropriate percentage of target applicants by random computer batching and invite them to declare and submit documentary proofs (on their income and assets and so forth) for paper checking. If the information declared requires further verifications, the applicants will be invited to attend interviews for detailed checking.

The HD will cancel applications if applicants are found to be no longer eligible to apply for PRH or do not respond to the HD's request for declaration or submission of documents on income and assets and so forth for checking and/or for attendance of an interview for detailed checking. Furthermore, applicants who have passed the checking and maintained their eligibility for PRH will be subject to a further checking after five years from the checking date if they become the target applicants again.

## 2.8 Arrangements During Frozen Period

### 2.8.1 Implementation of Frozen Period

Starting from 1 April 2017, for registered applications by ordinary families, if all members included in the application are currently living in PRH (including rental estate units under the HKHS, irrespective of whether they are from the same PRH tenancy or living in different units), the application will be frozen for one year and given a G-number Equivalent Date. During that period, the HD will withhold the processing of the PRH application concerned. Once an application is frozen, the frozen period imposed will not be cancelled or adjusted on account of any subsequent addition/deletion of family member(s) or deletion of household member(s) from the PRH tenancy. Even if an application needs not to be frozen on the registration date, in case the application subsequently meets the criteria for freezing due to addition/deletion of family member(s) or addition of household member(s) to PRH tenancy, the application concerned will still have to be frozen for one year. Applications registered prior to the implementation of the frozen period arrangement will not be affected by this measure. Applications under the Single Elderly Persons Priority Scheme, Elderly Persons Priority Scheme and Harmonious Families Priority Scheme received on or before 1 October 2019 will be exempted, whereas those received on or after 2 October 2019 will not be exempted from the above arrangement. The application will be cancelled according to Item 2.2.1 if all the members included in the application are the same as the family members in the same PRH household.

## 2.8.2 Applications by Non-elderly One-person Applicants Switching to Applications by Ordinary Families

For applications by Non-elderly One-person Applicants switching to applications by ordinary families, if all members included in the application are currently living in PRH, including HKHS's rental estate units, irrespective of whether they are from the same PRH tenancy or living in different units, the application will be frozen for one year and given a G-number Equivalent Date. Nevertheless, if, according to the current policy, the waiting time not to be counted is less than one year when the application by Non-elderly One-person Applicants is switched to an application by ordinary families, the application concerned will be further frozen to add up to one year in total. On the other hand, if, under the current policy, the waiting time not to be counted is one year or more when an application by Non-elderly One-person Applicants is switched to an application by ordinary families, the application concerned will not be frozen further. The application will be cancelled according to Item 2.2.1 if all the members included in the application are the same as the family members in the same PRH household.

## 2.8.3 Applications by Ordinary Families Switching to Applications by Non-elderly One-person Applicants

If, due to the requirement in Item 2.8.1, the application is frozen for one year and subsequently switched to an application by Non-elderly One-person Applicants, 30 points will be deducted as required under the QPS. The waiting time points and age points will be calculated on the basis of the registration date / G-number Equivalent Date (if any) of the application by ordinary families before it is being frozen.

# 3. Application Details

## 3.1 Procedures for Public Rental Housing Application

### 3.1.1 Obtaining Application Form and Application Guide

The Application Form and the Application Guide can be obtained free of charge at all public housing estate offices, HD's Applications Sub-section and Home Affairs Enquiry Centres of the Home Affairs Department. These two documents can also be downloaded from the HA/HD Website. For enquiries, please call the HA Hotline on 2712 2712.

### 3.1.2 Submission of the Application Form, Supporting Document(s) and Declaration Form(s)

Applicants must submit the completed Application Form together with all supporting document(s) and declaration form(s) (please refer to Items 4.3 and 4.4 below for details) by post or in person within three months to HD's Applications Sub-section (please refer to Item 5 for the correspondence details) for preliminary vetting of eligibility for registration. If the Applicant fills in the form via "Easy Form Filling for PRH Application" under the "e-Services for PRH Application"<sup>Note 5</sup>, please refer to the User Manual of "e-Services for PRH Application" in e-Services for PRH Application. The Applicant must ensure that sufficient postage has been paid if the documents are to be sent by post. The Applications Sub-section will not accept any

Note 5: Applicants may sign in to the "e-Services for PRH Application" via the HA/HD Website ([www.housingauthority.gov.hk](http://www.housingauthority.gov.hk)), GovHK ([www.gov.hk](http://www.gov.hk)), iAM Smart and iHousing.

underpaid mail items. Mail items without sufficient postage will be returned by Hongkong Post to the sender, while those without return addresses will be disposed of by Hongkong Post in accordance with their established procedures for handling undeliverable mail.

### 3.1.3 Preliminary Vetting

- (a) The HD will issue an acknowledgement letter upon receipt of the Application Form and vet the Application Form and the document(s) in the order of the date of receipt of the form. If the Applicant fails to properly complete and/or sign the Application Form/declaration form(s)/provide the necessary supporting document(s) and declaration form(s), or if the application is considered not fulfilling the eligibility criteria for PRH application after the vetting (please refer to Item 4.2.2), the Application Form and the documents will be returned to the Applicant with an explanatory letter<sup>Note 6</sup>, informing him/her of the reasons for returning the application. The case will then be regarded as closed. For any objections, applicants should raise a request for review within two months (please refer to Item 3.1.6(i) for details). Please refer to Item 3.1.4 for details of re-submission of the application.
- (b) If the Applicant and all his/her family member(s) fulfil the eligibility criteria for PRH application with the Application Form properly completed and all the necessary document(s) submitted, the application will be considered to have passed the preliminary vetting and will then be registered. According to its performance pledge, the HD will, within three months after the confirmed receipt of the Application Form, notify the Applicant in writing whether his/her PRH application has been successfully registered. If so, the Applicant will receive from the HD a blue acknowledgement card bearing an application number (the Applicant is advised to keep this card properly for making enquiries in the future) and a registration date (the date on which the HD has completed the preliminary vetting and record inputting procedures). If the Applicant has yet to receive the blue acknowledgement card or the returned Application Form three months after the receipt of the acknowledgement letter, he/she may call HA Hotline on 2712 2712, make a written enquiry or enquire in person at HD's Applications Sub-section. Please quote the Applicant's name, Hong Kong Identity Card Number, correspondence address and day time contact telephone number in the letter. The Applicant is also advised to properly keep all the original copies of the supporting documents submitted for checking by HD staff when necessary in the future.

### 3.1.4 Re-submission of Application

- (a) If the application is rejected due to not fulfilling the eligibility criteria for PRH application, the Applicant may re-submit the application after all the eligibility criteria for PRH application have been fulfilled.
- (b) If the application is returned due to not providing adequate information and/or not furnishing the necessary documents, the case will be regarded as closed. Before re-submitting the Application Form, the Applicant is advised to go over the explanatory letter in detail to complete all the follow-up action(s) required. All the required supporting documents and declaration forms should also be enclosed when re-submitting the application.

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Note 6: The HD will not keep a copy of the explanatory letter.



- (c) Applicants re-submitting an application may use a new Application Form or the returned Application Form. Irrespective of which form is to be used, the Applicant and his/her family member(s) should fill in the information and furnish the relevant documents according to the date on which he/she re-submits the form. If the returned Application Form is to be used, the Applicant should update the information and dates on the Application Form and declaration forms according to the date on which he/she re-submits the application. Any amendments must be counter-signed, otherwise the Application Form will be returned again.

#### 3.1.5 Changes in the Number of Family Members after Registration of Application

Registered applications with subsequent addition or deletion of family member(s) will be processed without the need for a new registration. The HD will process the applications in the order of the latest number of persons, the registration date / G-number Equivalent Date (if any) of the applications (priority of processing Non-elderly One-person Applications will be determined according to the QPS points scored) and the choice of district.

#### 3.1.6 Applications Registered and Detailed Vetting

- (a) The HD will conduct investigation on the registered applications according to the order of registration (the priority of processing Non-elderly One-person Applications will be determined according to the QPS points scored) and whether there are suitable units for the families concerned in their selected districts. Since there has been a large number of registered applications, new registered applications are unlikely to be arranged detailed vetting interviews shortly. For registered applications reaching the detailed vetting stage, the HD will, in accordance with the Applicant's registration date / G-number Equivalent Date (if any) (priority of Non-elderly One-person Applications will be determined according to the QPS points scored) and whether there are suitable units in his/her choice of district, interview the Applicant and his/her family member(s) in turn for a detailed vetting to ascertain their eligibility for flat allocation. If the Applicant and/or his/her family member(s) fail(s) to attend the detailed vetting interview as scheduled without informing the HD beforehand, the HD will consider that the Applicant is no longer interested in applying for PRH and may take appropriate actions, including cancellation of his/her application.
- (b) The Applicant and his/her family member(s) must provide all the necessary information during the detailed vetting interview for HD's vetting and verification. The HD will inform the Applicant of his/her eligibility for flat allocation in about two months after collecting all the documents. The date of acceptance or cancellation of the application shall be the date on which the HD has completed the vetting process.
- (c) When attending the detailed vetting interview, the Applicant and his/her family member(s) must make an honest declaration of all their income, assets and other information pertaining to the application. Any queries should be immediately raised with HD staff, otherwise if, in the future, any omissions/false representations/non-disclosures of income, assets or other information and so forth are found, the application will be cancelled and the Applicant and/or his/her family member(s) may be subject to prosecution.

- (d) From the date of signing of the Application Form to the date of entering into a new tenancy agreement of the PRH unit allocated in consequence of the application, the Applicant and/or his/her family member(s) included in the application must fulfil all the eligibility criteria. If there are any changes in the information declared pertaining to the application, the Applicant and/or his/her family member(s) must notify the HD in writing. Where the Applicant and/or his/her family member(s) is/are rendered ineligible due to any changes in the information declared, the HD may cancel his/her application at any time. The HD will, having regard to the actual needs, review the applications (including those which have passed the detailed vetting) at any time to ascertain whether the Applicant and his/her family member(s) are still eligible for PRH. The Applicant must timely respond to any enquiry documents issued by the HD regarding his/her application. Otherwise, the HD may cancel his/her application.
- (e) If the Applicant and his/her spouse have applied to the court for a divorce or have already completed the divorce proceedings, both of them must notify the HD immediately. The party with the custody and the right to care and control (if applicable) of the child(ren) has the priority right to retain the original application if a consensus on the ownership of the PRH application cannot be reached by both parties. If the other party, irrespective of whether he/she is granted the custody and the right to care and control (if applicable) of the child(ren), is still in need of a PRH unit and subject to his/her fulfillment of all the eligibility criteria, the HD may still accept his/her new application and the registration date will be the same as that of the original application, or the G-number Equivalent Date (if any). The above arrangement is also applicable if both parties, having applied to the court for a divorce, can reach an agreement on the custody arrangements of the child(ren), and, if the divorce proceedings do not involve the custody and the right to care and control of the child(ren) and if documentary proofs can be produced by them. Any persons fulfilling such conditions who are undergoing divorce proceedings (including those applicants who have applied to the court for a divorce but not involving splitting applications) will be accommodated in a PRH unit in the form of “conditional tenancy” after they have passed the detailed vetting. During the period of living in the PRH unit, and, after the divorce has become absolute with the court’s award of the decree, the PRH tenant must immediately notify the HD. In case the household fulfills the eligibility criteria for PRH application, including passing the Comprehensive Means Test and fulfilling the requirement of “no domestic property ownership”, the HD may consider allowing the conversion of the “conditional tenancy” into a “normal tenancy” for the household. If the tenant cannot secure the custody of all the child(ren) as included in the “conditional tenancy”, he/she must move to a unit according to his/her family size. For other family members who are included in the application and who have applied to the court for a divorce, their application will still be registered but their eligibility for PRH allocation can only be verified upon conclusion of the divorce proceedings.
- (f) During the waiting period, if the whole household of the Applicant or any individual family member(s) has/have been successfully allocated a PRH unit under other rehousing categories (including the various transfer schemes under the HA/HKHS), or has/have been added to an existing PRH tenancy (including the tenancy of a rental estate unit under the HKHS), or has/have successfully purchased a flat through the subsidised home ownership schemes under the HA/HKHS/URA, or has/have become a family member/family members under subsidised home ownership schemes, the PRH application of the Applicant or the eligibility of the individual family member(s) will be cancelled.

- (g) Where a registered application is cancelled for exceeding the prescribed household income and/or net asset limit(s), the HD may consider reinstating the application if it has become eligible to apply for PRH again as a result of changes in family circumstances or adjustments of the income and/or net asset limit(s). However, any requests for reinstatement can only be raised after six months and within two years from the date on which the application is cancelled for the first time, otherwise the requests will not be considered. Regarding the request for reinstatement of the application, if, after the vetting, the income and/or net asset is/are still found to be exceeding the prescribed limit(s), the Applicant may only make a further request for reinstatement after six months from the date of rejection of that request and within two years from the date on which the application is cancelled for the first time. In all circumstances (including those applications that have been reinstated within the aforesaid time limit and are cancelled again in subsequent reviews due to the household income and/or net asset exceeding the prescribed limit(s)), any requests for reinstating the application beyond the time limit of two years from the date on which the application is cancelled for the first time will not be considered, and the Applicant is required to submit a new Application Form for PRH.
- (h) If the Applicant is disqualified for failing to inform the HD for his/her change of place of residence, he/she may apply for reinstatement of the application within one year from the date of the cancellation of the application. The HD will consider his/her request in light of individual circumstances.
- (i) If the Applicant disagrees with the rejection/return of his/her PRH application or cancellation of his/her registered application, he/she may raise a request in writing or in person to HD's Applications Sub-section for a review together with the submission of the supporting documents within two months from the date of the rejection/return of PRH application or the date of notification of cancellation of PRH application issued by the HD. Any requests for a review beyond the time limit will not be considered by the HD, unless the Applicant has special circumstances that merit HD's discretionary consideration and he/she can produce the relevant supporting documents.
- (j) Requests for a re-instatement/review of any PRH applications mentioned in Items (g) to (i) must be made in writing or in person to HD's Applications Sub-section or submitted via "Quick Updating of PRH Application" under the "e-Services for PRH Application".

#### 3.1.7 Allocation of PRH units

- (a) The HA's objective is to provide PRH to low-income families who cannot afford private rental accommodation, with the target of providing the first flat offer to General Applicants (i.e. family and elderly one-person applicants) at around three years on average. The average waiting time (AWT) target of around three years is not applicable to Non-elderly One-person Applicants under the QPS. Waiting time basically refers to the time taken between the registration for PRH and first flat offer, excluding any frozen period during the application period (e.g. when the Applicant has not yet fulfilled the residence requirements; the Applicant has requested to put his/her application on hold pending arrival of family member(s) for family reunion; the Applicant is imprisoned, etc). AWT for general applicants refers to the average of the waiting time of those general applicants who were housed to PRH in the past 12 months.



- (b) The HA announces the latest AWT statistics on a quarterly basis, the aim of which is to assess the implementation of the AWT target and to provide general applicants with a rough reference on the waiting time. The relevant target and statistics do not indicate the waiting time of individual applicants, which hinges on the number of PRH applications as well as the supply of new and refurbished PRH units in their choice of district.
- (c) Under the prevailing PRH allocation policy, the relative priority of flat allocation to General Applicants is determined according to the principle of rational allocation of PRH resources and strictly in accordance with the order of registration date / G-number Equivalent Date (if any) of applications. The relative priority of flat allocation to Non-elderly One-person Applicants is based on the points scored by the Applicant under the QPS. The higher the points scored, the earlier a PRH unit will be offered to the Applicant. Irrespective of his/her medical or social problems and in all circumstances, the Applicant cannot request early allocation of a PRH unit.
- (d) The progress of PRH allocation depends on various factors, including the number of applications with same family size in individual districts, the supply of new and refurbished PRH units in individual districts, the acceptance of flat offers by Applicants with relative higher priorities, etc. The waiting time of applicants in individual districts may vary and therefore the HD cannot predict the waiting time of individual applicants.
- (e) For equitable distribution of PRH resources, PRH units are allocated to applicants by random computer batching according to their family size, the choice of district and PRH allocation standards, and, subject to the availability of resources when the applications are due for allocation. The HD will inform the Applicant about flat offer and intake information. Eligible applicants are entitled to three housing offers (one at a time). Refusal of all the three housing offers without “acceptable reason(s)” will result in cancellation of the application concerned. Applicants may request a review in writing within 15 days from the date of the notification letter of cancellation. They are only allowed to re-apply for PRH one year after the date of cancellation of their applications. Applicants with special requests for PRH allocation (such as wishing to be accommodated to a specific area or a specific type of PRH unit in their choice of district) must have social and/or medical grounds upon vetting and have obtained the recommendation supporting their special requests from government departments or organisations concerned (such as the Social Welfare Department or the Hospital Authority). The HD will, having regard to the Applicants’ individual circumstances and subject to the availability of resources, arrange allocation of PRH units to the Applicants according to the area or type of unit recommended as far as practicable.
- (f) “Acceptable reasons” for refusing the housing offers include that:
  - (i) the Applicant has supporting document(s) issued by the relevant organisations (such as the Hospital Authority), stating clearly the medical reason(s) for not accepting the PRH unit offered;
  - (ii) the Applicant has supporting document(s) issued by the Social Welfare Department/ relevant organisation, stating clearly the social reason(s) for not accepting the PRH unit offered (If the Applicant has social reason(s) that merit(s) consideration and the case requires referral to the relevant department(s) for follow-up actions or assistance, he/she must request and authorise the HD in writing for the HD to consider whether assistance should be rendered to the Applicant for case referral); and

- (iii) the Applicant has document(s) to prove that he/she is unable to sign the tenancy agreement as scheduled due to his/her absence from Hong Kong or hospitalisation for treatment.
- If the Applicant can furnish sufficient reasons that are acceptable by the HD for refusing the housing offer, the HD will arrange an extra flat offer for him/her according to his/her special need.
- (g) If an eligible PRH application from a large family (six persons or above) is due for allocation, subject to the availability of PRH resources, the applicant may be allocated two PRH units in close proximity according to the allocation standard of the family.
- (h) With the abolition of the age limit for admission to Housing for Senior Citizens (HSC) units, Non-elderly One-person Applicants or two-person applicants may also be offered HSC units. Moreover, to speed up the allocation of PRH, units in estates to be completed or vacant units under refurbishment will be offered to eligible applicants in advance.
- (i) The Applicant or his/her family member(s) may be considered as having an additional family member by the time of flat allocation and may be allocated a PRH unit with extra space (e.g. a family with three members may be offered a four-person unit) under the following circumstances supported by medical proofs:
- (i) requiring renal dialysis at home;
  - (ii) suffering from hyperactivity disorder;
  - (iii) suffering from tetraplegia; or
  - (iv) having non-temporary indoor dependence on wheelchair for mobility.
- (j) There is an acute shortage of PRH units available for allocation in individual estates (particularly in Cheung Kwai Estate and Nga Ning Court in Cheung Chau and Kam Peng Estate in Peng Chau) in the Islands district (including Tai O, Peng Chau, Mui Wo and Cheung Chau but excluding Tung Chung). The three housing offers for the Applicant may come from estates (such as Lung Tin Estate in Tai O) in the same choice of district where there is a relatively adequate supply of PRH units.
- (k) Ex-tenants with PRH tenancies terminated by the HA on or after 1 January 2006 for committing misdeeds under the Marking Scheme for Estate Management Enforcement in Public Housing Estates or breaching the tenancy agreement as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH within two years from the following day after the date of tenancy termination (except for those applicants who are required to submit PRH Application Forms for admission to IH). Although their applications may have been registered before the date of tenancy termination or accepted for registration due to the Applicants' admission to IH, these applications will be temporarily frozen for two years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). At the time of flat allocation, this category of applicants will not be offered a unit better than their previous PRH abode in terms of geographical location, age of building and floor level. Should applicant households including ex-tenants and family members aged 18 or above at the time of tenancy termination have vacated the unit without paying the rent arrears/debts when the tenancy is terminated, they must settle all the outstanding rent arrears/debts before they will be offered another unit in consequence of the application. The above restrictions are also applicable to ex-licensees of IH and their family member(s).

- (l) Upon the Applicant's acceptance of the housing offer, his/her application will be cancelled automatically and the Applicant cannot request another housing offer with the same application.
- (m) Upon acceptance of the housing offer, the Applicant has to surrender the PRH unit that he/she is living in or delete his/her name from the existing PRH tenancy, if applicable.
- (n) Green Form Certificate
  - (i) Applicants who have been verified for passing the detailed vetting (excluding those who are undergoing divorce proceedings, ex-owners/ex-joint owners or former recipients and their spouses of subsidised home ownership schemes) may choose to apply for the Green Form Certificate (GFC) for the purchase of a flat under the subsidised home ownership schemes of the HA or HKHS in lieu of PRH allocation. The GFC is valid for one year and within its validity period, the Applicant may use the GFC granted to purchase a flat under subsidised home ownership schemes of the HA/HKHS, including a flat for sale under HOS/PSPS, HOS SMS, Flat-for-Sale Scheme Secondary Market and GSH. Eligible applicants may apply to HD's Applications Sub-section for the GFC in writing or in person. Upon receipt of the necessary information provided by the Applicant, the HD will conduct the vetting procedures and inform the Applicant whether he or she is eligible for GFC in about one month. PRH applicants and family members included in the application who are granted the GFC still have to fulfil all the eligibility criteria under the relevant subsidised home ownership schemes. PRH allocation will be withheld during the validity period of GFCs and the expiry/completion of the relevant subsidised home ownership scheme(s) of which the Applicant uses the issued GFCs to join (if applicable). For resumption of PRH allocation, applicants must sign and submit the "Declaration on Revocation of Green Form Certificates" and return the original copies of valid GFCs and/or Certificate of Eligibility to Purchase (if applicable) to the HD.
  - (ii) Once an Applicant enters into any agreement to purchase a subsidised sales flat under the HA/HKHS by means of a GFC, his/her PRH application and any unused GFCs will be cancelled immediately. Irrespective of whether the transaction can be completed eventually, his/her original PRH application cannot be reinstated and the Applicant is not allowed to use the cancelled GFC to make a new application for the purchase of a flat under other subsidised home ownership schemes.

3.1.8 Applicants may refer to the Simplified Flowchart at Appendix I for the various stages and procedures of a PRH application.

## 3.2 Updating of Particulars

3.2.1 The Applicant must notify the HD in writing immediately if he/she has moved house or if there are changes in the correspondence address/contact telephone number or family circumstances, such as birth of a child or any changes in family members due to marriage/emigration/death, or if there is a need to change the choice of district. Failure to do so may affect the Applicant's chance of PRH allocation or lead to cancellation of his/her application. If the spouse of the Applicant or his/her family member(s) has been given permission to reside in Hong Kong, the Applicant must submit valid supporting documents to apply for addition of the spouse to the PRH application. Besides, the Applicant must timely respond to any enquiry documents issued by the HD regarding his/her application. Otherwise, the HD may cancel his/her application.



- 3.2.2 If the Applicant needs to update his/her residential address/correspondence address/contact telephone number/choice of district, or add or delete any family members to/from the application, or reinstate or cancel his/her application, or request a review of his/her PRH application, or opts to join any priority schemes (e.g. for registered applications by ordinary families, the Applicant may opt to join priority schemes like Harmonious Families Priority Scheme due to his/her family member(s) fulfilling the eligibility criteria of reaching the age of 60), he/she should fill in the relevant form for amendment of information (HD10E/HD10-1E/HD10-2E)<sup>Note 7</sup> and return it by post to HD's Applications Sub-section (Mailing Address: P O Box 89192, Kowloon City Post Office, Hong Kong). The Applicant may update such information via "Quick Updating of PRH Application"<sup>Note 8</sup> under the "e-Services for PRH Application".
- 3.2.3 From the date of signing the Application Form to the date of entering into the new tenancy agreement of the PRH unit allocated in consequence of the application, if the Applicant and/or his/her family member(s) has/have purchased/owned any domestic properties in Hong Kong, or if the total monthly household income and/or total household net asset value has/have exceeded the prevailing income and/or net asset limit(s), etc, the Applicant and/or his/her family member(s) must notify the HD immediately for cancellation of the application. Otherwise, the HD will also cancel the application upon detection.

## **4. Completing the Application Form for Public Rental Housing (HD300E)**

### **4.1 Important Notes**

- 4.1.1 Under 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 PRH 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 (the maximum fine at Level 5 is \$50,000 as at the revision of this Application Guide). If any person makes false statement or furnishes false information when applying for PRH, irrespective of whether such person 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.
- 4.1.2 The Applicant should read all the eligibility criteria carefully and ensure that all the eligibility criteria have been fulfilled before submitting the application. The Applicant and all his/her family member(s) reaching the age of 18 included in the application should provide clear, full and accurate information and honestly complete the Application Form and the relevant

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Note 7: The standard forms can be downloaded from the HA/HD Website or obtained from HD's Applications Sub-section.

Note 8: Functions of the "Quick Updating of PRH Application" include: change of residential address/correspondence address/contact telephone number/choice of district; addition of family member(s) under the age of 18; deletion of deceased family member(s); review/reinstatement of the original PRH application; change of the appointment date of a detailed vetting interview; enquiry of the application status, etc.

declaration form(s). If the Applicant or any family member(s) included in the application does/ do not fulfill the eligibility criteria for application at the time of signing the Application Form, the registered application will be invalid and thus will be cancelled.

- 4.1.3 In the course of vetting a PRH application, the HD may request the Applicant and his/her family member(s) included in the application to provide all the relevant proofs and personal data. The HD may not be able to process their PRH application if they fail to provide sufficient information.
- 4.1.4 For the purpose of vetting a PRH application, the HA/HD has the right to compare and match the personal data provided in the application 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. The Applicant and his/her family member(s) also authorise the HA and the HD 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 URA, the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned for verification and matching of such information. Furthermore, the Applicant and his/her family member(s) 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 the personal data of the Applicant and his/her family member(s) (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HKHS for the purpose of comparing and matching the information provided in the application. The information provided may also be used by the HA and the HD for conducting statistical surveys and researches. The Applicant and his/her family member(s) also agree that the information provided may be passed to HA Hotline on 2712 2712 for answering the Applicant's enquiries.
- 4.1.5 The HA may issue letters to inform the Applicants from time to time to apply for vacant rental estate units in Group A estates under the HKHS. For the Applicants who have applied for such rental estate units, their personal data will be transferred to the HKHS for processing their applications.
- 4.1.6 Upon allocation of the PRH units and while waiting for the signing of the tenancy agreements, the relevant personal data and all correspondences relating to the PRH application will be transferred to the relevant estate offices (including property management services companies) for the implementation of housing policies/requirements and enforcement of the tenancy conditions of the PRH units allocated.
- 4.1.7 The HA and the HD may use the information in the Application Form and the information provided by the Applicant through updating his/her application for statistical surveys or researches. The HA and the HD may contact the Applicant, the family members included in the Application, or a relative whose particulars have been filled in or amended in Part 6 of the Application Form.

- 4.1.8 Application for PRH is free of charge. The Applicant should report to the Independent Commission Against Corruption (ICAC) immediately in case someone pays a home visit under the pretext of rendering assistance in PRH applications or offering an advantage in a bid to obtain money or benefits. Every HD's staff member carries a staff card issued by the HD and the Applicant should ask the staff member to produce his/her card for inspection before responding to any questions. Attempted bribery by any person is an offence in law. The HD will refer the case to the ICAC for investigation and may cancel the application, irrespective of whether the Applicant has been prosecuted or convicted of the offence. Besides, the Applicant needs not hire a professional consultant to render assistance in the application. Higher priority will not be given to his/her application by this means.
- 4.1.9 There is no gender restriction in PRH applications. Both male and female can be the Applicant with equal rights and responsibilities.
- 4.1.10 Under normal circumstances, it is not allowed to change the Applicant and therefore all family members, when completing the Application Form, should carefully consider who the Applicant should be.
- 4.1.11 The Applicant may, according to the requirements, choose the district for future PRH allocation, apply for addition or deletion of family members included in the application, cancel the application, accept or reject a housing offer (subject to the requirements of PRH Allocation in Item 3.1.7). In accepting the allocation, the Applicant is required to sign a tenancy agreement with the HA in the capacity of a tenant. The PRH tenancy is not transferable.
- 4.1.12 Applicants of different races in need of language support may seek assistance from support service centres for people of different races. For details, please visit the HA/HD Website or obtain relevant information from HD's Applications Sub-section.
- 4.1.13 The Applicant has the priority right to handle application matters and enquire about detailed information such as the application procedures, eligibility criteria and application progress. Other family members included in the application may not enjoy this right without reaching an agreement with the Applicant in terms of handling the application.
- 4.1.14 The personal data entered in the Application Form is for the purpose of PRH application. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), the Applicant and his/her family member(s) have the right to access or amend the personal data provided in the Application Form and other application documents and request rectification of such data by the HA. All information and documents submitted for PRH application will not be returned. Requests for access to personal data should be addressed to the 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 – (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable. Applications for access to personal data may be subject to a fee.

- 4.1.15 Details of PRH applications in various districts currently under detailed vetting or whose applicants have accepted PRH allocation will be shown on the display screen at HD's Applications Sub-section, uploaded to the HA/HD Website and published on the 15th day of each month in designated local newspapers<sup>Note 9</sup> (if the 15th day of a given month is not a publishing date of the designated newspaper, such details will be made available on the next publishing day). The public may also call HA Hotline on 2712 2712 to obtain the information by fax. Apart from browsing the updated application status and messages on the HA/HD Website, the Applicants who are the account holders of "e-Services for PRH Application" may log in to "Quick Updating of PRH Application" to enquire about the progress of their PRH applications or request to update the information in their applications (please refer to Item 3.2).
- 4.1.16 It is the responsibility of the Applicant to provide all the required information of himself/herself and his/her family member(s) and ensure that all the information furnished, supporting documents provided and statements made in the application are true and correct. For details, please visit the HA/HD Website for the rights and responsibilities of a PRH applicant. The Applicants and the family members should properly complete the Application Form and sign the Application Form and declaration form(s), if any. The Applicants and the family members should also furnish correct and detailed information about himself/herself and his/her family member(s) and submit the relevant supporting documents. Declaration forms can be obtained from HD's Applications Sub-section or downloaded from the HA/HD Website. Any changes of the information should be reported to HD's Applications Sub-section as soon as possible.

## 4.2 Guidelines on Completing the Application Form

- 4.2.1 Before filling in the Application Form, the Applicant and his/her family member(s) should read the Application Guide carefully for the eligibility criteria, various priority schemes for the elderly, Guidelines on Completing the Application Form and the application details. For further details on the necessary information and the relevant documents, the Applicant may also refer to the "Sample of Completed Application Form for Public Rental Housing (HD300E)" at Appendix III and the brief introduction on how to complete the Application Form on the HA/HD Website. If using "Easy Form Filling for PRH application" under the "e-Services for PRH application", please refer to the User Manual of "e-Services for PRH application" in the "e-Services for PRH Application".
- 4.2.2 After the submission of an application, **if any of the following circumstances arises, the Application Form together with the relevant documents will be returned to the Applicant and the application will not be registered:**
- (a) The eligibility criteria are not fulfilled.
  - (b) The Application Form and/or the declaration form (s) has/have not been properly completed and signed, or the Applicant fails to provide all the relevant supporting documents and declaration forms.
  - (c) Alterations have been made on the Application Form and/or the supporting documents and/or declaration forms with the use of correction materials (e.g. correction fluid or tapes).

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Note 9: Headline Daily, am730 and The Standard, but the HD may change the channels for publishing information at any time.



- (d) The Applicant submits an Application Form and the documents returned by the HD, without updating the dates and all the relevant information on the Application Form and/or the declaration forms.
- (e) The signatures and dates of signing the Application Form and those on the declaration forms are inconsistent.
- (f) A residential or correspondence address outside Hong Kong has been entered in Part 2 of the Application Form.
- (g) Persons with no income or assets have not provided any information (e.g. “Nil” or “0”) under Income and Net Asset Value in Part 3 of the Application Form.
- (h) Amendments have been made to the information on the Application Form and/or declaration forms without being counter-signed by the person(s) concerned.

#### **4.3 Necessary Documents for the Application (if the supporting documents furnished are not written in official languages, i.e. Chinese or English, authenticated Chinese or English translations, certified by local government institutions/consulates, must be provided)**

The Applicant and all his/her family member(s) are required to submit the relevant supporting documents and declaration form(s)<sup>Note 10</sup> according to their status:

<b>Category</b>	<b>Supporting Documents and Declaration Forms Required</b>
<b>Proof of identity</b>	<ul style="list-style-type: none"> <li>• A copy of the Hong Kong Smart Identity Card (a copy of the juvenile identity card for persons from the age of 11 years to 17 years; a copy of the adult identity card for persons aged 18 or above)</li> <li>• A copy of the Birth Certificate (for persons aged below 11)</li> <li>• Persons who have resided in Hong Kong for less than seven years, who were not born in Hong Kong, or who were born in Hong Kong but have yet to have their permanent resident status established, are required to submit together with a copy of their valid Permit for Proceeding to Hong Kong and Macao (One-way Permit) issued by the Mainland government organisations/travel document/passport or relevant supporting documents to indicate their right to land in Hong Kong, their residential status and the official stamp/landing slip showing their initial date of permission of entry to Hong Kong</li> </ul>
<b>If the name entered in the Application Form is different from that shown on the supporting documents, or an alias has been used</b>	<ul style="list-style-type: none"> <li>• A copy of the deed poll/notarial certificate</li> </ul>

Note 10: Declaration form(s) can be downloaded from the HA/HD Website or obtained from HD's Applications Sub-section.

Category	Supporting Documents and Declaration Forms Required
<b>Proof of kinship</b>	<ul style="list-style-type: none"> <li>• A copy of the proof of birth/notarial certificate</li> <li>• A copy of the adoption order/documents for appointment of guardians issued via the judicial authorities/government departments</li> <li>• Persons who have the guardianship of a child/children under the age of 18 are required to submit the completed declaration form (No. RCSU2-022E)</li> <li>• Persons who make an application together with single siblings (please refer to Item 2.3.3) are required to submit the completed declaration form (No. RCSU2-019E)</li> </ul>
<b>Proof of marital status to be submitted by married persons</b>	<ul style="list-style-type: none"> <li>• A copy of the Certificate of Marriage; or</li> <li>• A copy of the notarial certificate (for marriage registered on the Mainland but no application has ever been made for the relevant supporting documents); or</li> <li>• The original copy of the statutory declaration (for customary marriage celebrated in Hong Kong)</li> <li>• Married persons whose spouses have not been granted the right to land in Hong Kong should, in addition to the above-mentioned documents, submit the completed declaration form (No. RCSU2-013E) and a copy of the identity document of their spouse's domicile (including the front and back sides)</li> </ul>
<b>Proof of marital status to be submitted by persons who have applied to the court for a divorce</b>	<ul style="list-style-type: none"> <li>• A copy of the legal documents as proofs of having applied to the court for a divorce (for filing for a divorce in Hong Kong, a copy of the Petition (Form 2) and the General Form of Joint Application (Form 2C)) and having handled the custody and the right to care and control (if applicable) of the child(ren)</li> <li>• Applicants who have applied to the court for a divorce are required to submit the completed declaration form (No. RCSU2-014E)</li> <li>• Family members who have applied to the court for a divorce are required to submit the completed declaration form (No. RCSU2-015E)</li> </ul>
<b>Proof of marital status to be submitted by divorced persons</b>	<ul style="list-style-type: none"> <li>• A copy of the supporting documents of the court's divorce decree (for filing for a divorce in Hong Kong, a copy of the Certificate of Making Decree Nisi Absolute (Divorce) (Form 6 or 7B)) and divorced persons are required to submit the completed declaration form (No. RCSU2-007E)</li> <li>• Divorced persons making an application with a child/children under the age of 18 should submit a copy of the document issued by the court for being granted the custody and the right to care and control of the child(ren). Persons who have the Joint Custody, the Care and Control are required to submit the completed declaration form (No. RCSU2-023E)</li> </ul>

Category	Supporting Documents and Declaration Forms Required
<b>Proof of marital status to be submitted by widowed persons</b>	<ul style="list-style-type: none"> <li>• A copy of the Certificate of Marriage; or</li> <li>• A copy of the notarial certificate (for marriage registered on the Mainland but no applications have ever been made for the relevant supporting documents); or</li> <li>• The original copy of the statutory declaration (for customary marriage celebrated in Hong Kong); and</li> <li>• A copy of the Death Certificate of the spouse</li> </ul>
<b>Proof for a child/children born out of wedlock under the age of 18</b>	<ul style="list-style-type: none"> <li>• For those with a child/children born out of wedlock, and, if the custody of the child(ren) has never been decided by the court, the natural mother should submit the original copy of the statutory declaration indicating the custody arrangements of the child(ren). If the court has decided on the custody and the right to care and control of the child(ren) born out of wedlock, the natural mother should submit a copy of the relevant documents, while the natural father should submit a copy of the documents indicating that he has been granted the custody and the right to care and control of the child(ren) by the court</li> </ul>
<b>Pregnancy of 16 weeks or more</b>	<ul style="list-style-type: none"> <li>• A copy of the certificate pertaining to the expected date of delivery issued by a registered medical practitioner indicating that the person concerned has been pregnant for 16 weeks or more on or before the date of issue</li> </ul>
<b>Disabled persons</b>	<ul style="list-style-type: none"> <li>• A copy of the latest medical certificate of disability issued by a registered medical practitioner or recognised medical personnel</li> </ul>
<b>Proof of Address</b>	<ul style="list-style-type: none"> <li>• A copy of any latest documents (such as an electricity bill or a water bill) bearing the Applicant's name and his/her Hong Kong residential address in Chinese/English entered in the Application Form</li> </ul>

## 4.4 Calculation of Income and Net Asset Value and the Necessary Documents and Declaration Forms

4.4.1 The Applicant and all his/her family member(s) (including those aged below 18 and with income) are required to declare all of their pre-tax monthly income. The employment and/or latest income positions of the Applicant and all his/her family member(s) on the date of signing the Application Form/declaration form(s) are taken as the basis of declaration. Persons without income must enter either “Nil” or “0” in the part for income declaration. If that part is left unfilled, the Application Form and the relevant documents will be returned and the application will not be registered (please refer to Item 4.2.2).

(a) Income required to be declared (in Hong Kong dollars) and the detailed calculation methods are as follows:

Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
<b>Income from employment</b>	<p><b>Average monthly income</b> refers to pre-tax net income after deducting contribution to Mandatory Provident Fund/Recognised Occupational Retirement Scheme from (1) regular/irregular basic salary; (2) living allowance/overtime pay/bonus or commission/other allowances or incentives; and (3) annual double pay/annual bonus/other annual gratuity, etc.</p> <p><b>1. Persons who have a fixed employer</b></p> <p>(i) Regular/irregular basic salary<sup>Note 11</sup></p> <ul style="list-style-type: none"> <li>Persons with <u>regular</u> basic salary should take the basic salary of the whole calendar month before the date of signing the Application Form/declaration form(s) as income.</li> <li>Persons with <u>irregular</u> basic salary should add up the amount of irregular income received during the period of continuous employment before the date of signing the Application Form/declaration form(s) and derive the average figure by dividing the total amount of irregular income received in the past six calendar months by six.</li> <li>If the employment period is less than six calendar months before the date of signing the Application Form/declaration form(s), the average figure should be derived by dividing the total amount of income received by the corresponding employment period.</li> </ul>	<ul style="list-style-type: none"> <li>Persons who have a fixed employer are required to submit the original copy of the Employer Certificate (HD527E) signed by the employer/the Company's responsible person (valid for three months from the date of issue)</li> <li>Persons who have no fixed employer are required to submit the completed declaration form (No. RCSU2-001E)</li> <li>Persons who are employed to work on a fishing vessel are required to submit the original copy of the declaration form (No. RCSU2-006E) signed by the employer</li> </ul>

Note 11: For applicants and/or family members with irregular monthly income, if, upon deriving the average figure of their irregular income in the past six calendar months before the date of signing the Applicant Form/declaration form(s), their monthly income is found to have exceeded the prescribed PRH income limit, the average figure of their irregular income in the past 12 calendar months before the date of signing of the Applicant Form/declaration form(s) may be taken as the monthly income. If the continuous period of employment is less than 12 calendar months, the average figure should be derived by dividing the total amount of income received during the period of continuous employment by the corresponding period of employment.



Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
	<p>(ii) Net income in the form of living allowance/overtime pay/bonus or commission/other allowances or incentives</p> <ul style="list-style-type: none"> <li>For a <u>regular amount</u>, the amount received in the whole calendar month before the date of signing the Application Form/declaration form(s) should be declared.</li> <li>For an <u>irregular amount</u>, the average figure should be derived by dividing the total amount of irregular income received in the past six calendar months before the date of signing the Application Form/declaration form(s) by six.</li> <li>If the period of continuous employment is less than six calendar months, the average figure should be derived by dividing the total amount of income received by the corresponding period of employment.</li> </ul> <p>(iii) Annual double pay/annual bonus/other annual gratuity</p> <ul style="list-style-type: none"> <li>The average monthly income should be derived by dividing the total amount received from the current employment in the past one year before the date of signing the Application Form/declaration form(s) by 12.</li> <li>If the period from the date of employment up to the date of disbursement of the total amount is less than 12 months, the average figure should be derived by dividing the total amount received as at the date of disbursement by the corresponding period of employment, i.e. between the date of employment and the date of disbursement.</li> </ul>	

Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
	<p><b><u>2. Persons who have no fixed employer</u></b></p> <p>For persons who have no fixed employer, the average monthly income should be derived by dividing the total amount of irregular income received in the past 12 calendar months before the date of signing the Application Form/declaration form(s) by 12. If the employment period is less than 12 calendar months before the date of signing the Application Form/declaration form(s), the average income should be derived by dividing the total amount of income received by the corresponding period of employment.</p> <p><b><u>3. Applicable to all employed persons</u></b></p> <p>(i) If living in quarters provided by the employer, the Applicant and/or any of his/her family member(s) must include his/her/their benefits as part of his/her/their income. The methods of calculation are as follows:</p> <ul style="list-style-type: none"> <li>• For employees who do not need to pay the rent – 10% of the average monthly total employment income of the employees will be taken as his/her monthly income;</li> <li>• For employers who are charging a rent lower than the market rent – rent payment to the employer should first be deducted from 10% of the average monthly total employment income of the employee. The remaining amount will then be taken as his/her monthly income. A negative figure is taken as “0”.</li> </ul> <p>(ii) For employees with more than one jobs at the same time, all jobs and all of the income must be declared.</p> <p>(iii) For employees on no-paid leave, the deducted amount of income will not be taken as deductions.</p>	

Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
<b>Income from self-employment (if holding/hiring commercial vehicles or having business undertakings)</b>	<p>The average figure should be derived by dividing the total amount of income during the period of continuous self-employment before the date of signing the Application Form/declaration form(s) by the corresponding number of months or days of self-employment. The maximum calculation period is 12 calendar months:</p> <ul style="list-style-type: none"> <li>Trading income less various expenditure on operating cost (such as paid registration fee, insurance premium, interest and maintenance fees) during the period.</li> <li>Personal wages and bonus or remuneration receivable by shareholders of the company (business losses cannot be deducted from the income).</li> </ul>	<ul style="list-style-type: none"> <li>Persons who are self-employed without holding a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-002E)</li> <li>Persons who hold a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-009E)</li> <li>Persons who hire commercial vehicles for business purposes are required to submit the completed declaration form (No. RCSU2-005E)</li> <li>Persons who own vehicles are required to submit the completed declaration form (No. RCSU2-003E) for declaring the usage of the vehicles. If the vehicles are for commercial use, the persons are also required to submit completed declaration form (No. RCSU2-002E or RCSU2-009E)</li> <li>Persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E)</li> <li>A copy of the valid Business Registration Certificate/Hawker Licence/Fishing Vessel Licence/Vehicle Registration Document/Taxi Driver Identity Plate, etc should be submitted</li> </ul>

Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
<b>Rental income (applicable to persons who own land and landed properties)</b>	<p>Net monthly rental income<sup>#</sup> multiplies by the percentage of ownership.</p> <p><sup>#</sup> The income is derived by subtracting the monthly rates and government rent from the monthly rental income from any leased lands (irrespective of whether holding the entire or part of the title of the land), parking spaces and landed properties (persons owning domestic properties in Hong Kong are ineligible to apply for PRH) owned by the persons in and outside Hong Kong in the past six calendar months before the date of signing the Application Form/declaration form(s) (for vacant/self-occupied properties/leased properties without a duly stamped tenancy agreement and whose rental income derived is lower than the ratable value, the monthly rental income is to be derived by dividing the ratable value by 12) and then deducting 20% of the remaining amount as expenses.</p>	<ul style="list-style-type: none"> <li>• Persons who own land/ landed properties are required to submit the completed declaration form (No. RCSU2-020E)</li> <li>• A copy of the latest Demand for Rates and/or Government Rent should be provided irrespective of whether the properties have been let out</li> </ul>



Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
<p><b>Other sources of income (dividends, bonus, proceeds of insurance policies, periodic interest, maintenance, financial support from relatives and friends, retirement benefits (including pensions), Comprehensive Social Security Allowance (CSSA) etc)</b></p>	<p>The average figure should be derived by dividing any income received from other than employment/self-employment* in the past six calendar months before the date of signing the Application Form/declaration form(s) by six.</p> <p>* Interest/bonus/dividends, monthly annuity (from deposits and investments including shares, insurance policies and trust fund), retirement benefits (including pensions), CSSA, maintenance payment received, Council Members remuneration, Surviving Spouses' and Children's Pensions/Widows and Orphans Pensions, financial support from relatives and friends (including subsidies from the spouse who has yet to be granted the right to land in Hong Kong), and any other income not included in the above categories should be entered in the part of "Income" in the Application Form.</p> <p>For all insurance policies, including those with savings or investment elements (such as annuity plans), the average monthly bonus, interest and guaranteed monthly annuity payment received in the past one year before the date of signing the Application Form/declaration forms should be declared.</p> <p>For fixed monthly retirement benefits (including pensions) or CSSA, the amount received in the past one calendar month before the date of signing of the Application Form/declaration form(s) should be declared. For persons receiving Long-term Supplement of CSSA, the monthly average payment should be taken as income.</p>	<ul style="list-style-type: none"> <li>• Persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E)</li> <li>• Persons who own insurance policies (including annuity plans) are required to submit the completed declaration form (No. RCSU2-011E)</li> <li>• Persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E)</li> <li>• Divorced persons are required to submit the completed declaration form (No. RCSU2-007E) to declare whether they are receiving or paying maintenance fee</li> <li>• Persons who are employed and receiving retirement benefits, CSSA, financial support from relatives and friends, etc are required to submit the completed declaration form (No. RCSU2-021E)</li> <li>• Persons who are unemployed are required to submit the completed declaration form (No. RCSU2-008E) to indicate their source of financial support, including whether they are receiving retirement benefits, CSSA, financial support from relatives and friends, etc</li> <li>• Recipients of retirement benefits or CSSA are required to submit the latest supporting documents of the amount of retirement benefits they are receiving or those of CSSA issued by the Social Welfare Department one calendar month before the date of signing the Application Form/declaration form(s) as well as a copy of the Waiver of Medical Charges for CSSA Recipients</li> </ul>

Source of Income	Notes on the Calculation Method	Supporting Documents and Declaration Forms Required
<b>Retired persons or persons not in employment (such as unemployed persons, housewives and students)</b>	If there is no income, please enter "Nil" or "0".	<ul style="list-style-type: none"> <li>Persons not in employment should submit the completed declaration form (No. RCSU2-008E). If there is employment income in the past six calendar months, the persons concerned should provide the supporting documents of their employment income in the past six calendar months and submit the completed declaration form (No. RCSU2-008-1E)</li> <li>Students are required to submit a copy of the valid student identification documents</li> </ul>
<p>Remarks: According to the general eligibility criteria of PRH application, the Applicant and all his/her family member(s) must be residing in Hong Kong. Recipients of Social Welfare Department's cash assistance/allowance schemes for elderly people who choose to reside in the Mainland, such as the Portable Comprehensive Social Security Assistance Scheme, the Guangdong Scheme and the Fujian Scheme, are therefore ineligible to apply for PRH. If the Applicant and/or his/her family member(s) has/have already withdrawn from the scheme(s) prior to the submission of the Application Form, the average monthly amount received in the past six calendar months before the date of signing Application Form/declaration form(s) must be declared.</p>		

(b) Items waived from the calculation

These include employees' mandatory contribution to the Mandatory Provident Fund Scheme/Recognised Occupational Retirement Schemes (at the statutory rate of 5% of employees' mandatory contributions and subject to a ceiling at the current maximum employees' monthly mandatory contributions; all contributions other than mandatory contributions are voluntary and thus cannot be waived), maintenance fee actually paid out (subject to a ceiling at the amount of maintenance fee determined by the court), contributions to Surviving Spouses' and Children's Pensions Scheme/Widows and Orphans Pension Scheme, Disability Allowance, Old Age Allowance, Old Age Living Allowance payable under the Social Security Allowance Scheme of the Social Welfare Department, One-off Living Subsidy for Low-income Households Not Living in Public Housing and Not Receiving CSSA under the Community Care Fund, Working Family Allowance, etc. The Applicant and his/her family member(s) should provide supporting documents (such as supporting documents of their mandatory contributions and maintenance fee payment).

4.4.2 The Applicant and all his/her family member(s) (including those aged below 18) are required to declare the assets that they own or co-own or any interest in any type of assets. If they do not have any assets, they must enter “Nil” or “0” in the part of asset declaration. If that part is left unfilled, the Application Form and the relevant documents will be returned and the application will not be registered (please refer to Item 4.2.2).

(a) Assets required to be declared (in Hong Kong dollars) include:

Asset	Notes on the Calculation	Supporting Documents and Declaration Forms Required
<b>Land</b>	For land in and outside Hong Kong, e.g. government grant and Letter A/B for exchange of land, the net asset value is derived by deducting the outstanding mortgage repayment from the value of the land one day before the date of signing the Application Form/declaration form(s) according to the percentage of ownership/interest.	<ul style="list-style-type: none"> <li>Persons who own land are required to submit the completed declaration form (No. RCSU2-020E)</li> <li>A copy of proof of the ownership of the land</li> <li>A copy of the latest valuation report of the land</li> <li>A copy of the supporting documents of the relevant mortgage deed</li> </ul>
<b>Landed Properties</b>	For landed properties (including ancestral houses) of any uses which are completed or for pre-sale, or which are the subject matter of a sale and purchase agreement in and outside Hong Kong, the net asset value is derived by deducting the outstanding mortgage repayment from the value of such properties one day before the date of signing the Application Form/declaration form(s) according to the percentage of ownership/interest.	<ul style="list-style-type: none"> <li>Persons who own landed properties are required to submit the completed declaration form (No. RCSU2-020E)</li> <li>A copy of the proof of the ownership of the landed properties</li> <li>A copy of the latest valuation report of the landed properties</li> <li>A copy of the supporting documents of the relevant mortgage deed</li> </ul>
<b>Vehicles</b>	<p>For private cars, vans, light goods vehicles, lorries, coaches, motor-cycles, taxis, public light buses, container tractors and trailers, etc, the net asset value is derived by deducting the outstanding hire purchase repayment from the value of such vehicles one day before the date of signing the Application Form/declaration form(s).</p> <ul style="list-style-type: none"> <li>For individually registered vehicles, the net asset value should be declared under “Vehicles”.</li> <li>For company registered vehicles, the net asset value should be declared under “Business Undertakings”.</li> </ul>	<ul style="list-style-type: none"> <li>Persons who own vehicles are required to submit the completed declaration form (No. RCSU2-003E)</li> <li>A copy of the Vehicle Registration Document (including the front and back sides)</li> </ul>

Asset	Notes on the Calculation	Supporting Documents and Declaration Forms Required
<b>Taxi/Public Light Bus Licences</b>	<p>The current net asset value of the taxi/public light bus licences is derived by deducting the outstanding hire purchase repayment from the market value of such licences one day before the date of signing of the Application Form/declaration form(s).</p>	<ul style="list-style-type: none"> <li>• Persons who are holding taxi/public light bus licences are required to submit the completed declaration form (No. RCSU2-003E)</li> <li>• A copy of the licence</li> <li>• A copy of the latest valuation report of the licence</li> <li>• A copy of the hire purchase agreement</li> <li>• A copy of the supporting documents of the mortgage loan</li> </ul>
<b>Investments</b>	<p>All insurance policies, including those with savings or investment elements (the value of the policy, including but not limited to its cash value, accumulated bonus and interest should be declared as an investment item under Net Asset Value in Part 3 of the Application Form), shares, bonds, futures, paper gold, certificates of deposits, structured investment products, deposits with brokers, mutual fund, unit trust fund, annuity plans and voluntary contributions under Mandatory Provident Fund schemes, etc should be declared.</p> <p>The value of these investment instruments is calculated at their latest net asset value or latest closing price per unit on the date of signing the Application Form/declaration form(s).</p>	<ul style="list-style-type: none"> <li>• Persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E)</li> <li>• Persons who own insurance policies are required to submit the completed declaration form (No. RCSU2-011E)</li> <li>• Supporting documents are not required at the time of submitting the application</li> </ul>



Asset	Notes on the Calculation	Supporting Documents and Declaration Forms Required
<b>Business Undertakings</b>	<p>Interests in any business of sole proprietorship, partnership/firms or limited companies should be declared.</p> <p>The net asset value is derived by deducting all the liabilities from the total sum of net book value of plant and machinery, stocks in hand, account receivable, balance of bank accounts, cash in hand, residual value of vehicles, and market value of landed properties and so on listed on the latest audited account endorsed by Certified Public Accountants on the date of signing the Application Form/declaration form(s).</p>	<ul style="list-style-type: none"> <li>Persons who do not hold any Business Registration Certificates are required to submit the completed declaration form (No. RCSU2-002E)</li> <li>Persons who hold valid Business Registration Certificates are required to submit the completed declaration form (No. RCSU2-009E)</li> <li>Persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E)</li> <li>A copy of a valid Business Registration Certificate/Hawker Licence/Fishing Vessel Licence/Vehicle Registration Document/Taxi Driver Identity Plate, etc should be submitted</li> </ul>
<b>Deposits, Cash in Hand and Loan to Others</b>	<ul style="list-style-type: none"> <li>Deposits include the actual balance<sup>Note 12</sup> (irrespective of the amount) in all fixed and savings/current accounts (in Hong Kong dollars and foreign currencies<sup>Note 13</sup>) and the amount that has been withdrawn or can be withdrawn at any time from the Mandatory Provident Fund/Provident Fund account one day before the date of signing of the Application Form/declaration form(s)</li> <li>Cash in hand in Hong Kong dollars and foreign currencies at a value of HK\$5,000 or above on the date of signing the Application Form/declaration form(s)</li> <li>All outstanding loans in Hong Kong dollars and foreign currencies on the date of signing the Application Form/declaration form(s)</li> </ul>	<ul style="list-style-type: none"> <li>Persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E)</li> <li>Supporting documents are not required at the time of submitting the application</li> </ul>

Note 12: Persons who have a joint account are required to declare the average amount of balance owned by each person according to the number of account holders.

Note 13: Foreign currency exchange rate shall be determined according to the closing rate one day before the date of signing the Application Form/declaration form(s).

(b) Items Waived from the Calculation

These include compensation lump sum due to injuries from industrial/traffic accidents or other accidents resulting in the employees' incapacity as well as periodical payments (i.e. work-injury payments) and so forth by the employers to the employees during the period of their temporary incapacity. Nevertheless, the Applicant and/or his/her family member(s) should provide the relevant documents as proofs.

## 5. Contact Us

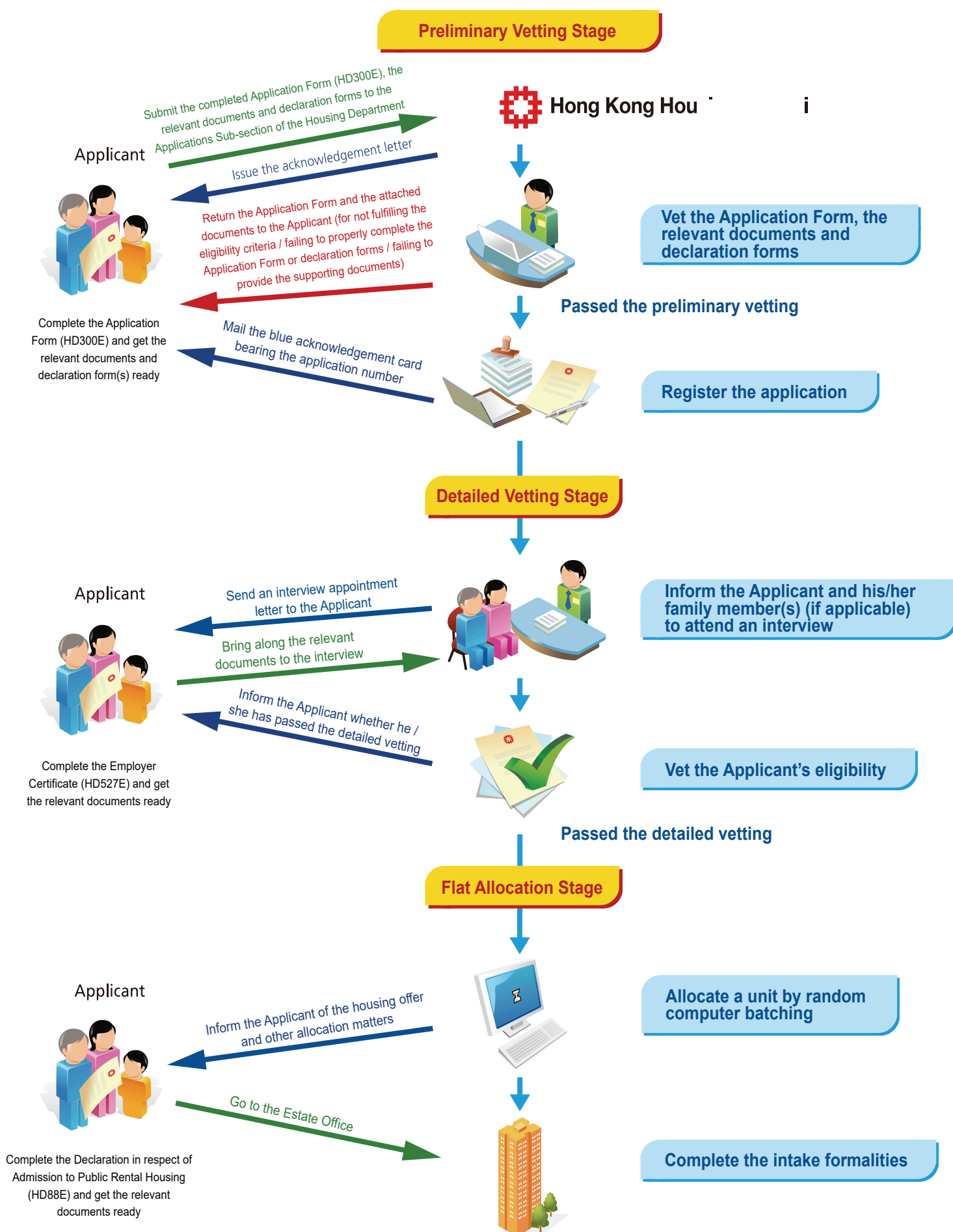
For enquiries, applicants may call the HA Hotline on 2712 2712. Those who have joined the Single Elderly Persons Priority Scheme or the Elderly Persons Priority Scheme may call the HA Elderly Enquiry Hotline on 2794 5134. They may also contact HD's Applications Sub-section:

By Post : P O Box 89192, Kowloon City Post Office, Hong Kong

In Person : Podium Level 2, Hong Kong Housing Authority Customer Service Centre,  
3 Wang Tau Hom South Road, Kowloon, Hong Kong

For applicants who prefer to contact us by post, please quote the Application Number (if any), your name, Hong Kong Identity Card Number, correspondence address and day time contact telephone number in the letter.

## Simplified Flowchart of Public Rental Housing Application



## Checklist of Supporting Documents for Public Rental Housing Application

<b>1. Supporting documents of the Applicant and his/her family member(s) and the relevant declaration forms (Please refer to Item 4.3 of the Application Guide)</b>	
Proof of identity	<input type="checkbox"/> a copy of the Hong Kong Smart Identity Card (a copy of the juvenile identity card for persons from the age of 11 years to 17 years; a copy of the adult identity card for persons aged 18 or above) <input type="checkbox"/> a copy of the Birth Certificate (for persons aged below 11) <input type="checkbox"/> a copy of the Permit for Proceeding to Hong Kong and Macao (One-way Permit) / travel document / passport or relevant supporting documents (providing the official stamp / landing slip showing their initial date of permission of entry to indicate their right to land in Hong Kong)
If the name entered in the Application Form is different from that shown on the supporting documents, or an alias has been used	<input type="checkbox"/> a copy of deed poll / notarial certificate
Proof of kinship	<input type="checkbox"/> a copy of the proof of birth / notarial certificate <input type="checkbox"/> a copy of the adoption order / documents for appointment of guardians issued via the judicial authorities / government departments <input type="checkbox"/> persons who have the guardianship of a child / children under the age of 18 are required to submit the completed declaration form (No. RCSU2-022E) <input type="checkbox"/> persons who make an application together with single siblings are required to submit the completed declaration form (No. RCSU2-019E)
Proof of marital status to be submitted by married persons	<input type="checkbox"/> a copy of the Certificate of Marriage <input type="checkbox"/> for marriage registered on the Mainland but no application has ever been made for the relevant supporting documents, a copy of the notarial certificate is required to be submitted <input type="checkbox"/> for customary marriage celebrated in Hong Kong, the original copy of the statutory declaration is required to be submitted <input type="checkbox"/> married persons whose spouses have not been granted the right to land in Hong Kong should submit the completed declaration form (No. RCSU2-013E), a copy of the Certificate of Marriage and a copy of the identity document of their spouse's domicile (including the front and back sides)
Proof of marital status to be submitted by persons who have applied to the court for a divorce	<input type="checkbox"/> a copy of the legal documents as proofs of having applied to the court for a divorce (for filing for a divorce in Hong Kong, a copy of the Petition (Form 2) and the General Form of Joint Application (Form 2C)) and having handled the custody and the right to care and control (if applicable) of the child(ren) <input type="checkbox"/> persons who have applied to the court for a divorce are required to submit the completed declaration form (No. RCSU2-014E / No. RCSU2-015E)
Divorced persons, widowed persons and persons with a child / children born out of wedlock under the age of 18	<input type="checkbox"/> a copy of the supporting documents of the court's divorce decree and the completed declaration form (No. RCSU2-007E). Persons filing for a divorce in Hong Kong are required to submit a copy of the Certificate of Making Decree Nisi Absolute (Divorce) (Form 6 or 7B) <input type="checkbox"/> divorced persons making an application with a child / children under the age of 18 should submit a copy of the document issued by the court for being granted the custody and the right to care and control (if applicable) of the child(ren). Persons who have the Joint Custody, the Care and Control are required to submit the completed declaration form (No. RCSU2-023E) <input type="checkbox"/> for those with a child / children born out of wedlock, and, if the custody of the child(ren) has never been decided by the court, the natural mother should submit the original copy of the statutory declaration indicating the custody arrangements of the child(ren). If the court has decided on the custody and the right to care and control of the child(ren) born out of wedlock, the natural mother should submit a copy of the relevant documents, while the natural father should submit a copy of the documents indicating that he has been granted the custody and the right to care and control of the child(ren) by the court <input type="checkbox"/> widowed persons should submit a copy of the Certificate of Marriage / a copy of the notarial certificate / the original copy of the statutory declaration and a copy of the Death Certificate of the spouse
Pregnancy of 16 weeks or more	<input type="checkbox"/> a copy of the certificate pertaining to the expected date of delivery issued by a registered medical practitioner indicating that the person concerned has been pregnant for 16 weeks or more on or before the date of issue
Disabled persons	<input type="checkbox"/> a copy of the latest medical certificate of disability issued by a registered medical practitioner or recognised medical personnel
Proof of Address	<input type="checkbox"/> a copy of any latest documents (such as an electricity bill or a water bill) bearing the Applicant's name and his/her Hong Kong residential address in Chinese / English entered in the Application Form
<b>2. Supporting documents of income of the Applicant and his/her family member(s) and the relevant declaration forms (Please refer to Item 4.4.1 of the Application Guide)</b>	
Employed persons (who have a fixed employer)	<input type="checkbox"/> the original copy of the Employer Certificate (HD527E) (valid for three months from the date of issue)
Employed persons (who have no fixed employer)	<input type="checkbox"/> the completed declaration form (No. RCSU2-001E) <input type="checkbox"/> persons who are employed to work on a fishing vessel are required to submit the original copy of the completed declaration form (No. RCSU2-006E)

Self-employed persons (if holding / hiring commercial vehicles or having business undertakings)	<input type="checkbox"/> persons who are self-employed without holding a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-002E) <input type="checkbox"/> persons who hold a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-009E) <input type="checkbox"/> persons who hire commercial vehicles for business purposes are required to submit the completed declaration form (No. RCSU2-005E) <input type="checkbox"/> persons who own vehicles are required to submit the completed declaration form (No. RCSU2-003E) <input type="checkbox"/> persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E) <input type="checkbox"/> a copy of the valid Business Registration Certificate / Hawker Licence / Fishing Vessel Licence / Vehicle Registration Document / Taxi Driver Identity Plate, etc
Rental income (applicable to persons who own land / landed properties)	<input type="checkbox"/> persons who own land / landed properties are required to submit the completed declaration form (No. RCSU2-020E) <input type="checkbox"/> a copy of the latest Demand for Rates and/or Government Rent
Other sources of income (dividends, bonus, proceeds of insurance policies, periodic interest, maintenance, financial support from relatives and friends, retirement benefits (including pensions), CSSA, etc)	<input type="checkbox"/> persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E) <input type="checkbox"/> persons who own insurance policies are required to submit the completed declaration form (No. RCSU2-011E) <input type="checkbox"/> persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E) <input type="checkbox"/> divorced persons are required to submit the completed declaration form (No. RCSU2-007E) <input type="checkbox"/> persons who are employed and receiving retirement benefits, CSSA and financial support from relatives and friends are required to submit the completed declaration form (No. RCSU2-021E) <input type="checkbox"/> persons who are unemployed are required to submit the completed declaration form (No. RCSU2-008E) to indicate their source of financial support, including whether they are receiving retirement benefits, CSSA or financial support from relatives and friends <input type="checkbox"/> recipients of retirement benefits or CSSA are required to submit the latest supporting documents of the amount of retirement benefits they are receiving or those of CSSA issued by the Social Welfare Department one calendar month before the date of signing the Application Form / declaration form(s) as well as a copy of the Waiver of Medical Charges for CSSA Recipients
Retired persons and persons not in employment (such as unemployed persons, housewives and students)	<input type="checkbox"/> persons not in employment should submit the completed declaration form (No. RCSU2-008E). If there is employment income in the past six calendar months, the persons concerned should provide the supporting documents of their employment income in the past six calendar months and submit the completed declaration form (No. RCSU2-008-1E) <input type="checkbox"/> a copy of the valid student identification document
<b>3. Supporting documents of the net value of assets of the Applicant and his/her family member(s) in and outside Hong Kong and the relevant declaration forms (Please refer to Item 4.4.2 of the Application Guide)</b>	
Land	<input type="checkbox"/> the completed declaration form (No. RCSU2-020E) <input type="checkbox"/> a copy of proof of the ownership of the land <input type="checkbox"/> a copy of the latest valuation report of the land <input type="checkbox"/> a copy of relevant mortgage deed
Landed Properties (properties owned or under agreements for sale and purchase, e.g. domestic properties, commercial retail shops, industrial premises and parking spaces)	<input type="checkbox"/> the completed declaration form (No. RCSU2-020E) <input type="checkbox"/> a copy of proof of the ownership of the landed properties <input type="checkbox"/> a copy of the latest valuation report of the landed properties <input type="checkbox"/> a copy of the supporting documents of the relevant mortgage deed
Vehicles (e.g. private cars and commercial vehicles)	<input type="checkbox"/> the completed declaration form (No. RCSU2-003E) <input type="checkbox"/> a copy of the Vehicle Registration Document (including the front and back sides)
Taxi / Public Light Bus Licences	<input type="checkbox"/> the completed declaration form (No. RCSU2-003E) <input type="checkbox"/> a copy of the licence <input type="checkbox"/> a copy of the latest valuation report of the licence <input type="checkbox"/> a copy of the hire purchase agreement <input type="checkbox"/> a copy of the supporting documents of the mortgage loan
Investments (e.g. insurance policies, shares, bonds, futures, paper gold, certificates of deposits, deposits with brokers, mutual fund and unit trust fund)	<input type="checkbox"/> persons who own investment items are required to submit the completed declaration form (No. RCSU2-010E) <input type="checkbox"/> persons who own insurance policies are required to submit the completed declaration form (No. RCSU2-011E)
Business undertakings (e.g. interest in any business of sole proprietorship, partnership / firms or limited companies and all the assets held under the business)	<input type="checkbox"/> persons without holding a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-002E) <input type="checkbox"/> persons who holds a Business Registration Certificate are required to submit the completed declaration form (No. RCSU2-009E) <input type="checkbox"/> persons who own fishing vessels to make a living are required to submit the completed declaration form (No. RCSU2-004E) <input type="checkbox"/> a copy of a valid Business Registration Certificate / Hawker Licence / Fishing Vessel Licence / Vehicle Registration Document / Taxi Driver Identity Plate, etc
Fixed Deposit	<input type="checkbox"/> persons who have fixed deposit are required to submit the completed declaration form (No. RCSU2-012E)





# 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	Please fill in the name as shown on the Hong Kong Identity Card (H.K.I.C.) (or on the Hong Kong Birth Certificate if not being issued a H.K.I.C.) in BLOCK LETTERS.	
	Surname	LEE	CHAN	LEE		
Gender (please "✓")		<input checked="" type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth	Day Month Year	13 5 1975	24 6 1979	25 4 2004		
Relationship with the Applicant		Applicant	WIFE	SON	Please "✓" according to the marital status of individual member(s).	
Marital Status (please "✓")		<input type="checkbox"/> Unmarried <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Applied to the court for a divorce	<input type="checkbox"/> Unmarried <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Applied to the court for a divorce	<input checked="" type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Applied to the court for a divorce	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Applied to the court for a divorce	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Applied to the court for a divorce
Hong Kong Identity Card (H.K.I.C.) No.		G123456 (7)	H567890 (8)	( )	Please leave the box blank for persons not born in Hong Kong, aged below 11 and who are not holding a H.K.I.C.	
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	For persons not born in Hong Kong/residing in Hong Kong for less than 7 years, please fill in the date of entry as shown on the One-way Permit/passport.	
If having any disabilities (Note 1), please "✓"		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6		
If living in a residential care home for the elderly, please "✓"		<input type="checkbox"/> Subvented <input type="checkbox"/> Private	<input type="checkbox"/> Subvented <input type="checkbox"/> Private	<input type="checkbox"/> Subvented <input type="checkbox"/> Private	<input type="checkbox"/> Subvented <input type="checkbox"/> Private	<input type="checkbox"/> Subvented <input type="checkbox"/> Private
If receiving Comprehensive Social Security Assistance (CSSA) (Note 2), please "✓"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If pregnant for 16 weeks or more, please "✓"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please fill in contact telephone number(s) for processing the application.	
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 Floor 2 Block No.	
Flat / Unit / Room No.		8 Floor 3 Block No.		Building Name		TIN SUM HOUSE	
Building Name		TAI TUNG HOUSE		Estate Name		TIN SUM TSUEN	
Estate Name				Street No.		88 Street Name TIN SUM STREET	
Street No.		222 Street Name SHAU KEI WAN MAIN STREET EAST		District		<input checked="" type="checkbox"/> HK <input type="checkbox"/> KLN <input type="checkbox"/> NT <input type="checkbox"/> Islands	
Post Office / P O Box No. (if applicable)				If the correspondence or residential address filled in is outside Hong Kong, this Application Form and the relevant documents will be returned.		<input type="checkbox"/> HK <input type="checkbox"/> KLN <input checked="" type="checkbox"/> NT <input type="checkbox"/> 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)
<b>Total Monthly Household Income = (A)+(B)+(C)+(D)+(E) = \$ 12 000</b>					
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)
<b>Total Net Asset Value of the Household = (A)+(B)+(C)+(D)+(E) = \$ 183 548.99</b>					

### 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:

<input type="checkbox"/>	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.)
<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	Harmonious Families Priority Scheme (HFPS) (please refer to Item 2.6 of the Application Guide) <input type="checkbox"/> The Applicant opts to live together with the elderly in the same unit (may choose any districts in Part 5) <input checked="" type="checkbox"/> 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:

<input checked="" type="checkbox"/>	New Territories (comprising Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po)	<input type="checkbox"/>	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 <b>For applicants not under the above schemes, their application forms will be returned if they choose “Urban”.</b>
<input type="checkbox"/>	Extended Urban (comprising Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi)		
<input type="checkbox"/>	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	LEE TAI MAN	G123456 ( 7 )	Lee Tai Man
Family Member	CHAN SIU MUI	H567890 ( 8 )	Chan Siu Mui
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 -



**Correspondence Address**

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

**Office Address**

Applications Sub-section, Housing Department  
Podium Level 2, Hong Kong Housing Authority Customer Service  
Centre, 3 Wang Tau Hom South Road, Kowloon, Hong Kong

**Hong Kong Housing Authority Hotline**

2712 2712

**Hong Kong Housing Authority Elderly Enquiry Hotline**

2794 5134

**Housing Authority / Housing Department Website**

[www.housingauthority.gov.hk](http://www.housingauthority.gov.hk)



# **Public Rental Housing (PRH) Application**

## **Points to Note**

### **(Rev. April 2024)**

#### **1. A new provision to clause 2.2 in the Application Guide (HD273) :**

2.2.8 Applicants or family members whose PRH applications cancelled by the HA on or after 1 October 2023 on grounds of making false declarations or furnishing false information will be barred from re-applying for PRH for a period of five years from the date of cancellation.

2.2.9 Applicants or family members whose rental estate units applications cancelled by the HKHS on or after 1 December 2023 on grounds of making false declarations or furnishing false information will be barred from re-applying for PRH and rental estate units for a period of five years from the date of cancellation.

2.2.10 Ex-tenants with rental estate units tenancies terminated by the HKHS on or after 1 December 2023 for making false declarations or breaching any terms of the tenancy agreement etc., as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH and rental estate units within five years from the following day after the date of tenancy termination. Although their applications may have been registered before the date of tenancy termination, these applications will be temporarily frozen for five years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). Should applicant households of PRH or rental estate units including ex-tenants and family members aged 18 or above at the time of tenancy termination have vacated the PRH or rental estate units without paying the rent arrears / debts when the tenancy is terminated, they must settle all the outstanding rent arrears / debts before they will be offered another unit in consequence of the PRH or rental estate units application.

#### **2. A new provision to clause 2 in the Application Guide (HD273) :**

2.9 Families with Newborns Allocation Priority Scheme

2.9.1 Such applications must fulfil the general eligibility criteria in Item 2.1 and the eligibility criteria for applications by ordinary families in Item 2.3.

2.9.2 Family applications with babies born on or after 25 October 2023 and aged one or below are eligible for the Families with Newborns Allocation Priority Scheme (i.e. the Applicant must add the eligible newborn to his/her PRH application on or before the day when that newborn turns one year old) and will be credited one year of waiting time. For a PRH application with more than one eligible newborn under the Families with Newborns Allocation Priority Scheme (e.g. twins), waiting time credit of only one year will be given.

2.9.3 A new / registered PRH application eligible for this scheme will automatically be switched to be an application under the Families with Newborns Allocation Priority Scheme and be credited one year of waiting time. The G-number Equivalent Date issued for the application will therefore be one year earlier.

2.9.4 Applicants joining the Harmonious Families Priority Scheme and simultaneously eligible for the Families with Newborns Allocation Priority Scheme will only be given a credit waiting time of one year in total.

2.9.5 If for whatever reasons the newborn concerned is no longer included in the PRH application, the application no longer fulfils the eligibility criteria of the Families with Newborns Allocation Priority Scheme. The registration date of the application will be restored to the original registration date / the G-number Equivalent Date.

#### **3. A new provision to clause 3.1.7 in the Application Guide (HD273) :**

(o) Ex-tenants with rental estate units tenancies terminated by the HKHS on or after 1 December 2023 for making false declarations or breaching any terms of the tenancy agreement etc., as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH and rental estate units within five years from the following day after the date of tenancy termination. Although their applications may have been registered before the date of tenancy termination, these applications will be temporarily frozen for five years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). Should applicant households of PRH or rental estate units including ex-tenants and family members aged 18 or above at the time of tenancy termination have vacated the PRH or rental estate units without paying the rent arrears / debts when the tenancy is terminated, they must settle all the outstanding rent arrears / debts before they will be offered another unit in consequence of the PRH or rental estate units application.

**4. The clause 2.2.7 and 3.1.7(k) in the Application Guide (HD273) have been amended as :**

Ex-tenants with PRH tenancies terminated by the HA on or after 1 October 2023 for making false declarations, breaching any terms of the tenancy agreement, violating the Marking Scheme for Estate Management Enforcement in Public Housing Estates etc., as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH within five years from the following day after the date of tenancy termination (except for those applicants who are required to submit PRH Application Forms for admission to IH). Although their applications may have been registered before the date of tenancy termination or accepted for registration due to the Applicants' admission to IH, these applications will be temporarily frozen for five years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). As for the ex-tenants with PRH tenancies terminated by the HA during the period from 1 January 2006 to 30 September 2023 as well as their family member(s) aged 18 or above at the time of tenancy termination are ineligible to apply for PRH within two years from the following day after the date of tenancy termination (except for those applicants who are required to submit PRH Application Forms for admission to IH). Although their applications may have been registered before the date of tenancy termination or accepted for registration due to the Applicants' admission to IH, these applications will be temporarily frozen for two years from the following day after the date of tenancy termination and the frozen period will not be counted as the waiting time (Non-elderly One-person Applicants also will not earn any waiting time points during the frozen period). At the time of flat allocation, the above two categories of applicants will not be offered a unit better than their previous PRH abode in terms of geographical location, age of building and floor level. Should applicant households including ex-tenants and family members aged 18 or above at the time of tenancy termination have vacated the unit without paying the rent arrears / debts when the tenancy is terminated, they must settle all the outstanding rent arrears / debts before they will be offered another unit in consequence of the application. The above restrictions are also applicable to ex-licensees of PRH and IH and their family member(s).

**5. The clause 3.1.7(h) in the Application Guide (HD273) has been amended as :**

With the abolition of the age limit for admission to Housing for Senior Citizens (HSC) units, Non-elderly One-person Applicants or two-person applicants may also be offered HSC units with shared facilities (e.g., kitchen, toilet). Moreover, to speed up the allocation of PRH, units in estates to be completed or vacant units under refurbishment will be offered to eligible applicants in advance.

( Please scan the QR Code to view the video on HSC



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Remark: Please read together with the Application Guide for PRH (Rev. November 2022) [HD273].

( Please scan the QR Code to view the above document



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