

## Declaration for Occupation Position of Household

(Applicable to Application for Extension of Conditional Temporary Stay)

### Part I Notes of Application

- (1) The personal data in this Application Form are furnished for the purpose of application for extension of conditional temporary stay. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant, his/ her household member(s) and 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.
- (2) 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 II Application Particulars

1. I \_\_\_\_\_, (HKIC No.) \_\_\_\_\_, tenant of Flat \_\_\_\_\_, \*Block \_\_\_\_\_ \*House, \_\_\_\_\_ Estate, hereby declare the occupation position of my household to the Hong Kong Housing Authority and seek approval for the extension of conditional temporary stay at the captioned flat for person(s) listed in item 3 below.
2. Existing family members (including the tenant) in the tenancy:

Name	Relationship with Tenant
	Tenant

3. Person(s) who temporarily stay at the captioned flat (including those with/ without approval for conditional temporary stay) (**Note**).

Name	Relationship with Tenant	Date of Birth	H.K.I.C./ Birth Certificate No.	Approval granted for conditional temporary stay (Please ✓ in <input type="checkbox"/> as appropriate)	Reason(s) for conditional temporary stay
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

\* Please delete if inapplicable

### Part III Declaration of the Tenant and Conditional Temporary Stayer(s) Aged 18 or above

I/ We agree and declare that-

1. I/ We understand if the need to take care of the tenant or the condition of dependency on the tenant no longer exists, the person(s) granted for conditional temporary stay will be required to move out of the public housing flat within three months.
2. I understand that allowing unauthorized person(s) to reside in public housing flat is a breach of the condition of the Tenancy Agreement (TA). The Hong Kong Housing Authority may terminate the concerned tenancy in pursuance of the Housing Ordinance (Cap. 283).
3. Relevant supporting document(s) are enclosed herewith for your further action.
4. All my/our personal data and supporting documents which I/ we provide for this application will be disclosed to HA/ HD/ the respective Estate Office (including outsourced property services agents) for handling my/our application, implementation of public housing policies and enforcement of the terms of TA.
5. I/ We have read and fully understand all the terms contained in this Application Form. I/ We shall be held liable for the particulars furnished herein. I am/ We are aware that if I/ we do not fully understand any of the abovementioned terms, I/ we may make enquiries and seek clarification with the staff of the concerned Estate Office before signing this Form.

**Remarks: The Tenant and conditional temporary stayers aged 18 or above are required to sign below.**

	Name	Contact Tel. No.	Signature	Date
Tenant	_____	_____	_____	_____
Conditional Temporary Stayer	_____	_____	_____	_____
Conditional Temporary Stayer	_____	_____	_____	_____
Conditional Temporary Stayer	_____	_____	_____	_____
Conditional Temporary Stayer	_____	_____	_____	_____

**Note: Any person who has not been granted approval for conditional temporary stay before should submit a duly completed Application for Conditional Temporary Stay (HD 963) to the concerned Estate Office together with relevant supporting document(s) (e.g. proof of identity, birth certificate, etc.) for processing.**