



Home Assistance Loan Scheme (HALS)/Home Purchase Loan Scheme (HPLS)
Application Form for Addition/Deletion of Family Members/
Change of Ownership Subsequent to Loan or Subsidy

Please submit the completed form with the photocopy of supporting documents (e.g. identity card, marriage certificate, divorce certificate or death certificate, etc.) to Home Assistance Loan Unit, Room 202, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon or by fax 3549 6727. For enquiry, please contact us at 3162 0666.

Part I Information

Property Address : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Tel. Contact No.: \_\_\_\_\_ Certificate of Eligibility : \_\_\_\_\_ (For HD use only)

Part II Particulars of Change of Family Members/Ownership

1. Addition/Deletion of Family Member(s)

Table with 5 columns: Name, HKIC/Birth Certificate No., Relationship with Owner, Reason for Addition, Reason for Deletion. Rows (1), (2), (3)

2. Change of Ownership (Please ✓) You are required to pay an administrative fee (currently at HK\$3,020). You will receive "Notification of Payment" and please pay the administrative fee by "Faster Payment System (FPS)" or cheque. The administrative fee is not refundable under any circumstances.

Form with checkboxes: To be solely owned by \_\_\_\_\_, To be jointly owned by \_\_\_\_\_ and \_\_\_\_\_ in the form of Joint Tenancy. Reason: \_\_\_\_\_

Part III Signature by Owner/Joint Owner

Signature section with columns: Name (In BLOCK Letters), HKIC No., Signature (Must be identical with the one on Loan/Subsidy Agreement), Date. Rows for Owner (1), Joint Owner (2), Joint Owner (3)

Part IV Declaration and Signature by Family Members Aged 18 or above to be Added/Deleted

- I/We consent to the said owner's application for addition/deletion of me/us to the household register of the HALS/HPLS.
I/We understand that the application cannot be withdrawn once approved. At the same time, I/we understand that we must comply with the relevant eligibility criteria of the subsidized housing schemes (i.e. Hong Kong Housing Authority/Hong Kong Housing Society's subsidised housing schemes) in future application.
I/We provide information in this application form on a voluntary basis. I/We also agree that upon vetting of this application, officers of the Housing Department shall have the right to compare and verify my/our personal data and other personal data collected for other purposes.

Signature section for family members with columns: Name (In BLOCK Letters), Signature, Date. Rows for Family Member (1), (2), (3)

The personal data in this Application Form are furnished to HA for the purpose of processing of HALS/HPLS. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his/her household member(s) are entitled to request access to or correction of the personal data stated in this Application Form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Protection Officer of Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon. A fee may be charged for the request for access to personal data.