

Declaration Form on Occupancy Status and Particulars of Domestic Property Ownership in Hong Kong

Important Notes

1. According to the revised "Well-off Tenants Policies" (WTP) which have been in place since the declaration cycle in October 2017, households with domestic property ownership in Hong Kong should vacate their public rental housing (PRH) flats (please refer to the declaration form for households who are exempted from the WTP).
2. PRH tenants and all household members are required to make declarations to the Hong Kong Housing Authority (HA) every two years on their occupancy status and whether they own any domestic property in Hong Kong after admission to PRH via "Declaration Form on Occupancy Status and Particulars of Domestic Property Ownership in Hong Kong".
3. PRH households should make declaration to the HA after having acquired a domestic property in Hong Kong (within one month of entering into any agreement, including provisional agreements).
4. According to the tenancy agreement, the PRH tenant and all family members shall take up the tenancy of the premises within one month after the commencement of the tenancy, and thereafter retain regular and continuous residence therein.
5. For tenancy termination cases due to abuse of PRH, former PRH households will be barred from re-applying for PRH for a period of five years.
6. PRH households who refuse to make declarations or fail to make declarations within the specified time may have their tenancies terminated.

Notes for Declaration

1. According to the revised WTP in 2017, PRH households with domestic property ownership in Hong Kong should vacate their PRH flats, irrespective of their levels of income or assets.
2. "Ownership of domestic property in Hong Kong" means the cases where the tenant/licensee and/or his/her household member(s) has/have:
 - (a) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
 - (b) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
 - (c) owned more than 50% of the shares in a company which directly or through a subsidiary company owned any domestic property in Hong Kong; or
 - (d) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong.
3. Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Department, domestic building lots and small house grants approved by the Lands Department in Hong Kong.
4. For PRH households who successfully purchased uncompleted subsidised sale flats (SSFs) using Green Form (GF) status, they are not required to surrender their existing PRH flats until they take over the property purchased, during which time they need to pay an appropriate level of rent upon approval. For PRH households who possessed GF status but purchased SSFs with White Form (WF) status, where all household members in the tenancy match with the WF application and have undertaken to vacate their existing PRH flats upon taking over the flats purchased, they are also not required to surrender their existing PRH flats until they take over the property purchased, during which time they need to pay an appropriate level of rent upon approval.
5. Tenants/licensees and all household members **aged 18 or above listed in this Declaration Form are required to sign the form** to confirm the information declared herein. Otherwise, the households will be regarded as failing to declare. The tenants/licensees shall also be held liable for the data of household member(s) aged below 18 furnished herein.
6. This declaration 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 terminate the Tenancy Agreement/ Occupation Licence of the PRH flat(s) concerned irrespective of whether such person has been prosecuted or convicted of the relevant offence.
7. Please read the notes (page 3) and declarations (pages 2 and 4) carefully before signing the declaration form.

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Guidelines for Completing the Form

Part I: Declaration on Occupancy and Domestic Property Ownership in Hong Kong

	Tenant	Household Member	Household Member
Name	LEE TAI MAN	CHAN MEI MUI	LEE KAI
Relationship with Tenant	Self	Spouse	Son
Declaration on Occupancy Status			
Have you retained regular and continuous residence in the above PRH flat (Note 4)	<input type="radio"/> Yes <input type="radio"/> No, reasons are as follows: <input type="radio"/> Having moved out <input type="radio"/> Other reasons: _____	Please mark the circle as ● according to the status of individual household member.	<input type="radio"/> Yes <input type="radio"/> No, reasons are as follows: <input type="radio"/> Having moved out <input type="radio"/> Other reasons: _____
Has the flat been left vacant / sub-let or assigned / used for illegal or non-residential purposes	<input type="radio"/> No <input type="radio"/> Yes, details are as follows: _____	<input type="radio"/> No <input type="radio"/> Yes, details are as follows: _____	<input type="radio"/> No <input type="radio"/> Yes, details are as follows: _____
Declaration on Domestic Property in Hong Kong (Households exempted from the "Well-off Tenants Policies" are not required to fill in this column) (Note 5)			
Any domestic property ownership in Hong Kong (Note 6)	<input type="radio"/> No <input type="radio"/> Yes, property address(es) (including uncompleted domestic property): _____	All household members must declare whether they own any domestic property in Hong Kong. Please refer to Note 6 before making declaration.	<input type="radio"/> No <input type="radio"/> Yes, property address(es) (including uncompleted domestic property): _____

Please fill in the name as shown on the Hong Kong Identity Card (H.K.I.C.) (or on the Hong Kong Birth Certificate if not being issued a H.K.I.C.) in BLOCK LETTERS.

Please fill in the form with a black/blue ball pen (Erasable ball pen should not be used).

Part II: Declaration of the Tenant and Household Member(s) Aged 18 or Above

Please read the Declaration carefully before signing.

I/We agree and declare that:

- I/We understand that this Declaration Form is issued to me/us by the Hong Kong Housing Authority (HA) pursuant to Section 25(1) of the Housing Ordinance (Cap. 283). In response to the request made by the HA in this Declaration Form, I/we furnish herewith relevant information regarding the occupancy status and ownership of domestic property in Hong Kong.
- If I/we acquire a domestic property in Hong Kong, I/we must notify the respective Estate Management Office/ Property Services Management Office / District Tenancy Management Office **within one month after having acquired the property** for reassessing my/our eligibility for continuous residence in the PRH flat.
- All the particulars furnished in this Declaration Form are true and correct. I/We understand that by virtue of Section 26(1)(a) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement in furnishing the particulars specified in a requisition under Section 25(1) shall be guilty of an offence and shall be liable on conviction to a fine at Level 5 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap. 221), and to imprisonment for 6 months (**as at the date of issuing this Declaration Form, the maximum fine at Level 5 is HK\$50,000**); besides, by virtue of Section 27(a) of the Housing Ordinance (Cap. 283), any person who refuses or neglects to furnish any of the particulars specified in a requisition (i.e. as for this Declaration Form, the details required to be declared in Part I of this Declaration Form) under Section 25(1) shall be guilty of an offence and shall be liable on conviction to a fine at Level 4 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap. 221), and to imprisonment for 3 months (**as at the date of issuing this Declaration Form, the maximum fine at Level 4 is HK\$25,000**). In addition, irrespective of whether or not such person shall be prosecuted or convicted of the offence, the HA may terminate his/her TA by virtue of its power conferred by Section 19(1)(b) of the Housing Ordinance in accordance with the relevant housing policy.
- I/We have read the Personal Information Collection Statement (PICS) in Part III of this Declaration Form and understand its content. I/We agree that the HA can handle and use the personal data provided in this declaration in accordance with the PICS, and **disclose my/our personal data to and verify such data with public/private organisations.**
- I/We understand that I/we must sign below, and I/We have acknowledged and agreed to all the terms and requirements listed on this Declaration Form, and shall be legally bound by them.

• The signature of the tenant of Part II must be the same as that on the TA / Occupation Licence. Please refer to Note 7.
• Household members aged below 18 are not required to sign on this form.

	Name	HKIC No.	Contact Tel. No.	Signature (Note 7)	Date of Signature
Tenant	LEE TAI MAN	_____	_____	_____	_____
Household Member	CHAN MEI MUI	_____	_____	_____	_____