

Application for Conditional Temporary Stay

Part I Eligibility Criteria

Categories of Person for Conditional Temporary Stay

The Tenant of a public rental housing (PRH) flat may apply for conditional temporary stay at his/ her flat (except Housing for Senior Citizens) for the following 4 categories of person:

- Category 1 Tenant's adult offspring and his/ her family member(s) who are not eligible for addition into the tenancy but is required to take care of the Tenant; or
- Category 2 Tenant's sibling (restricted to one sibling only) and his/ her family member(s) who is required to take care of the tenant; or
- Category 3 dependent grandchild aged under 18 whose parents cannot provide any care (e.g. parents are not Hong Kong residents or are disabled), with supporting documents as required; or
- Category 4 dependent relative of the Tenant.

General Criteria

For an application for conditional temporary stay for a person of category 1 or category 2, Tenant is deemed to be dependent on the care and attention of a relative under the following circumstances -

- (a) aged 60 or above, and living alone or in a household with all members aged 60 or above while the dependency is substantiated by a medical certificate (medical certificate is not required for those aged 75 or above and living alone); or
- (b) disabled and living alone, with a medical certificate to substantiate the dependency; or
- (c) aged 60 or above, with a medical certificate to substantiate the dependency but living with an authorized member who cannot be the Tenant's care-giver (on grounds of imprisonment, disability, mental illness, etc.).

Part II Notes of Application

- (1) The Applicant must submit the duly completed Application Form together with the Tenancy Agreement, all the required information and supporting document (e.g. proof of identity, birth certificate, certificate of marriage, medical certificate and travel document etc.) to the concerned Estate Office. Failure to provide sufficient information will deter the Hong Kong Housing Authority (HA) from processing this application.
- (2) Person approved for conditional temporary stay will not be counted in the living density of the household.
- (3) This Application Form will be subject to rigorous vetting or sample checking by HA. The Applicant and individual household members may be required to attend an interview conducted by the staff of Housing Department (HD) or property services management office to provide more information/documents and to submit a more detailed declaration. The Applicant and all the household member(s) listed on this Application for Conditional Temporary Stay are advised to keep the supporting documents relating to the information contained herein for future reference.
- (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.
- (5) The personal data in this Application Form are furnished for the purpose of application for conditional temporary stay. Pursuant to the Personal Data (Privacy) Ordinance, the Tenant and his/ her household member(s) are entitled to request access to or correction of the personal data related to him/her stated in this Declaration Form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the HD Departmental Data Protection Officer of Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon. A fee may be charged for the request for access to personal data.

Part III Personal Particulars of Person(s) Seeking Approval for Conditional Temporary Stay

I (the Applicant), _____ (H.K.I.C. No. _____), Tenant of Flat _____,
*Block _____ House, _____ Estate, hereby apply for conditional temporary stay for the
following person(s):

| Name | Relationship with Tenant | Date of birth | H.K.I.C./ Birth Certificate No. | Reason(s) for conditional temporary stay | Present Address |
|------|-----------------------------|------------------|------------------------------------|--|-----------------|
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Part IV Declaration of the Applicant and Person(s) Aged 18 or above for Conditional Temporary Stay

I/ We hereby agree and declare that:

- (1) this household is required to declare occupation position of the family by filling in the Declaration for Occupancy Position of Household (HD 1043) every six months if the person(s) as listed in Part 3 is/ are granted conditional temporary stay;
- (2) 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 conditional temporary stay will be required to move out of the PRH flat within three months;
- (3) I/ we understand that allowing unauthorized person(s) to reside in PRH flat is a breach of the condition of the Tenancy Agreement. HA may terminate the concerned tenancy in pursuance of the Housing Ordinance (Cap. 283);
- (4) All the above particulars furnished in this Application Form are true and correct;
- (5) HA and HD may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organisations (including but not limited to Mandatory Provident Fund Schemes Authority, Hospital Authority, financial institutions, banks and insurance companies, etc.), and/ or any other third parties (such as employers) possessing my/ our personal data for verification (manually or otherwise) 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 departments, organisations and/ or other third parties. In this connection, I/ we authorise the above-mentioned departments, organisations 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. The personal data provided may also be used by HA, HD and relevant government bureaux/ departments for conducting statistical surveys and researches;
- (6) All my/our personal data and supporting documents which I/ we provide for this application will be disclosed to the relevant Estate Office (including outsourced property services agents) for handling my/our application, implementation of public housing policies and enforcement of the terms of PRH tenancy agreement; and
- (7) I/ we have read and fully understand all the terms contained in Parts I, II and IV of this Application Form. 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.

Notes: (i) **The Tenant and person(s) aged 18 or above as listed in Part III above applying for conditional temporary stay are required to sign below indicating their knowledge of, consent to and compliance with the above Part IV.**
(ii) **The Tenant shall be held liable for the data furnished by person(s) aged below 18 applying for conditional temporary stay.**

| | Name | Contact Tel. No. | Signature | Date |
|---|-------|------------------|-----------|-------|
| Tenant | _____ | _____ | _____ | _____ |
| Person applying for conditional temporary stay | _____ | _____ | _____ | _____ |
| Person applying for conditional temporary stay | _____ | _____ | _____ | _____ |
| Person applying for conditional temporary stay | _____ | _____ | _____ | _____ |

***Please delete if inapplicable**