香港房屋委員會
Hong Kong Housing Authority

Declaration Form on Occupancy Status

Important Notes

1. Public Rental Housing (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".

2. PRH households should make declaration to HA after having acquired a domestic property in Hong Kong (within one month of entering into any agreement, including provisional agreements).

3. 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.

4. 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.

5. If PRH households are required to make declarations in accordance with the "Well-off Tenants Policies" , they only need to fill in the "Declaration Form on Occupancy Status".

6. All-elderly-member households (all family members aged 60 or above) should declare on "Declaration Form on Occupancy Status".

7. PRH households who refuse to make declarations (including those failing to complete the Declaration Form or furnish the information as required) or fail to make declarations within the specified time may have their tenancies terminated.

Notes for Declaration

1. 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.

2. The 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.

3. Please read the notes (page 3) and declarations (pages 2 and 4) carefully before signing the declaration form.

香港房屋委員會
Hong Kong Housing Authority

Declaration Form on Occupancy Status

Guidelines for Completing the Form

Part I: Declaration on Occupancy Status

	Tenant	Household Member	Household Member	
Name	LEE TAI MAN	CHAN MEI MUI	LEE KAI	
Relationship with Tenant	Self	Spouse	Son	
Have you retained regular and continuous residence in the above PRH flat (Note 4)	❍ Yes ❍ No, reason(s) is/are as follows: ❍Having moved out ❍Other reasons:	❍ Yes ❍ No, reason(s) is/are as follows: ❍Having moved out ❍Other reasons:	❍ Yes ❍ No, reason(s) is/are as follows: ❍ Having moved out ❍ Other reasons:	❍ Yes
Has the flat been left vacant / sub-let or assigned/ used for illegal or non-residential purposes	❍ No ❍ Yes, details are as follows:	❍ No ❍ Yes, details are as follows:	❍ No ❍ Yes, d	❍ No

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 circle as ● according to the status of individual household member.

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:

1. 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.

2. 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.

3. I/We have read the Personal Information Collection Statement (PICS) in Part III of this Declaration Form and understand its content. At the same time, I/we have obtained the consent of the emergency [illegible] and the Housing Department (HD) can handle and use the personal data prov[illegible] PICS, and **disclose my/our personal data to and verify such data with the [illegible] and public/private organisations.**

4. I/We understand that I/we must sign below, and I/we have acknowledged, understo[illegible] agreed and complied with all the terms and requirements listed on this Declaration Form, and shall be legally responsible for the information I/we declare.

- The signature of the tenant in Part II must be the same as that on the TA / Occupation Licence. Please refer to Note 5.
- Household members aged below 18 are not required to sign on this form.

	Name	HKIC No.	Contact Tel. No. and email address	Signature (Note 5)	Date of Signature
Tenant	LEE TAI MAN				
Household Member	CHAN MEI MUI				

Please provide particulars of Emergency Contact Person (Both household and non-household members are acceptable).

Emergency Contact Person

Name	Relationship with Tenant	Contact Tel. No.	Email address (optional)