

**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)

Name	HKIC/Birth Certificate No.	Relationship with Owner	Reason for Addition	Reason for Deletion
(1)				
(2)				
(3)				

2. Change of Ownership (Please ✓) please also enclose a cheque payable to “Hong Kong Housing Authority” for the administrative fee (currently at HK\$2,850). The administrative fee is not refundable in any event.

- 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

	<u>Name (In BLOCK Letters)</u>	<u>HKIC No.</u>	<u>Signature</u> <small>(Must be identical with the one on Loan/Subsidy Agreement)</small>	<u>Date</u>
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- I/We understand that the application cannot be withdrawn once approved.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.

	<u>Name (In BLOCK Letters)</u>	<u>Signature</u>	<u>Date</u>
Family Member (1)	_____	_____	_____
Family Member (2)	_____	_____	_____
Family Member (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.