



# HONG KONG HOUSING AUTHORITY

## Application for Addition / Deletion of Family Member(s)

(For residents of Home Ownership Scheme / Green Form Subsidised Home Ownership Scheme / Private Sector Participation Scheme / Buy-or-Rent Option / Mortgage Subsidy Scheme Courts / Tenants Purchase Scheme Estates)

### Note :

1. Each application form should be used for the purpose of either addition **or** deletion of family member(s). In case both addition and deletion of family member(s) are required, please complete two application forms, i.e. one for addition and another for deletion respectively.
2. This application should be endorsed by the owner/joint-owner(s) (in case the property is jointly owned). The signature of the owner/joint-owner(s) should be the same as those appeared on the assignment in purchase of this property.
3. Addition of Family Member(s)
  - (a) The person(s) proposed to be added is/are confined to the spouse and children under the age of 18 of the owner/joint-owner(s). The added family member(s) shall live in the property as stated in this application.
  - (b) Photocopies of supporting documents (such as marriage certificate, identity card, birth certificate etc.) should be produced to prove the relationship between the owner/joint-owner(s) and the sought-to-be-added, otherwise, the application will not be considered.
4. Deletion of Family Member(s)
  - (a) Unless legally divorced or deceased, the spouse of the owner/joint-owner(s) should not be deleted from relevant records.
  - (b) Normally, the deletion of a crucial member<sup>(Remarks)</sup> can only be effected after joining a subsidized home ownership scheme for two years or more (counting from the date of assignment). [Not applicable to Tenants Purchase Scheme (TPS) owners who purchased their own public rental housing flats and owners who purchased vacant TPS flats through the one-off restricted exercise within the estate.]
  - (c) In processing the application for deletion of family member(s), the Housing Department (HD) may require the applicant to produce supporting documents where necessary.
  - (d) After deletion, the family member(s) is/are not allowed to request reinstatement in future.
5. Please forward the completed application form together with photocopies of the supporting documents by mail or in person to the Housing Manager overseeing your court/TPS estate (whose address is obtainable from the Management Office of your court/TPS estate).
6. This application is free of charge. If applicants are approached by any person who offers to assist them in their application in return for remuneration whether in cash or in kind, they should report without delay to the ICAC. Furthermore, it is an offence for any person to offer any bribe to the staff of the HD. Any such attempt will result in the application being cancelled in addition to any action which may be taken by the ICAC or the Police.

**Remarks :** A crucial member is a member, other than the owner, included in an application form to satisfy the eligibility criteria for joining a subsidized home ownership scheme. The status of a crucial member is defined on the application form at the time of application. There are two categories of crucial members :

- (a) For crucial member(s) meeting the requirement of the minimum number of 2 qualified persons, the status of a crucial member may subsequently be changed upon addition of family member(s).
- (b) For crucial member(s) satisfying the 7-year residence rule, deletion of the last crucial member will only be allowed after the 2-year debarment period.

Notwithstanding the above, deletion of a crucial member within the 2-year debarment period may be considered for cases arising from the following exceptional circumstances :

- (a) marriage, or
- (b) entitlement of housing benefit provided by employer.

## **1. Purpose and Method of Collecting Personal Data/Information**

All personal data/information provided by the owner and the person(s) seeking to be added/deleted on this Application Form will be used by the Hong Kong Housing Authority (HA)/HD and its authorized officers for the following operational needs in processing the application for addition/deletion of family member(s):

- (a) To assess and examine the eligibility of such application for addition/deletion;
- (b) To check double housing benefits and undertake the necessary verification;
- (c) To carry out tenancy management, correct and update relevant tenancy records; and
- (d) To compile statistics and conduct data analysis and research by the HA/HD and relevant Government bureaux/departments.

All the personal data/information on this Application Form, together with the authorization herein for the collection and subsequent comparison/matching of such data/information, are provided by the owner and the person(s) seeking to be added/deleted on a voluntary basis. However, failure on the part of the owner and the person(s) seeking to be added/deleted to provide the HA/HD and its authorized officers with the personal data/information required for vetting the application may hinder processing of the application and may finally lead to its rejection.

## **2. Transfer of Personal Data/Information**

- (a) The HA/HD and its authorized officers, while collecting the personal data/information required for the verification of such contained in this Application Form, may for the purpose of the said collection or its directly related usages, transfer the personal data/information on this Application Form to other sections/offices of the HD, other service providers, relevant government departments, public/private organisations and any other third party in possession of the personal data/information of the owner and the person(s) seeking to be added/deleted. The personal data/information on this Application Form may for such reason be disclosed to relevant government departments, public/private organisations and any other relevant third party.
- (b) For the aforesaid purpose of collection or its directly related usages, relevant government departments, public/private organisations and any other relevant third party may disclose the personal data/information of the owner and the person(s) seeking to be added/deleted in their possession to the HA/HD and its authorized officers to facilitate comparison and verification of such entered in this Application Form.

## **3. Access to Personal Particulars**

Pursuant to Sections 18 and 22 and Principle 6 in Schedule 1 of the Personal Data (Privacy) Ordinance, the owner and the person(s) seeking to be added/deleted are entitled to request access to and correction of his/her personal particulars contained in this Application Form. Any such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Protection Officer at Administration Sub-division, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon. A fee may be charged for such requests.

**Part I Personal Particulars**

Housing Manager/ \_\_\_\_\_ Court/TPS Estate,

Address of property : \_\_\_\_\_

Due to subsequent family changes, I/we hereby apply for \*addition/deletion of the following member(s)\*to/from the records of the captioned address –

Name	Hong Kong Identity Card/ Birth Certificate Number	Relationship with the Owner	Address of Present Abode

I/We understand that the added family member(s) shall live in the property as stated in this application and that after deletion, the family member(s) is/are not allowed to request reinstatement in future.

\* addition to

To be signed by owner/joint-owner(s) and the family member(s) aged 18 or above seeking \_\_\_\_\_ the relevant records - deletion (upon moving out) from

Signature of Owner: _____ Name of Owner : ( _____ ) Telephone No. (day time): _____	Signature of Joint-owner: _____ Name of Joint-owner : ( _____ ) Telephone No. (day time): _____
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Signature of Joint-owner: _____ Name of Joint-owner : ( _____ ) Telephone No. (day time): _____	Signature of Family Member: _____ Name of Family Member : ( _____ )
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Signature of Family Member: _____ Name of Family Member : ( _____ )	Signature of Family Member: _____ Name of Family Member : ( _____ )
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Date : \_\_\_\_\_

\*Please read Note 3 and Note 4 relating to the application for addition/deletion of family member(s) and delete if inapplicable

**Part II Authorization [The owner/joint-owner(s) and person(s) at the age of 18 or above listed on Part I of this Application Form seeking \*addition to/deletion (upon moving out) from the relevant records is/are required to sign the authorization below.]**

1. I/We hereby authorize and agree that the HA/HD and its authorized officers, in vetting my/our application for \*addition/deletion, may compare and verify (manually or otherwise) the personal data/information contained in this Application Form with those collected by them from relevant government departments or public/private organisations or through any other means/persons for related purposes, and where necessary may take appropriate action against me/us on the basis of the outcome of such comparison. I/We formally authorize and agree that the HA/HD and its authorized officers may collect my/our personal data/information from relevant government departments, public/private organisations and any other third party in possession of my/our personal data/information for the purpose of examining and verifying such information contained in this Application Form. I/We also explicitly agree that relevant government departments, public/private organisations and any other third party may disclose my/our personal data/information in their possession to the HA/HD and its authorized officers to facilitate comparison and verification of such entered in this Application Form. The personal data provided may also be used by the HA/HD and relevant Government bureaux/departments for conducting statistical surveys and researches.
2. I/We agree that for the purpose of vetting this Application Form, the HA/HD and its authorized officers may disclose the personal data/information contained herein to relevant government departments, public/private organisations and any other third party in possession of my/our personal data/information.

Signature of Owner: \_\_\_\_\_ (Name: \_\_\_\_\_)

Signature of Joint-owner: \_\_\_\_\_ (Name: \_\_\_\_\_)

Signature of Joint-owner: \_\_\_\_\_ (Name: \_\_\_\_\_)

Signature of Family Member: \_\_\_\_\_ (Name: \_\_\_\_\_)

Signature of Family Member: \_\_\_\_\_ (Name: \_\_\_\_\_)

Signature of Family Member: \_\_\_\_\_ (Name: \_\_\_\_\_)

Date : \_\_\_\_\_

\* Please delete if inapplicable