

## Application Form for Addition of Household Member(s)

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### Part I Eligibility Criteria

#### Categories of Persons for Addition

The following eight categories of persons can be added to the tenancy through application upon fulfilling the relevant eligibility criteria:

Category 1: tenant's spouse; or

Category 2: newborn babies or children under the age of 18 if both parents are authorized members (APs), or if one of the parents who is an AP is genuinely alone (e.g. widower, widow, divorced person or the AP's spouse not being a Hong Kong resident, etc.) and, his/her spouse should be among the 'permitted categories' for addition. Upon successful addition (except for addition of tenant's children), the other household member(s) is/are not allowed to further request for addition of spouse or children and they will be deleted from the tenancy upon moving out; or

Category 3: the spouse/ the spouse and children under the age of 18 of one of tenant's married offspring, provided that the married offspring is an AP under the tenancy. After the addition, the other household member(s) is/are not allowed to further request for addition of spouse or children and they will be deleted from the tenancy upon moving out; or

Category 4: dependent parents aged 60 or above of tenant or his/ her spouse; or

Category 5: dependent grandparents aged 60 or above of tenant or his/ her spouse; or

Category 6: dependent relatives in exceptional circumstances for whom constant care is essential, e.g. disabled (for grandchild under the age of 18 whose parents cannot provide any care, e.g. parents are not Hong Kong residents or are disabled, etc., constant care from tenant for the grandchild is considered essential. If tenant or his/ her spouse possesses supporting documents in proving his/ her legal guardianship over the grandchild, tenant may apply for addition of his/ her grandchild into the tenancy upon fulfilling other eligibility criteria under the Addition Policy); or

Category 7: elderly relatives aged 60 or above of tenants living in 'Converted 1 Person' (C1P) flats and under Automatic Offer Scheme; or

Category 8: one adult offspring of elderly tenant, regardless of his/ her marital status, together with his/ her family members, may apply for addition, subject to the 'one-line continuation rule' (i.e. neither addition of a branch family when there is already an adult offspring in the original tenancy nor addition of an adult offspring when there is already a branch family in the tenancy will be allowed).

#### General Criteria:

- (1) Except for addition of persons who fall under category 2 (newborn babies or children under the age of 18), addition of persons who fall under category 1, category 3 to category 8 listed above, the whole household (including the member(s) to be added) must pass the comprehensive means test (CMT) and the domestic property test (DPT)<sup>Note1</sup>.
- (2) For addition of persons who fall under category 8 listed above, the adult offspring to be added should sign a declaration to indicate that they will live in harmony with their elderly parent(s) and assume filial responsibilities. No splitting of tenancies will be entertained in normal circumstances. In case subsequent splitting is required for special reasons, the Hong Kong Housing Authority (HA) will only offer interim housing in the New Territories to the splinter household composed of the adult offsprings.

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<sup>Note1</sup> Domestic Property Test (DPT): i.e. all the household members must not (a) own or co-own or have an interest in any domestic property in Hong Kong (including but not limited to trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong); or (b) have entered into any agreement (including provisional agreement) to purchase any domestic property in Hong Kong; or (c) hold (including holding individually and/ or together with any other household member(s) in the aggregate) more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong. Domestic property includes any domestic property, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants approved by the Lands Department in Hong Kong.

## Part II Notes of Application

- (1) The Applicant must submit the duly completed Application Form and Income and Assets Declaration Form (Form HD1040E) together with the Tenancy Agreement (TA), all the required information and supporting documents (e.g. proof of identity, birth certificate, marriage certificate and travel document, etc.) to the concerned Estate Office. Failure to provide sufficient information will deter HA from processing this application. If the person to be added is a newborn baby or child under the age of 18, there is no need to submit the Income and Assets Declaration Form.
- (2) This Application Form and/ or the Income and Assets Declaration Form will be subject to rigorous vetting or sample checking by HA. The Applicant, individual household member(s) and the sought-to-be added members may be invited to attend an interview conducted by the staff of the Housing Department (HD)/ Property Services Management Office to provide more information/ documents and to submit a more detailed declaration. The Applicant and all the household members listed in this Application Form for Addition of Household Member(s) are advised to keep the supporting documents relating to the information contained herein for future reference.
- (3) After approval has been granted **【Applicable to applications subject to the CMT & the DPT】** ,
  - (a) the household who passes the DPT and with total household net asset value not exceeding 100 times of the Public Rental Housing Income Limits (PRHILs) should, pay the normal rent if the verified total household income does not exceed 2 times the PRHILs; pay 1.5 times net rent plus rates if such income falls between 2 and 3 times the PRHILs; pay double net rent plus rates if such income falls between 3 and 5 times the PRHILs; and
  - (b) the household should, irrespective of the length of residence in public rental housing (PRH) or the rent level, declare the income and asset biennially pursuant to the “Well-off Tenants Policies”<sup>Note2</sup>, including whether they own any domestic property in Hong Kong, to facilitate assessment of the eligibility for continuation of PRH tenancies and determination of the rent payable; and
  - (c) a household receiving rent assistance may continue to pay a rent in accordance with the rent-to-income ratio during the rent assistance period upon re-declaration of the total household income as far as such income is found to remain within the eligible limit under the Rent Assistance Scheme.
- (4) The personal data in this Application Form are furnished for the purpose of application for addition of household member(s). Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his/ her household member(s) 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 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.
- (5) This Application is free of charge. Anyone who offers to assist in the application in return for remuneration should be reported to the Police or Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. HA will refer the case to ICAC for investigation and cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

## Part III Personal Data of the Household Member(s) to be Added

I (the Applicant), \_\_\_\_\_, Tenant of Flat \_\_\_\_\_, \*Block \_\_\_\_\_ \*House, \_\_\_\_\_ Estate, hereby apply for addition of the following household member(s) to the tenancy (“Addition”):

Name	Relationship with Tenant	Date of Birth	H.K.I.C. No./ Birth Certificate No.	Marital Status (Single, Married, Under divorce proceedings, Divorced or Widowed)	Present Residential Address and Contact Telephone No.	Reasons for Addition
(1)						
(2)						
(3)						
(4)						

Note2 First review may be less than 2 years.

\* Please delete if inapplicable

**Part IV Declaration of the Household Member(s) Aged 18 or Above to be Added to the Tenancy  
 【If the member to be added is under category 2, he/ she is exempted from signing this Part.】**

I/ We agree and declare that:

- (1) After my/ our application for addition has been approved,
  - (a) My/ Our existing application for Public Rental Housing (PRH) will be cancelled. If I/ we need to apply for PRH in future, new application from the whole family of the tenancy will not be accepted for registration by HA. Besides, if the applicant and all members of a PRH family application are currently living in PRH (whether from the same or from different PRH tenancies), the relevant PRH application will be frozen for one year; and
  - (b) I/ We shall not request for subsequent splitting.
- (2) I/ We have passed the CMT & the DPT set down as an eligibility criterion in Part I. Unless I/ we meet the eligibility criteria, this application for addition shall not be accepted.
- (3) HA and the Housing Department (HD) may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organizations (such as financial institutions, banks and insurance companies, etc.), and/ or any other third parties (such as employers) possessing my/ our personal data for verification and confirmation of my/ our eligibility. Whilst the collection of the information is in progress, HA and HD may disclose the personal data contained herein to the above-mentioned organizations and/ or other third parties. In this connection, I/ we authorize the above-mentioned organizations and/ or any other third parties possessing my/ our personal data to furnish HA and HD with my/ our personal data for the vetting of my/ our application.
- (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 PRH TA.
- (5) I/ We have read and fully understand all the terms contained in Parts I, II and IV of 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.

	<u>Name of Household Members to be Added</u>	<u>H.K.I.C. No.</u>	<u>Signature</u>	<u>Date</u>
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

**Part V Declaration of the Current Household Member(s) Aged 18 or Above in the Tenancy**

**【If the member to be added is (i) the tenant’s spouse, (ii) the tenant’s child(ren) under the age of 18, the current members in the tenancy are exempted from signing this Part.】**

I/ We agree and declare that:

- (1) After the application for addition of the person(s) listed in Part III is approved,
  - (a) I/ We shall not, request for addition of spouse and children, and shall be deleted from the tenancy upon moving out **【Applicable to addition of the spouse and/ or children of one of tenant’s married offspring who is an authorized member in the tenancy, or addition of an adult offspring (together with his/ her family members) to an elderly household】** ;
  - (b) I/ We shall not request for subsequent splitting; and
  - (c) If I/ we need to apply for PRH in future, new application from the whole family of the tenancy will not be accepted for registration by HA. Besides, if the applicant and all members of a PRH family application are currently living in PRH (whether from the same or from different PRH tenancies), the relevant PRH application will be frozen for one year.

- (2) I/ We have passed the CMT and the DPT set down as an eligibility criterion in Part I. Unless I/ we meet the eligibility criteria, this application for addition shall not be accepted.
- (3) I/ We have read and fully understand all the terms contained in Parts I, II and V of 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.

	<u>Name of the Current Household Members in the Tenancy</u>	<u>H.K.I.C. No.</u>	<u>Relationship with Tenant</u>	<u>Signature</u>	<u>Date</u>
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____
(4)	_____	_____	_____	_____	_____

**Part VI Declaration of the Applicant**

I agree and declare that:

- (1) After the application for addition of the person(s) listed in Part III is approved, **【Not applicable to the person to be added if he/ she is (i) the tenant’s spouse, (ii) the tenant’s child(ren) under the age of 18】**
- (a) I shall not apply for addition of the spouse and children of other household member(s), and those household member(s) shall be deleted from the tenancy upon moving out **【Applicable to addition of the spouse and/or children of one of tenant’s married offspring who is an authorized member in the tenancy, or addition of an adult offspring (together with his/ her family members) to an elderly household】** ;
- (b) I shall not request for subsequent splitting; and
- (c) If I/ we need to apply for PRH in future, new application from the whole family of the tenancy will not be accepted for registration by HA. Besides, if the applicant and all members of a PRH family application are currently living in PRH (whether from the same or from different PRH tenancies), the relevant PRH application will be frozen for one year.
- (2) I, the authorized members in the tenancy and household member(s) to be added have passed the CMT and the DPT. Unless I/ we meet the eligibility criteria, this application for addition shall not be accepted.
- (3) I shall immediately inform HA of any change in household status, otherwise HA may cancel this application.
- (4) All the above particulars furnished in this Application Form are true and correct.
- (5) I have witnessed the signing by the household member(s) listed in Parts IV and V above, and I shall be held liable for the particulars furnished by the household member(s) under the age of 18 to be added as listed in Part III.
- (6) I have read and fully understand all the terms contained in Parts I, II and IV to VI 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 concerned Estate Office before signing this Form

	<u>Name</u>	<u>H.K.I.C. No.</u>	<u>Contact Tel. No.</u>	<u>Signature</u>	<u>Date</u>
<b>Applicant</b>	_____	_____	_____	_____	_____