



**Housing Subsidy Policy & Policy on Safeguarding Rational Allocation of Public Housing Resources  
(Commonly referred to as the “Well-off Tenants Policies”\*)**

**2024 (April) Declaration Form**

**Pursuant to Section 25(1) of the Housing Ordinance (Cap. 283)**

**Attention:**

1. Before filling in this Declaration Form, please go through the “Guidelines for Completing the Declaration Form” in Part VII and the list of the prevailing Income and Net Asset Limits under the “Well-off Tenants Policies”.
2. Households and all the household members as per the Tenancy Agreement/Tenancy Card/ Occupation Licence should declare whether they have domestic property ownership in Hong Kong ; and their income and assets as at 30 April 2024. The Declaration Form should be completed on or after 1 May 2024 and returned to the respective Estate Management Office (EMO) on or before 31 May 2024.
3. Households whose members are all (a) aged 60 or above; (b) receiving Comprehensive Social Security Allowance (CSSA); (c) eligible for/receiving Disability Allowance (DA) from the Social Welfare Department (SWD); (d) who are on shared tenancies; or (e) households with all members in different combinations of (a), (b) and/or (c) above are exempted from the “Well-off Tenants Policies”. For households falling under (b), (c) or (e) above who may be exempted from the “Well-off Tenants Policies”, please bring along the relevant documentary proofs to the respective EMO to request for exemption.
4. If the households declare to have domestic property ownership in Hong Kong (Part I) or their total household net asset value exceeds 100 times the prevailing Public Rental Housing Income Limits (PRHILs) (Part II), they are not required to complete the other declaration items. They should sign their names on Part VI of this Declaration Form and return it to the respective EMO.
5. In accordance with the revised “Well-off Tenants Policies” in 2017, Public Rental Housing (PRH<sup>\*\*</sup>) households with domestic property ownership in Hong Kong should vacate their PRH flats, irrespective of their levels of income or assets. “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. “Ownership of domestic property in Hong Kong” means the cases where the tenant/licensee and/or his/her household member(s) has/have:
  - (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
  - (ii) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
  - (iii) 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
  - (iv) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong.
6. For households who have domestic property ownership in Hong Kong, but do not fulfill the criteria for seeking HD’s discretionary exemption from the “no-domestic-property” requirement stipulated at (4) in Section B of Part VII , their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before 30 September 2024.
7. For households whose total net asset value exceeds 100 times the prevailing PRHILs, or households failing to return the completed Declaration Form on or before 31 May 2024 or opting not to declare (including those failing to complete the Declaration Form or furnish the information as required), their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before 31 January 2025.
8. For households whose income exceeds 5 times the prevailing PRHILs, their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before 31 March 2025.
9. If households acquire a domestic property in Hong Kong, they must notify the respective EMO / District Tenancy Management Office within one month after having acquired the property and reassessing their eligibility for continuous residence in the PRH flat.
10. Please fill in the declaration form with a black or blue ball pen (Erasable ball pen should not be used). Household member(s) should sign against amendments, if any. No correction fluid or tapes for obliteration should be used.

Step 1:  
Fill in the address  
of your public  
rental housing flat

In connection with my/ our application for continuous tenancy of the existing PRH flats and for paying corresponding rent/ licence fee, I/ we with all the household members whose names are included in the Tenancy Agreement/ Tenancy Card/ Occupation Licence of Flat \_\_\_\_\_, \* Block \_\_\_\_\_ House, \_\_\_\_\_\*Estate/ Interim Housing as at 30 April 2024, hereby furnish the following information as required under the “Well-off Tenants Policies”.

\*\* According to prevailing policy, households who are granted a new tenancy under the “Policy on Grant of New Tenancy”/ with their applications under the “Tenancy Management Policies” for Public Rental Housing approved are required to make a declaration biennially pursuant to the “Well-off Tenants Policies”, irrespective of their length of residence.

\* The term “Public Rental Housing (PRH)” includes “Interim Housing”

\* Delete as appropriate

## Part I Domestic Property in Hong Kong (see Section B of the “Guidelines for Completing the Declaration Form” in Part VII)

Before declaring whether your household has domestic property ownership in Hong Kong, please refer to Section B of the “Guidelines for Completing the Declaration Form” in Part VII and tick the appropriate box as your declaration/ undertaking.

Step 2:  
Declare whether you have any domestic property ownership in Hong Kong

☐ \*I/ We declare that \*I/ we **do not have** domestic property ownership in Hong Kong.  
(If you tick this box, **please proceed to complete Part II to Part VI of this Declaration Form**. Otherwise, you will be regarded as opting not to declare.)

☐ \*I/ We declare that \*I/ we **have** domestic property ownership in Hong Kong.

Property's Address (including uncompleted domestic property): \_\_\_\_\_

(If you tick this box, **you are not required to complete the other Parts of this Declaration Form**. **Please sign your name(s) on Part VI of this Declaration Form and return it to the respective EMO**. Households will be required to vacate their existing PRH flats on or before 30 September 2024.)

☐ \*I/ We declare that \*I/ we **have** domestic property ownership in Hong Kong but fulfill the following conditions.  
(If you tick this box and select one of the boxes below, **please proceed to complete Part II to Part VI of this Declaration Form**. Otherwise, you will be regarded as opting not to declare. Please return this Declaration Form together with the documentary proofs to the respective EMO for the Housing Department (HD)'s vetting on whether the following conditions are met.)

☐ Fulfill the criteria for seeking HD's discretionary exemption from the “no-domestic-property” requirement.  
(please refer to the details in (4) of Section B of the “Guidelines for Completing the Declaration Form” at Part VII)

☐ Successfully purchased subsidised sale flats which have yet to be completed using Green Form(GF) status and have yet to take over the flats.  
(If you/household member(s) also have other domestic property in Hong Kong, please tick the box “have domestic property ownership in Hong Kong” above of this part. You are required to vacate existing PRH flat on or before 30 September 2024, please refer to the details in (3) of Section B of the “Guidelines for Completing the Declaration Form” at Part VII) )

## Part II Total Household Net Asset Value (see Section C of the “Guidelines for Completing the Declaration Form” in Part VII)

Before households declare their total net asset value as at 30 April 2024, please go through the list of the prevailing Income and Net Asset Limits under the “Well-off Tenants Policies”. If you choose to declare their assets separately, households are only required to furnish the following information at this stage (by ticking the appropriate box below). **There is no need to provide information and net value of each type of assets**. Before calculating the total household net asset value, please refer to Section C of the “Guidelines for Completing the Declaration Form” in Part VII. HD will randomly select declarations for rigorous checking.

Step 3:  
Declare whether or not the total household net assets value exceeds 100 times the prescribed limits (no supporting document is required at this stage)

However, if household members choose to declare their total net asset value, each member will need to provide information about their total individual net asset value in Part IV of this Declaration Form for HD to assess whether the total household net asset value exceeds the relevant prevailing limits.

☐ \*I/ We declare that \*my/ our total household net asset value **does not exceed** 100 times the prevailing PRHILs as at **30 April 2024**.

(If you tick this box, **please proceed to complete Part III to Part VI of this Declaration Form**. Otherwise, you will be regarded as opting not to declare.)

☐ \*I/ We declare that \*my/ our total household net asset value **exceeds** 100 times the prevailing PRHILs as at **30 April 2024**.

(If you tick this box, **you are not required to complete the other Parts of this Declaration Form**. **Please sign your name(s) on Part VI of this Declaration Form and return it to the respective EMO**. Households will be required to vacate their existing PRH flats on or before 31 January 2025.)

(If total household net asset value exceeds 100 times the prevailing PRHILs, but with household member(s) eligible for DA/ receiving DA from SWD, please state so in the space provided under “Supplementary Information” in Part V of this Declaration Form).

☐ Please tick the appropriate box

\* Delete as appropriate

**Part III Household Income (All amounts should be rounded off to the nearest Hong Kong Dollar by omitting the decimal places, if any.) (see Section D of the “Guidelines for Completing the Declaration Form” in Part VII)**

Before declaring household income, please go through Section A and Section D of the “Guidelines for Completing the Declaration Form” in Part VII (including Note 10 to Note 18).

Step 4:  
Fill in household income details  
(Please refer to Note 10 to Note 18 of Section D for guidelines)

	Tenant/Licensee	Household Member	Household Member	Household Member	
Name	LEE TAI MAN	CHAN SIU MUI	LEE KAI		
Hong Kong Identity Card Number	G123456(7)	H567890(8)	Y987654(3)		
Relationship with Tenant/Licensee	Self	Wife	Son		
Principal income	Occupation/Position (Note 10)	Accounting Clerk	Housewife		
	Employment/Self-employment (Note 11)	<input checked="" type="checkbox"/> Employed	<input type="checkbox"/> Employed	<input type="checkbox"/> Employed	
	Name of employer/company (Note 12)	Easy Check Co. Ltd.	NIL	NIL	
	Address, telephone number and Business Registration Certificate Number (for self-employed person holding Business Registration Certificate) of the workplace/company (Note 13)	10/F, Commercial Building, No. 1, Tai Street, Wan Chai, Hong Kong. 2567 8989	NIL	NIL	
Monthly income (Note 14)	\$ 19,060	\$ 0	\$ 0	\$ 0	
Other income	Income from the average monthly interest, bonus and dividends, etc. from fixed deposits, insurance and investments (Note 15)	\$ 300	\$ 101	\$ 0	\$ 0
	Lands/Landed properties, etc. owned in and outside Hong Kong [including those properties which are eligible for seeking from HD a discretionary exemption from the “no-domestic-property” requirement (please refer to the details in (4) of Section B of the “Guidelines for Completing the Declaration Form” at Part VII)]	If you own lands/ landed properties, etc. in Hong Kong or outside Hong Kong, you must fill in the quantity, address and rental income of the properties. If there is no rental income for the lands/ landed properties outside Hong Kong, please indicate "No rental income" in the relevant			
	*No/Yes (1 No(s).)	*No/Yes (1 No(s).)	*No/Yes (1 No(s).)	*No/Yes (1 No(s).)	
	Address: Shop No. 101, Goodwan Shopping Centre, To Kwa Wan, Kowloon	Address: Space No. 2001, 2/F, Carpark, Ko Sing Building, Hong Kong	Address:	Address:	
	Income should be declared whether they are let out or not (Note 16)	Shares of Ownership(%): 20% *Not let out \$ 2,000 *Let out for a rent of \$-	Shares of Ownership(%): 100% *Not let out \$ 3,000 *Let out for a rent of \$ 3,000	Shares of Ownership(%): *Not let out \$	Shares of Ownership(%):
Commercial vehicles	*No/Yes (1 No(s).) Vehicle Registration No.:	*No/Yes (1 No(s).) Vehicle Registration No.:	*No/Yes (1 No(s).) Vehicle Registration No.:	*No/Yes (1 No(s).) Vehicle Registration No.:	
Average monthly net profit/(loss) (Note 17)	\$ 0	\$ 0	\$ 0	\$ 0	
Other income (Note 18)	<input type="checkbox"/> Pension <input type="checkbox"/> CSSA payment <input type="checkbox"/> Maintenance fee <input checked="" type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Annuity <input type="checkbox"/> Others	<input checked="" type="checkbox"/> Pension <input type="checkbox"/> CSSA payment <input type="checkbox"/> Maintenance fee <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Annuity <input type="checkbox"/> Others	<input type="checkbox"/> Pension <input type="checkbox"/> CSSA payment <input type="checkbox"/> Maintenance fee <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Annuity <input type="checkbox"/> Others	<input type="checkbox"/> Pension <input type="checkbox"/> CSSA payment <input type="checkbox"/> Maintenance fee <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Annuity <input type="checkbox"/> Others	
	\$ 1,000	\$ 1,500	\$ 0	\$ 0	
Total	(a) \$ 22,360	(b) \$ 4,601	(c) \$ 0	(d) \$ 0	
Sub-total Household Income: (a) + (b) + (c) + (d) = \$ 26,961 (Total Household Income: \$ 26,961)					

Including monthly salary and allowances, etc.

If no such income, put down “0”. Do not leave it blank.

For properties not let out, property income should be calculated by deducting rates and government rent from the rateable value of 2024/25, and allowing 20% of the remaining for expenses and outgoings.

If no such income, put down “0”. Do not leave it blank

\* Delete as appropriate and tick the appropriate box(es).

Note: Tenants/ licensees and all household members (whether they have income or not) should furnish the information required in this Declaration Form. Where there is no such income, please put “NIL” in the relevant space provided. The tenant/ licensee shall furnish data of all household members aged below 18 (i.e. members who have not reached their 18<sup>th</sup> birthday on the day of making this declaration). For those households whose income exceeds 5 times the prevailing PRHILs and with member(s) eligible for DA/ receiving DA from SWD, please state so in the space provided under “Supplementary Information” in Part V of this Declaration Form.

**Part IV Total Individual Net Asset Value (Only completed by those household members who choose to declare separately. For households who have declared their total household net asset value in Part II, they are not required to fill in this Part.) (Please refer to the details in para.7 of Section A of the “Guidelines for Completing the Declaration Form” at Part VII)**

For those household members who choose to declare their assets separately, each member will provide information about the net asset value of items (1) to (7) (rounded off to the nearest Hong Kong Dollars). The individual net asset value in this part for HD to assess whether the total household net asset value exceeds the prevailing limits. Before households declare their total net asset value, please go through the information in Part II and Section C of the “Guidelines for Completing the Declaration Form” in Part VII (including calculating the total household net asset value, households may deduct the lump-sum retirement benefits and lump-sum compensations (including insurance claims, statutory compensations, claims under pension policies and other related forms of compensation) (Note 9) from the total household asset value. Please retain the original copies of all relevant documentary proofs for further examination where necessary.

Please refer to Note 1 to Note 9 of Section C on the calculation methods for individual asset items.

Items	Amounts
1. Deposits, Cash and Loans to Others (all accounts from banks and other institutions, etc., irrespective of the amount of balance, have to be counted) (Note 1)	\$ _____
2. Investments [ e.g. listed shares, bonds, funds, the surrender value of annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), insurance with cash value and any investment derivatives/products (whether in physical or virtual), etc., in Hong Kong Dollars ] (Note 2)	\$ _____
3. Business Undertakings (e.g. share of interest in business of sole proprietorship, partnership or limited companies, etc.) (Note 3)	\$ _____
4. Vehicles (e.g. private car, motorcycle, van, lorry, container truck, tractor, trailer, etc.) (Note 4)	\$ _____
5. Taxi/ Public Light Bus Licences (including vehicles) (e.g. Urban/ New Territories/ Lantau taxi, public light bus, etc.) (Note 5)	\$ _____
6. Landed Properties { e.g. domestic [ e.g. eligible for seeking from HD a discretionary exemption from the “no-domestic-property” requirement (please refer to the details in (4) of Section B of the “Guidelines for Completing the Declaration Form” at Part VII) or the domestic properties outside Hong Kong ] , commercial and industrial properties, parking spaces, etc. } (Note 6)	\$ _____
7. Lands (e.g. Government grants, Letter A and Letter B, etc.) (Note 7)	\$ _____
Individual Net Asset Value	\$ _____ (A)
Deduction items (lump-sum retirement benefits/ compensations) (Note 8 and Note 9)	
Please specify the item(s) and amount(s): _____	
_____	
Total Amount of Deduction	\$ _____ (B)
Total Individual Net Asset Value (A) - (B)	\$ _____

**Part V Supplementary Information (Please provide additional information in the space below where necessary.)**



Read all the  
declaration clauses  
before signing

## Part VI Declaration of the Tenant/ Licensee and Household Member(s) Aged 18 or Above

I/ We agree and declare that:

- All the above 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 to the Hong Kong Housing Authority (HA) in respect of any particulars specified in this Declaration Form 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. 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 this Declaration Form 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, and to imprisonment for 3 months. 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, HA may terminate his/ her Tenancy Agreement/ Tenancy Card/ Occupation Licence by virtue of its power conferred by Section 19(1)(b) of the Housing Ordinance in accordance with its prevailing policy;
- I/We understand that according to prevailing housing policy, for Tenancy Agreement/ Tenancy Card/ Occupation Licence terminated by HA on ground of making false statement during declaration, the tenant/ licensee and all household members aged 18 would be barred from re-applying for PRH for a period of five years counting from the day following the date of termination of the tenancy/licence. Even my/our PRH application was already registered, such application will be frozen and the frozen period will not be counted into the waiting time for PRH. I/We will also not be allocated a flat of better quality than our existing flat in respect of geographical location, age of building and floor level in future;
- If I/we acquire a domestic property in Hong Kong, I/we must notify the respective EMO / 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;
- I/ We understand that if at any time any information provided in this Declaration Form is found to be incorrect (for whatever reasons and irrespective of whether the incorrect information is provided knowingly or intentionally on my/ our part/ by any household members whose names are included in the Tenancy Agreement/ Tenancy Card/ Occupation Licence), without prejudice to any other rights or enforcement action by HA and any liability of me/ us for the information provided, I/ we agree to pay upon written request by HA the rent/ licence fee and rates derived from the accurate information, and the amount of rent/ licence fee undercharged because of the inaccurate information. In addition, if at any time HA requests me/ us for provision of the relevant information related to the Declaration Form and I/ we refuse to or do not supply the relevant information in accordance with the request, HA may terminate my/ our Tenancy Agreement/ Tenancy Card/ Occupation Licence;
- 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 (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 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, organizations and/ or other third parties. In this connection, I/ we authorize the above-mentioned departments, 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;
- All my/ our personal data and supporting documents which I/ we provide for this application will be used by HA and HD/ the respective EMO (including outsourced property services agents) for handling my application and the implementation of public housing policies/ the relevant requirements and enforcement of the terms of the Housing Tenancy Agreement; and
- I/ We have read Part VI and Part VII of this Declaration Form and fully understand all the terms contained therein. I/ We shall be held liable for the data furnished herein. I am/ We are aware that if I/ we do not fully understand any of the above-mentioned terms, I/ we may make enquiries and seek clarification with the staff of the respective EMO before signing this Declaration Form.

- Attention:**
- The tenant/ licensee and all household members aged 18 or above listed in this Declaration Form are required to sign below indicating their knowledge of, consent to and compliance with the above Part VI.
  - The tenant/ licensee shall be held liable for the data of household member(s) aged below 18 furnished herein.
  - The signature of the tenant/ licensee below should be the same as signed against the Tenancy Agreement/ Tenancy Card/ Occupation Licence.

	Name	HKIC No.	Contact Tel. No.	Signature	Date
Tenant/ Licensee	LEE TAI MAN	G123456(7)	9394 XXXX	LEE Tai Man	1-5-2024
Household Member	CHAN SIU MUI	H567890(8)	6324 XXXX	Chan Siu Mui	1-5-2024
Household Member	LEE KAI				1-5-2024
Household Member					

The signature of the tenant/ licensee should be the same as signed against the Tenancy Agreement/ Tenancy Card/ Occupation Licence

No signature is required for those aged below 18

## Part VII Guidelines for Completing the Declaration Form

These Guidelines serve to assist households in completing this Declaration Form. Please read them carefully before filling in the details in order to ensure accurate declaration. If there is any difficulty in completing this Declaration Form, please contact the staff of the respective EMO who will be pleased to render assistance.

### Section A General Information

1. The basic principles of the “Well-off Tenants Policies” are as follows:
  - (i) Households whose income exceeds 5 times the prevailing PRHILs or whose total net asset value exceeds 100 times the prevailing PRHILs should vacate their PRH flats.
  - (ii) Households with domestic property ownership in Hong Kong (please refer to Section B of Part VII) should vacate their PRH flats, irrespective of their levels of income or assets.
  - (iii) For households who do not have domestic property ownership in Hong Kong (please refer to Section B of Part VII) and whose income and net asset value do not exceed the levels specified at item (i), if their household income does not exceed 2 times the prevailing PRHILs, they should pay the normal rent/ licence fee; if their household income exceeds 2 times and not more than 3 times the prevailing PRHILs, they will be required to pay 1.5 times net rent/ licence fee plus rates; if their household income exceeds 3 times and not more than 5 times the prevailing PRHILs, they will be required to pay double net rent/ licence fee plus rates.
  - (iv) Households whose members are all (a) aged 60 or above; (b) receiving Comprehensive Social Security Allowance (CSSA); (c) eligible for/receiving Disability Allowance (DA) from the Social Welfare Department (SWD); (d) who are on shared tenancies; or (e) households with all members in different combinations of (a), (b) and/or (c) above are exempted from the “Well-off Tenants Policies”.
  - (v) Households with member(s) (i.e. not all members of the households) receiving DA are allowed to continue to live in their PRH flats even if their income or assets exceeds the relevant prevailing limits. They are required to provide the relevant documentary proofs and pay the corresponding additional rent based on their income level\*. However, once the concerned disable member(s) are deleted from the tenancy, households are required to inform the respective EMO for reassessing their eligibility for continuous renting of the PRH flats and the corresponding rent/ licence fee to be paid. After the reassessment, if households are ineligible for continuous renting of the PRH flats, they will be required to vacate their existing flats. On the other hand, for households with domestic property ownership in Hong Kong (please refer to Section B of Part VII), they will still be required to vacate their PRH flats, even if they have members receiving DA\*\*.
2. For households falling under (b), (c) or (e) above who may be exempted from the “Well-off Tenants Policies”, please bring along the relevant documentary proofs to the respective EMO to request for exemption.
3. In accordance with the “Well-off Tenants Policies”, households who wish to continue renting their existing PRH flats and paying corresponding rent/ licence fee are required to complete this Declaration Form and provide all the necessary information. The original copies of the relevant documentary proofs should be retained in case the staff of the respective EMO (including outsourced property services agents) ask the households concerned for clarification or to provide such documentary proofs where necessary for further examination.
4. Tenants/ licensees and all household members whose names are included in the Tenancy Agreement/ Tenancy Card/ Occupation Licence as at 30 April 2024 must declare in Part III all the pre-tax income received during the period from 1 April 2023 to 30 April 2024 (the assessment period). Since the rent/ licence fee assessed and their application for continuous renting of their existing PRH flats will come into effect in the following year, the calculation of all income will be based on the income position as on the last day of the assessment period (i.e. 30 April 2024), to achieve a more accurate assessment. In the event that an adjustment of income takes effect within the assessment period, but the adjusted portion of the income will be payable/ deductible at a later stage, such portion should be taken into account upon calculation of the income. Tenants/ licensees and all household members should make accurate declaration by calculating the income with the appropriate method based on the employment/ income position in the month of April 2024. In addition, tenants/ licensees and all household members must also declare their total household net asset value as at 30 April 2024 by ticking the appropriate box in Part II.

\* Households whose income exceeds 2 times and not more than 3 times the prevailing PRHILs will be required to pay 1.5 times net rent/ licence fee plus rates; if their household income exceeds 3 times and not more than 5 times the prevailing PRHILs, they will be required to pay double net rent/ licence fee plus rates; households with income exceeding 5 times the prevailing PRHILs will be required to pay double net rent/ licence fee plus rates or market rent/ licence fee, whichever is higher.

\*\* For those disabled persons who have not applied for DA, if the households concerned can submit a Medical Assessment Report issued by the Director of Health or the Chief Executive of Hospital Authority or a registered medical practitioner of a private hospital, certifying that the “disabling condition” of the household member is assessed in accordance with the definition of such a condition under the CSSA Scheme and the Social Security Allowance Scheme in order to substantiate his/ her “disabling condition” is eligible for DA as at the assessment day as specified on the Declaration Form, or if there is a letter issued by SWD which confirms the household member’s eligibility for DA (i.e. indicating that he/ she is permanently eligible for DA or still eligible for DA as at the assessment day as specified on the Declaration Form), the basic principles under the revised “Well-off Tenants Policies” will also be applicable (see 1(v) of Section A). The households concerned may approach the respective EMO for enquiries.

5. Households with domestic property ownership in Hong Kong (please refer to Section B of Part VII), or total net asset value exceeds 100 times the prevailing PRHILs (please refer to Section C of Part VII), or whose income exceeds 5 times the prevailing PRHILs (please refer to Section D of Part VII), or who fail to return the completed Declaration Form on or before the specified date, or opting not to declare, or fail to provide all the information required, are required to vacate their existing PRH flats. HA shall terminate the Tenancy Agreement/ Tenancy Card/ Occupation Licence<sup>◇</sup> of their PRH flats concerned by serving the households a “Notice-to-quit” pursuant to Section 19(1)(b) of the Housing Ordinance. Under section 20(1) of the Housing Ordinance (Cap. 283), households served with a Notice-to-quit may appeal to the Appeal Panel (Housing) appointed by the Chief Executive not later than 15 days after the date on which the Notice-to-quit was issued. Should the households have difficulties in vacating their PRH flats, they may apply for temporary stay in their existing PRH flats. HA may grant on a need basis a “Fixed Term Licence” of a validity period up to 4 months starting from the date of termination of the tenancy. No matter during the four-month licence period or upon its expiry, HD will not reassess the households’ eligibility of renting PRH flats and they must move out. The households concerned shall pay during the temporary occupation a monthly licence fee equivalent to double net rent/ licence fee plus rates or market rent/ licence fee level (whichever is higher). However, “Fixed Term Licence” will not be granted to the households if the “Notice-to-quit” was issued on grounds of making false statements during declaration.
6. For households who successfully purchased subsidised sale flats which have yet to be completed using GF status (including households who possessed GF status but purchased subsidised sale flats using White Form (WF) status, with all household members in the tenancy wholly duplicated with the WF application and undertook to vacate their existing PRH flats upon taking over the flats purchased), they are not required to surrender their existing PRH flats until they take over the property purchased. However, under the current arrangements, the households are still required to declare their income and net asset value and pay an appropriate level of rent upon approval. If households have any other domestic property ownership in Hong Kong at the same time, they have to vacate their existing PRH flats. Please return this Declaration Form together with documentary proof to the respective EMO for HD’s vetting on whether the above-mentioned situation can be applied.
7. If one Declaration Form is not sufficient to declare the income and assets of all the household members, the remaining household member(s) may use additional Declaration Form(s) for the purpose of declaration. For those household members who choose to declare separately, each member is required to fill the Declaration Form on individual basis and apart from declaring the income, each member should fill in detailed information about the net asset value of items (1) to (7) and their total individual net asset value in Part IV for HD to assess whether the total household net asset value has exceeded the relevant prevailing limits. Tenants/ licensees should declare together with those household member(s) aged below 18. Should any individual household member fail to return the completed Declaration Form by the specified date, those households will be regarded as opting not to declare for the continuous renting of their existing PRH flats and will be required to vacate their existing PRH flats.
8. Households who are required to pay market rent/ double net rent/ licence fee plus rates or 1.5 times net rent/ licence fee plus rates may apply for the payment of a lower level of rent/ licence fee if their household income drops below the relevant prevailing income limits for three consecutive months or due to permanent reasons, and that their net asset value does not exceed the relevant prevailing limits and the households do not have domestic property ownership in Hong Kong (please refer to Section B of Part VII). On the other hand, for households who will be required to vacate their existing PRH flats; before the expiry of NTQ, if the income and net asset values of the households drop below the relevant prevailing income and net asset limits for three consecutive months or due to permanent reasons, and that the households do not have domestic property ownership in Hong Kong (please refer to Section B of Part VII), the tenants/ licensees concerned may apply for continuous renting of the PRH flats or a grant of Tenancy Agreement/ Occupation Licence and payment of an appropriate level of rent/ licence fee. The tenants/ licensees should approach the respective EMO for enquiries.
9. Tenants/ licensees and all household members aged 18 or above listed in this Declaration Form are required to sign in Part VI “Declaration of the Tenant/ Licensee and Household Member(s) Aged 18 or Above” to confirm the information declared herein; the tenants/ licensees shall also be held liable for the data of household member(s) aged below 18 furnished herein. Otherwise, the households will be regarded as opting not to declare. On the other hand, under the “Well-off Tenants Policies”, if the households fail to provide all the required information and documentary proofs to HA and HD for verification or to the satisfaction of HA and HD, HA and HD will not be able to assess the eligibility of the households to continue renting their PRH flats as well as the appropriate level of rent/ licence fee. The households will be required to vacate their existing PRH flats.
10. HD will randomly select declarations for rigorous checking. Tenants/ licensees and individual household members may be invited to attend an interview conducted by the staff of HD/ Property Services Management Office to provide more information/ documents to ascertain the declared details. The tenants/ licensees and all household members listed in this Declaration Form should retain the original copies of supporting documents relating to the data contained herein for examination by the staff during the interviews upon request in future.

◇ For households who have domestic property ownership in Hong Kong, but do not fulfill the criteria for seeking HD’s discretionary exemption from the “no-domestic-property” requirement, their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before **30 September 2024**.

For households whose total net asset value exceeds 100 times the prevailing PRHILs, or failing to return the completed Declaration Form by the said date or opting not to declare (including those failing to complete the Declaration Form or furnish the information as required), their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before **31 January 2025**.

For households whose income exceeds 5 times the prevailing PRHILs, their PRH tenancies will be terminated and they are required to vacate their existing PRH flats on or before **31 March 2025**.

11. 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 terminate the Tenancy Agreement/ Tenancy Card/ Occupation Licence of the PRH flat(s) concerned irrespective of whether such person has been prosecuted or convicted of the relevant offence.
12. The personal data in this Declaration Form are furnished to HA and HD for the implementation of the “Well-off Tenants Policies”. Pursuant to the Personal Data (Privacy) Ordinance, tenants/ licensees and their household members are entitled to request access to or correction of those personal data related to them stated in this Declaration Form. Where necessary, such requests should be made in writing and directed by post or fax to the 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.

## **Section B Guidelines for Completing Part I on Domestic Property Ownership in Hong Kong of the Declaration Form**

### **Households must declare on Possession of Domestic Property Ownership in Hong Kong**

- (1) **In accordance with the revised “Well-off Tenants Policies” in 2017, PRH households with domestic property ownership in Hong Kong should vacate their PRH flats, irrespective of their levels of income or assets. “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. “Ownership of domestic property in Hong Kong” means the cases where the tenant/ licensee and/or his/her household member(s) has/have:**
  - (i) **owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or**
  - (ii) **entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or**
  - (iii) **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**
  - (iv) **been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong.**
- (2) Disposal of ownership of domestic property in Hong Kong means the tenant/licensee and/or his/her household member(s) has/have assigned or disposed of any domestic properties in Hong Kong or any interest in such properties by way of a Deed of Assignment.
- (3) For households who successfully purchased subsidised sale flats which have yet to be completed using GF status (including households who possessed GF status but purchased subsidised sale flats using WF status, with all household members in the tenancy wholly duplicated with the WF application and undertook to vacate their existing PRH flats upon taking over the flats purchased), they are not required to surrender their existing PRH flats until they take over the property purchased. However, under the current arrangements, the households are still required to declare their income and net asset value and pay an appropriate level of rent upon approval. If households have any other domestic property ownership in Hong Kong at the same time, they have to vacate their existing PRH flats. Please return this Declaration Form together with documentary proof to the respective EMO for HD’s vetting on whether the above-mentioned situation can be applied.
- (4) HD may exempt households from the “no-domestic-property” requirement on a discretionary basis upon fulfillment of the following criteria:
  - (i) acquired interest in the domestic property through operation of law (e.g. upon a divorce, inheritance); but are not in a position to dispose of such interest (e.g. because their interest is minimal or consensus cannot be reached with other interest parties) ; and
  - (ii) unable to reside in the premises.

However, the households concerned are still required to follow the current arrangements and declare the income derived from the said property and its net asset value for HD to assess whether the households income and asset levels have exceeded the relevant prevailing limits. If the income or asset level of the households ultimately exceeds the relevant prevailing limits, the households will need to vacate their PRH flats according to the requirements. Please return this Declaration Form together with documentary proof to the respective EMO for HD’s vetting on whether the above-mentioned situation can be applied.



## **Section C Guidelines for Completing Part II and Part IV on the Total Household Net Asset Value/ Individual Net Asset Value of the Declaration Form**

For households choosing to declare the total household net asset value in Part II [including the net value of those properties which are eligible for seeking from HD a discretionary exemption from the “no-domestic-property” requirement (please refer to the details in (4) of Section B of the “Guidelines for Completing the Declaration Form” at Part VII)], there is no need to complete Part IV. Regarding the types of assets covered in Part II, tenants/ licensees and all household members are advised to calculate whether the net asset value owned or possessed under their names, or otherwise beneficially owned through other name(s) as at 30 April 2024 has exceeded 100 times the prevailing PRHILs, by ticking the appropriate box in Part II. For those households choosing to declare their household members’ total individual net asset value separately, please fill in detailed information about the net asset value for each type of assets (see Note 1 to Note 9). All the assets owned in and outside Hong Kong have to be declared. HD will randomly select declarations for rigorous checking.

For foreign currencies, the amount should be stated by converting to Hong Kong Dollars at the closing exchange rate of Hong Kong foreign exchange market as at 30 April 2024. However, if there is no closing price due to typhoon, etc. or for whatever reasons on 30 April 2024, the closing price as at the last available transaction day immediately prior to 30 April 2024 will be used for calculation. Please retain the original copies of all relevant documentary proofs (as per documents listed in < > ) for further examination by the staff or authorized persons concerned of HD.

### **Note 1 Deposits and Cash and Loans to others**

#### **(a) Saving/ Fixed Deposits at Bank and balances of accounts at other institutions**

e.g. balances of saving/ current accounts and fixed deposits in both local and foreign currencies, etc., have to be declared with the total balances as at 30 April 2024. **All accounts from banks and other institutions, etc., irrespective of the amount of balance, have to be counted.**

For deposits in foreign currencies, the total amount of deposits should be stated by converting the balance to Hong Kong Dollars at the closing exchange rate of Hong Kong foreign exchange market as at 30 April 2024. For joint accounts, the amount will be apportioned by the number of account holders unless the allotment of shares is expressly stated in valid legal documents.

Deposits also include the amount of money that has been withdrawn or can be withdrawn anytime from Mandatory Provident Fund / Provident Fund / recognized Occupational Retirement Scheme(s) as at 30 April 2024.

**<Documentary proofs showing the balance of all deposit accounts as at 30 April 2024, valid legal documents for the allotment of shares in joint accounts, etc.>**

#### **(b) Cash in Hand (excluding saving / deposits at bank and balances of accounts at other institutions)**

(i) Cash in hand refers to both local and foreign currencies in value exceeding HK\$5,000 as at 30 April 2024.

(ii) For cash in foreign currencies, the total amount of cash in hand declared should be converted to Hong Kong Dollars at the closing exchange rate of Hong Kong foreign exchange market as at 30 April 2024.

#### **(c) Loans to others**

(i) All outstanding loans to others as at 30 April 2024 in both local and foreign currencies.

(ii) For foreign currencies, the amount should be stated by converting to Hong Kong Dollars at the closing exchange rate of Hong Kong foreign exchange market as at 30 April 2024.

### **Note 2 Investments**

e.g. listed shares, bonds, funds, the surrender value of annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), insurance with cash value (including cash value, interest, dividend, etc.), commodities futures, paper gold, certificates of deposits, deposits with brokers, warrants, callable bull/ bear contracts and any investment derivatives / products (whether in physical or virtual), etc. The net value of these investments is determined by the closing price per unit as at 30 April 2024. For investment transactions made in foreign currencies, the closing price should be converted to Hong Kong Dollars at the closing exchange rate as at 30 April 2024. In addition, if there is no closing price due to typhoon, etc. or for whatever reasons on 30 April 2024, the closing price as at the last available transaction day immediately prior to 30 April 2024 will be used for calculation.

**<Relevant transaction invoices/ receipts and bank statements showing the position as at 30 April 2024, investment/ insurance policy annual financial statements/ notice, etc.>**

### **Note 3 Business Undertakings**

e.g. interest in business of sole proprietorship, partnership or limited companies, etc. If the business is in the form of partnership or limited companies, the share of interest will be used for calculation of the assets. Any amount of loss in assets in business of sole proprietorship or partnership may be deducted from the individual net asset value of the household member(s) concerned but not from the total household net asset value. If business is in the form of limited companies, any loss in assets shall not be deducted from either the individual net asset value or the total household net asset value.

The net asset value of business is determined by the following formula:

{(Latest net book value (audited or provisional accounts) of the plant and machinery + stocks in hand + accounts receivable + balance of bank accounts + cash in hand + net value of vehicles + market value of landed properties, etc.) – various liabilities} x Percentage of Interest

The net value of business assets (e.g. lands, landed properties, vehicles, taxis/ public light bus licences, investments, deposits and cash etc.) will be determined in accordance with the formulae stated in these paragraphs.

**<The valid Business Registration Certificate, all relevant financial statements (e.g. Trading Account, Profit and Loss Account, Balance Sheet, etc.) based on the company's annual audited Financial Statement for the financial year 2023/24 or with the financial year ended within 12 months prior to 30 April 2024 of each business. Relevant documentary proofs such as purchase invoice, quotation, accounting books and bank statements, etc.>**

#### **Note 4 Vehicles**

e.g. private car, motorcycle, van, lorry, container truck, tractor, trailer, etc. Vehicles registered under personal names for private use or for a self-employed transportation business have to be counted into individual net asset value. Should the vehicle be a subsidiary part of a sole proprietorship, partnership or limited company, etc., its value should be incorporated into the asset value of the entire business under "Business Undertakings".

The net value of vehicles is determined by the following formula:

Purchase Price - Outstanding Hire Purchase Repayment as at 30 April 2024 - ^Depreciation

(^ Depreciation: 60% initial depreciation allowance on down payment of vehicle and payment of the principal by instalments in the current year, and 30% annual depreciation on the residual value.)

**<Relevant vehicle purchase agreement, the valid Vehicle Registration Document, the hire purchase agreement showing the repayment schedule for the month of April 2024, etc. of each vehicle>**

#### **Note 5 Taxi and Public Light Bus Licences (including vehicles)**

e.g. Urban/ New Territories/ Lantau taxi, Public Light Bus, etc.

The net value of taxi/ public light bus licence is determined by the following formula:

[Open Market Transaction Price as at 30 April 2024 (or the latest Tender Price#) + Vehicle Purchase Price (if not included in the value of the licence) - Outstanding Hire Purchase Repayment as at 30 April 2024 - Depreciation of Vehicle (see Note 4^)] x Percentage of Interest

(# tender price of licences with transaction made within three months prior to 30 April 2024 will be taken for assessment)

**<Relevant vehicle purchase agreement, the valid Vehicle Registration Document, the hire purchase agreement showing the repayment schedule for the month of April 2024, etc. of each taxi/ public light bus>**

#### **Note 6 Landed Properties**

Including completed, pre-sale and under Agreements for Sale and Purchase domestic properties\*\*[including those properties which are eligible for seeking from HD a discretionary exemption from the "no-domestic-property" requirement (please refer to the details in (4) of Section B of the "Guidelines for Completing the Declaration Form" at Part VII)], carparking spaces, commercial/ industrial properties, etc.

The net value of landed properties is determined by the following formula:

(Estimated Property Value - Outstanding Mortgage Loan) as at 30 April 2024 x Shares of Ownership (%)

**< The Assignment Deed or Mortgage Deed, the mortgage repayment schedule showing the repayment for the month of April 2024 and the Demand for Rates and/ or Government Rent for the second quarter of 2024, etc. of each landed property>**

\*\* Under the "Well-off Tenants Policies", households with domestic property ownership in Hong Kong should vacate their PRH flats, irrespective of their levels of income or assets. In case of having domestic property ownership in Hong Kong (please refer to Section B of Part VII), please complete Part I of the Declaration Form, and return it to the respective EMO after signing in Part VI. There is no need to complete the other parts of this Declaration Form. However, for those households who are eligible for seeking from HD a discretionary exemption from the "no-domestic-property" requirement (please refer to the details in (4) of Section B of the "Guidelines for Completing the Declaration Form" at Part VII), or own domestic property outside Hong Kong, they are still required to declare the income derived from the said property and its net asset value. If the income or asset level of the households ultimately exceeds the relevant prevailing limits, the households will need to vacate their PRH flats according to the requirements.

**Note 7 Lands**

e.g. Government grants, Letter A and Letter B, etc.

The net value of lands is determined by the following formula:

(Estimated Land Value - Outstanding Mortgage Loan) as at 30 April 2024 x Shares of Ownership (%)

**<Relevant Lease Agreement, Title Deed, Letter A/ Letter B (whichever is appropriate) together with the mortgage repayment schedule showing the repayment of lands for the month of April 2024 and the Demand for Rates and/ or Government Rent for the second quarter of 2024, etc.>**

**Note 8 Deduction amount (lump-sum retirement benefits)**

Lump-sum retirement benefits received by the households under Mandatory Provident Fund Schemes, Occupational Retirement Schemes and Civil Service Pension Schemes may be deducted from the total household asset value<sup>##</sup>. If the long service payment/ severance payment is being offset<sup>@</sup> during the withdrawal of retirement benefits, such long service payment/ severance payment would be treated as part of the retirement benefits and can be deducted from the total household asset value.

**< Documents on payment of lump-sum retirement benefits, etc.>**

**Note 9 Deduction amount (lump-sum compensations)**

Lump-sum compensations including insurance claims, statutory compensations, claims under critical illness insurance policies and other related forms of compensation received due to the death/ critical illness suffered by household members in the tenancy, or for loss of earning power due to injuries sustained at work, or in traffic and other accidents, may be deducted from the total household asset value. Furthermore, lump-sum of non-statutory compensations and special financial assistance received due to death of household members in the tenancy may also be deducted from the total household asset value.

**<Relevant receipts, insurance policies, etc.>**

**Section D Guidelines for Completing Part III on Information about Household Income of the Declaration Form**

Tenants/ licensees and all household members must declare all the pre-tax income received during the assessment period from **1 April 2023 to 30 April 2024** in the space provided in Part III. All income received in and outside Hong Kong should be declared. Where there is no such income, please put “NIL” in the relevant space provided in Part III. No space should be left blank. Please retain the original copies of all relevant documentary proofs (as per documents listed in < >) for further examination by the staff or authorized persons concerned of HD.

**The general items that should be included and excluded/ deducted in income calculation:****Sources of Income to be included**

- |       |  |                         |
|-------|--|-------------------------|
| i.    | Employment income (pre-tax)(including income from household members working overseas)  | (Please see Note 14 A)  |
| ii.   | Allowances from employers (including education, housing allowances, etc.)  | (Please see Note 14 A)  |
| iii.  | Self-employment and business income  | (Please see Note 14 B)  |
| iv.   | Income from the average monthly interest, bonus and dividends, etc. from fixed deposits, insurance and investments   | (Please see Note 15)    |
| v.    | Income from lands/ landed properties, etc.   | (Please see Note 16)    |
| vi.   | Income from commercial vehicles  | (Please see Note 17)    |
| vii.  | Comprehensive Social Security Assistance for individual household member(s)  | (Please see Note 18(a)) |
| viii. | Financial support from relatives and friends not living together   | (Please see Note 18(a)) |
| ix.   | Maintenance fee of divorce   | (Please see Note 18(a)) |
| x.    | Surviving Spouses' and Children's Pension/ Widow and Orphans Pension   | (Please see Note 18(a)) |
| xi.   | Monthly Pension  | (Please see Note 18(a)) |
| xii.  | The guaranteed monthly annuity payment under annuity plans (including Hong Kong Mortgage Corporation Annuity Plan)   | (Please see Note 18(a)) |
| xiii. | Remuneration received by Council members   | (Please see Note 18(a)) |
| xiv.  | Living Allowance for Carers of Elderly Person from Low-income Families   | (Please see Note 18(b)) |
| xv.   | Living Allowance for Low-income Carers of Persons with Disabilities  | (Please see Note 18(b)) |
| xvi.  | Any other income not covered by the above items (please state the source of income and provide Supplementary Information in Part V of this Declaration Form) |                         |

<sup>##</sup> The benefits accrued from employees' voluntary contribution under MPF are not deductible and should be counted into the household net asset value.

<sup>@</sup> At present, the Employment Ordinance (Cap. 57) enables employer who is liable to pay an employee long service payment/severance payment to offset the payment with the accrued benefits derived from the employers' contributions made to a Mandatory Provident Fund Scheme or an Occupational Retirement Scheme.

#### Income to be excluded

- i. Old Age Allowance, Old Age Living Allowance and Disability Allowance or any special allowances relating to disability under CSSA scheme
- ii. Monthly compensation for pneumoconiosis
- iii. Scholarship granted on competitive basis
- iv. Education allowance received in form of all means-tested education grants
- v. Severance payment and lump-sum retirement benefits
- vi. Payment in-lieu-of notice in case of termination of employment contract
- vii. Work Incentive Transport Subsidy Scheme
- viii. Pre-primary Education Voucher Scheme
- ix. Traffic accident compensation or other accident compensation (lump-sum compensation is exempted from the assessment)
- x. Working Family Allowance

#### Income to be deducted from individual household member(s)

- i. Contribution under the Mandatory Provident Fund Schemes Ordinance (MPF Ord.) or the Occupational Retirement Scheme(s)(ORS) recognized by the MPF Ord.\*
- ii. Maintenance fee paid to household members not living together subsequent to a legal divorce
- iii. Surviving Spouses' and Children's Pension/ Widow and Orphans Pension contribution

#### Income not to be deducted from individual household member(s)

- i. Repayment of loan (e.g. bankruptcy, loan, etc.)
- ii. Instalments for purchasing properties or appliances, etc.
- iii. Hire-purchase loan interest of taxi/ public light bus licence

(The above items are not exhaustive. For enquiries, please contact the staff of the respective EMO.)

#### **Note 10 Occupation/ Position**

- (1) For employed cases (including part-time and contract job), please state the occupation/ position in the space provided (e.g. clerk, manager, teacher, civil servant, etc.)
- (2) For self-employed cases, please state the occupation/ position in the space provided (e.g. hawker, taxi-driver, trader, director, shareholder, etc.)
- (3) For neither employed nor self-employed cases, please specify the status (e.g. housewife, full-time student, retiree or unemployed person, etc.)
- (4) For concurrently employed and self-employed cases, please specify the details of all the occupations/ positions, (e.g. sale assistant, taxi-driver, etc.)
- (5) For those who do not have fixed employers (e.g. casual worker), please state so.

#### **Note 11 Employment/ Self-employment**

Households are required to state clearly whether they are employed or self-employed. For self-employed cases, please specify whether in sole proprietorship, partnership or shareholding in limited company. For those who are concurrently employed and self-employed, please state so.

#### **Note 12 Name of employer/ company**

The name of the company/firm of employment or self-employment should be stated. For those who are concurrently employed and self-employed, the names of the respective companies/ firms should be stated. For those who do not have fixed employers (e.g. casual worker), please state so.

#### **Note 13 Address, telephone number and Business Registration Certificate Number (for self-employed person holding Business Registration Certificate) of the workplace/ company**

The addresses and telephone numbers of the companies/ firms of employment or self-employment should be stated. For those who are concurrently employed and self-employed, the addresses and telephone numbers of the respective companies/ firms should be stated. For self-employed person holding Business Registration Certificate, the valid Business Registration Certificate Number should be stated.

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\* For mandatory contribution, the acceptable deduction stands at 5% of the income. For contribution under recognized ORS, the deductible contribution is 5% of the income or the actual contribution amount, whichever is the less. If the income is over the maximum relevant level specified under MPF Ord., the acceptable deduction, regardless of mandatory contribution or that under recognized ORS, cannot exceed the amount calculated from the maximum relevant income level under the MPF Ord. or it shall be the actual contribution amount, whichever is the less. All voluntary or non-mandatory contributions are not deductible.



## Note 14 Monthly income

Calculation of income as detailed below should be read carefully:

### A. Employment (including part-time and contract job)

(1) **For those employed on a monthly basis in the month of April 2024**, the calculation of income should be based on the total amount of the basic salary in the month of April 2024 and the average monthly irregular income (e.g. allowances, overtime pay, bonus, double pay, commission and <sup>△</sup>gratuity, etc.) received from April 2023 to March 2024 by deducting the average employee's contribution, if any, to the Mandatory Provident Fund (MPF)/ recognized Occupational Retirement Scheme(s)(ORS) for the period from April 2023 to March 2024. For those who changed their employers for the period from April 2023 to April 2024, the calculation should be based on the income received from and period served for their latest employers.

(i) For those who have been employed by the same employer for the period from 1 April 2023 to 30 April 2024:

$$\begin{array}{rcccl} & & \text{Irregular income received} & & \\ & & \text{from 1 April 2023 to} & & \\ & & \text{31 March 2024} & & \\ \text{Basic salary of April 2024} & + & & - & \text{@ Employee's contribution to MPF/ ORS} \\ & & \text{12 months} & & \text{from 1 April 2023 to 31 March 2024} \\ & & & & \text{12 months} \end{array}$$

(ii) For those who served the same employer in the months of March to April 2024 but for less than one year as at March 2024:

$$\begin{array}{rcccl} & & \text{Irregular income received} & & \\ & & \text{for the service period} & & \\ & & \text{*Service period} & & \\ \text{Basic salary of April 2024} & + & & - & \text{@ Employee's contribution to MPF/ ORS} \\ & & & & \text{for the service period} \\ & & & & \text{*Service period} \end{array}$$

(iii) For those who have been employed on / changed to a monthly-employment basis since the month of April 2024:

$$\text{Basic salary of April 2024} - \text{@ Employee's contribution to MPF/ ORS in the month of April 2024}$$

(2) **For those employed on a non-monthly basis in the month of April 2024** (e.g. daily-rated/ hourly-rated/ piece-rated/ commission-based employees or casual workers), the calculation of income should be based on the average monthly income received for the period from April 2023 to March 2024 by deducting the average employee's contribution, if any, to the MPF/ recognized ORS for the period from April 2023 to March 2024, and based on the income received from and period served for their latest employers (in case of having fixed employers).

(i) With fixed employers:

(a) Serving for one full year:

$$\begin{array}{rcccl} & & \text{Total income received} & & \\ & & \text{from 1 April 2023 to 31 March 2024} & & \\ & & \text{12 months} & & \\ & & & - & \text{@ Employee's contribution to MPF/ ORS} \\ & & & & \text{from 1 April 2023 to 31 March 2024} \\ & & & & \text{12 months} \end{array}$$

(b) Serving for less than one year:

$$\begin{array}{rcccl} & & \text{Total income received} & & \\ & & \text{for the service period} & & \\ & & \text{* Service period} & & \\ & & & - & \text{@ Employee's contribution to MPF/ ORS} \\ & & & & \text{for the service period} \\ & & & & \text{* Service period} \end{array}$$

△ The gratuity earned from completion of a contract should be apportioned over the contract period and only the gratuity earned for the period from 1 April 2023 to 31 March 2024 is counted.

e.g. Contract period : from 1 January 2022 to 31 December 2023 (24 months)

Gratuity amount : \$24,000

Average monthly gratuity :  $\frac{\$24,000}{24} \times \frac{9}{12}$  (from 1 April 2023 to 31 December 2023) = \$750

@ Contribution, if there is any, can be deducted. Sufficient documentary proofs should be produced. Please refer to item (i) of "Income to be deducted from individual household member(s)" on Page 12.

※ For example, if the commencement/ change of employment falls on 4 September 2023, the service period should be counted from 4 September 2023 to 31 March 2024, i.e. 6  $\frac{27}{30}$  months.

(ii) Without fixed employers:

(a) Serving on a non-monthly employment basis for one full year:

$$\frac{\text{Total income received from 1 April 2023 to 31 March 2024}}{12 \text{ months}} - \frac{^{\text{a}}\text{Employee's contribution to MPF/ ORS from 1 April 2023 to 31 March 2024}}{12 \text{ months}}$$

(b) Serving on a non-monthly employment basis for less than one year:

$$\frac{\text{Total income received for the service period}}{^{\text{*}}\text{Service period}} - \frac{^{\text{a}}\text{Employee's contribution to MPF/ ORS for the service period}}{^{\text{*}}\text{Service period}}$$

(iii) For those who have been employed on / changed to a non-monthly employment basis since the month of April 2024 :

(a) In case the number of working days is less than 26 in the month of April 2024, income received over a period of 26 days should be calculated on a pro rata basis on the number of working days in the month:

$$\frac{\text{Income received in the month of April 2024}}{\text{Number of working days}} \times 26 \text{ days} - \frac{^{\text{a}}\text{Employee's contribution to MPF/ ORS in the month of April 2024}}$$

(b) In case the number of working days is 26 or more in the month of April 2024:

$$\text{Total income received in the month of April 2024} - ^{\text{a}}\text{Employee's contribution to MPF/ ORS in the month of April 2024}$$

(3) For those whose employment ceased within the month of April 2024 and have not been employed or self-employed until 30 April 2024

$$\frac{\text{Total income received for the service period}}{^{\text{*}}\text{Service period}} - \frac{^{\text{a}}\text{Employee's contribution to MPF/ ORS for the service period}}{^{\text{*}}\text{Service period}}$$

## B. Self-employment

For those self-employed in sole proprietorship or partnership (please state which one) in April 2024, the average monthly net profit based on the latest annual Profit and Loss Account of the business should be declared. Any loss should also be declared and can only be deducted from the total individual income of such household member. For the items of owner's salary and expenses for private use stated as expense on the Profit and Loss Account of the business, they should also be declared as income. For shareholders/ directors of limited companies, the average monthly income generated from dividends, directors' remuneration, bonus, expenses for private use, etc. based on the company's annual audited Financial Statement for the financial year 2023/24 or with the financial year ended within 12 months prior to 30 April 2024 of each business should be declared, and the profit or loss of the limited company should be excluded from the calculation of personal income.

**<The valid Business Registration Certificate, Profit and Loss Account and relevant documents/ receipts of business income and expenditure, etc. of each business.>**

## C. Concurrent employment and self-employment

Details of the respective income received from both employment and self-employment should be stated.

@ Contribution, if there is any, can be deducted. Sufficient documentary proofs should be produced. Please refer to item (i) of "Income to be deducted from individual household member(s)" on Page 12.

※ For example, if the commencement / change of employment falls on 4 September 2023, the service period should be counted from 4 September 2023 to 31 March 2024, i.e.  $6\frac{27}{30}$  months.

#### D. For those who have not been employed or self-employed in the month of April 2024

The calculation of average monthly income should be based on the total income received from any employment and/or self-employment for the period from 1 April 2023 to 31 March 2024 to be divided by 12 months. Please furnish information on self-employment/employment, the period concerned, the income received, etc. during the assessment period.

*Total income received from employment  
and/or self-employment  
from 1 April 2023 to 31 March 2024  
12 months*

— <sup>@</sup> *Employee's/Self-employed person's contribution to  
MPF/ ORS from 1 April 2023 to 31 March 2024  
12 months*

#### Note 15 Income from the average monthly interest, bonus and dividends, etc. from fixed deposits, insurance and investments

Income derived from interest, bonus, dividends, etc. from fixed deposits, insurance and investments (e.g. funds, bonds, stocks/shares, certificates of deposits, etc.) received between 1 April 2023 to 31 March 2024 should be declared. The average monthly amount should be calculated by the division of 12 months from the total amount received.

#### Note 16 Income from lands/ landed properties, etc. owned in and outside Hong Kong

Income derived from lands, parking spaces and domestic/commercial/industrial self-owned properties in and outside Hong Kong (including those solely owned or jointly owned) or those not self-owned properties (such as the case of chief-tenants) has to be declared. Households are required to fill in address in details in Part III of this Declaration Form.

For the above-mentioned lands/landed properties owned in Hong Kong, whether left vacant, self-used or let out, the calculation of income is as follows:

##### (1) For properties let out with duly stamped tenancy agreements:

Monthly income from net rent should be calculated by deducting rates and government rent payable by the landlord (but not deductible if payable by the tenants) from the rent for the month of April 2024 as stipulated in the tenancy agreements, allowing 20% of the remaining for expenses and outgoings.

$$\left( \text{Rent in April 2024} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$$

##### (2) For properties let out without duly stamped tenancy agreements:

- (i) If the rent received is higher than the rateable value, monthly income from net rent should be calculated by deducting rates and government rent payable by the landlord (but not deductible if payable by the tenants) from the rent received for the month of April 2024, allowing 20% of the remaining for expenses and outgoings.

$$\left( \text{Rent received in April 2024} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$$

- (ii) If the rent received is lower than the rateable value, monthly income from the rateable value of 2024/25 should be calculated by deducting rates and government rent payable by the landlord (but not deductible if payable by the tenants), allowing 20% of the remaining for expenses and outgoings.

$$\left( \frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$$

@ Contribution, if there is any, can be deducted. Sufficient documentary proofs should be produced. Please refer to item (i) of "Income to be deducted from individual household member(s)" on Page 12.

(3) **For properties not let out (whether left vacant or self-used):**

Property income should be calculated by deducting rates and government rent from the rateable value of 2024/25 allowing 20% of the remaining for expenses and outgoings.

$$\left( \frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$$

For properties jointly owned with others, the income calculated as above should be adjusted on a pro rata basis according to the share of interest. The deduction of rates will still be allowed, even if rates concession for the prevailing quarter is given to the landlord by the Government. If the industrial/ commercial self-used properties are for business purposes and no rental expenses are stated in the Profit and Loss Account/Financial Statement of the business, then there is no need to calculate the property income.

For rental income derived from the above-mentioned lands/landed properties, etc. owned outside Hong Kong has to be declared the rent received for the month of April 2024. Where there is no rental income, please put “no rental income” in the relevant space provided and should not be left blank.

**<Relevant tenancy agreements and rent receipts (if the property has been let out), Demand for Rates and/ or Government Rent for the month of April 2024, etc.>**

**Note 17 Income from commercial vehicles**

The average monthly net income derived from the commercial vehicles [ including taxi, public light bus, lorry, container truck, tractor, trailer, private car (with a hire car permit), etc. ] owned in the name of the tenant/ licensee/ household member(s) as at 30 April 2024 should be declared according to the Profit and Loss Account of the business for the latest 12 months. The net income should be calculated by deducting depreciation and expenses such as registration fee, insurance premium, hire charges, fuel and maintenance expenses, etc. from the total income stated in the Profit and Loss Account of the business for the latest 12 months.

**<Relevant the valid Vehicle Registration Document, Profit and Loss Account of the business and receipts on expenses, etc. of each commercial vehicle>**

**Note 18 Other income**

- (a) Any income received in the month of April 2024 apart from income from employment/ self-employment, such as Comprehensive Social Security Assistance for individual member(s) (including the average long-term supplement), financial support from relatives and friends not living together, maintenance fee of divorce, Surviving Spouses’ and Children’s Pension/ Widow and Orphans Pension, monthly pension, the guaranteed monthly annuity payment under annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), remuneration received by Council members or any other income not covered by the above items, etc. should be declared with the source of the income stated. However, there is no need to declare Old Age Allowance, Old Age Living Allowance and Disability Allowance.
- (b) In addition, ad hoc allowances/ subsidies (including but not limited to Living Allowance for Carers of Elderly Persons from Low-income Families, Living Allowance for Low-income Carers of Persons with Disabilities) received from 1 April 2023 to 31 March 2024 should be declared. The average monthly amount should be calculated by the division of 12 months from the total amount received.

- End -