

## Application for “Temporary Stay” of Overseas Domestic Helper

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### Part I Eligibility Criteria

- (1) The household needs to employ an overseas domestic helper to work and temporarily stay in the public rental housing (PRH) flat; and
- (2) The approval of temporary stay for the overseas domestic helper shall not render the household's living density below 5.5 m<sup>2</sup> internal floor area per person.

### Part II Notes of Application

- (1) The Applicant must submit the duly completed Application Form, together with all the required information and supporting documents to the concerned Estate Office. Failure to provide sufficient information will deter the Hong Kong Housing Authority (HA) from processing this application.
- (2) After verifying the relevant information and supporting documents, HA will issue a letter of “**Approval in Principle**” for the Applicant to pursue employment of the overseas domestic helper with the Immigration Department. Within one month of the arrival of your domestic helper, you must provide the Estate Office concerned with the original and photocopy of the employment contract and the identity document of your domestic helper in order to seek its formal approval for the application.
- (3) The personal data in this Application Form are furnished for the purpose of application for temporary stay of overseas domestic helper. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and the conditional temporary stayer are entitled to request access to or correction of those personal data related to him/ her stated in this Application Form. Where necessary, such requests should be made in writing and directed by post or fax to the Housing Department Departmental Data Protection Officer of the Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon [Fax no. 2761 6363]. A fee may be charged for the request for access to personal data.
- (4) This Application is free of charge. Anyone who offers to assist in return for remuneration should be reported to the Police or Independent Commission Against Corruption (ICAC) immediately. Any person offering a bribe to a public servant to secure public service might commit a bribery offence. Both offeror and acceptor are guilty of the offence regardless of the value of the bribe. HA will refer the case to ICAC for investigation. HA may also cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

### Part III Personal Data of the Applicant

I, \_\_\_\_\_, am the tenant of Flat \_\_\_\_\_, \*Block \_\_\_\_\_ / \_\_\_\_\_ \*House, \_\_\_\_\_ Estate. By reason of \_\_\_\_\_, I need to employ an overseas domestic helper. I wish to apply to HA for approval for the temporary stay of the domestic helper (name) \_\_\_\_\_ (\*H.K.I.C./Passport No.: \_\_\_\_\_) at the said PRH flat during the contract period.

\* Please delete if inapplicable

## Part IV Declaration of the Applicant

I agree and declare that:

- (1) Within one month of the arrival of my domestic helper, I shall provide the Estate Office concerned with the original and photocopy of the employment contract and the domestic helper's identity card in order to seek HA's formal approval for the application.
- (2) Once the application is approved,
  - (i) If the domestic helper causes nuisance to other residents or breaches any terms of the Tenancy Agreement during the period of temporary stay, I will undertake the liability;
  - (ii) If the domestic helper and I renew the employment contract, or the employment contract is terminated in advance of its expiry or the domestic helper is replaced during the period of temporary stay, the approval for the "temporary stay" shall cease to have effect. I shall make a fresh application to the Estate Office concerned for the approval of temporary stay at the PRH flat for the new domestic helper; and
  - (iii) During the period of temporary stay, HA may review and withdraw its approval of temporary stay where necessary.
- (3) The domestic helper being granted temporary stay shall not be counted in the living density of the household upon application for transfer.
- (4) All the above particulars furnished in this Application Form are true and correct.
- (5) All my personal data and supporting documents which I provide for this application will be disclosed to HA/ HD/ the respective Estate Office (including outsourced property services agents) for handling my application, implementation of public housing policies and enforcement of the terms of tenancy agreement in PRH.
- (6) I have read and fully understand all the terms contained in Parts I, II and IV of this Application Form. I shall be held liable for the particulars furnished herein. I am aware that if I do not fully understand any of the abovementioned terms, I may make enquiries and seek clarification with the staff of the Estate Office concerned before signing this Form.

Name

Signature

Contact Tel. No.

Date

Applicant (Tenant) \_\_\_\_\_