

Income and Asset Declaration Form

(Only for the Holder of a Valid "Green Form Certificate" Applicants use)

Notes:

- The applicant and family member(s) in Part I of this declaration form must be the same as those on the application form of this Scheme.**
- Please fill in this declaration form in English block letters and Chinese (if applicable) with a black or blue ball pen (erasable ball pen should not be used). Applicants and relevant family member(s) (if applicable) should sign against amendments, if any. No correction materials such as correction fluid or tapes for obliteration should be used.**
- Applicants and their family member(s) who are listed in the application form of this Scheme should declare the total monthly income of September 2024 and the net asset value as at 2 October 2024 (please make reference to restrictions on ownership of domestic property, income and assets of the relevant applications/schemes (such as PRH applications)).**

(Please mark the box '☐' as '■' as appropriate)

【For holders of valid "Green Form Certificates - Applicable to Sale of Home Ownership Scheme Flat Only" whose eligibility has been established under Civil Service Public Housing Quota, please go to Part I, II, V and Part VI】

Part I Particulars of the applicant and all family members who live with the applicant upon purchase of a flat

(For households involving over four persons, please use two or more (if applicable) declaration forms and submit all forms duly signed and confirmed by the applicant and family member concerned.)

		Applicant	Family Member	Family Member	Family Member
Name (same as Hong Kong Identity Card)					
Hong Kong Identity Card (HKIC) No./Hong Kong Birth Certificate (HKBC) No. (no need to fill in HKBC no. if child(ren) is/are aged below 11 and not born in HK)					
Relationship with Applicant		Not Applicable			
Marital Status	1. Unmarried	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>
	2. Married	2. <input type="checkbox"/>	2. <input type="checkbox"/>	2. <input type="checkbox"/>	2. <input type="checkbox"/>
	3. Married <i>(Spouse not having the right to land in Hong Kong)</i>	3. <input type="checkbox"/>	3. <input type="checkbox"/>	3. <input type="checkbox"/>	3. <input type="checkbox"/>
	4. Divorced <i>(Have obtained the Court Order of Divorce)</i>	4. <input type="checkbox"/>	4. <input type="checkbox"/>	4. <input type="checkbox"/>	4. <input type="checkbox"/>
	5. Widowed	5. <input type="checkbox"/>	5. <input type="checkbox"/>	5. <input type="checkbox"/>	5. <input type="checkbox"/>

Part II Ownership of Domestic Property

(Applicant of <Green Form Certificate> holder and all family members in Part I are required to fill in this part)

Own(s) or co-own(s) or own(s) under a company any domestic property in Hong Kong (Please refer to the Part VI para. 8 of this declaration form for detail)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

Part III Income (including the total monthly income in and outside Hong Kong, in HK dollars and whole number)

(Where there is no such income from 1 April 2024 to 30 September 2024, please put "0" or "NIL" in the relevant box provided and do not leave it blank.)

Occupation/Position					
Employment nature		<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed
Name of Employer/Business/Company					
Monthly income (HK Dollars) For detail of assessment period, please refer to Annex A of the Application Guide for White Form Applicants	(1) Average Monthly Income from employment	\$	\$	\$	\$
	(2) Average Monthly Income from self-employment	\$	\$	\$	\$
	(3) Average Monthly Income from interest, bonus and dividends of fixed deposits, insurance and investments, etc.	\$	\$	\$	\$
	(4) Other income (Please specify) (Other than the income above)	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$
Total Monthly Income (HK dollars) (Total of Items 1 to 4)		(A)\$	(B)\$	(C)\$	(D)\$

Total Monthly Household Income = (A)+(B)+(C)+(D) = HK\$

--	--	--	--	--	--	--	--

Part IV Net Asset Value (the net asset value as at 2 October 2024, including assets in and outside Hong Kong, in HK dollars and whole number) (Where there is no such asset as at 2 October 2024, please put "0" or "NIL" in the relevant box provided and do not leave it blank.)

	Applicant	Family Member	Family Member	Family Member
Name (same as Hong Kong Identity Card)				
(5) Land/Landed Properties (e.g. farm land, ancestral houses, overseas residential properties, commercial retail shops, industrial and commercial premises, parking spaces, etc.)	\$	\$	\$	\$
(6) Vehicles	\$	\$	\$	\$
(7) Taxi/Public light bus licences	\$	\$	\$	\$
(8) Investments (e.g. listed shares, bonds, funds, savings or investment-linked insurance policies, annuity plan, etc.)	\$	\$	\$	\$
(9) Business undertakings (including sole proprietorship/partnership/limited company) (Please complete, whether with business registration or not)	\$	\$	\$	\$
(10) Deposits (banks and others financial institutions and betting accounts e.g. balances of savings/current accounts deposits/fixed deposits, etc. (in both local and foreign currencies)) (All accounts, irrespective of the amount of balance, have to be stated)	\$	\$	\$	\$
(11) Cash in hand (including Hong Kong and foreign currencies)	\$	\$	\$	\$
(12) Others (e.g. all outstanding loans that have yet to be recovered to others in both local and foreign currencies, the amount of MPF or Recognised Occupational Retirement Scheme(s) which can be withdrawn, etc.)	\$	\$	\$	\$
Personal Total Net Asset Value (HK dollars) (Total of Items 5 to 12)	(E)\$	(F)\$	(G)\$	(H)\$

Total Net Household Asset Value = (E)+(F)+(G)+(H) = HK\$

Part V 【For the holders of valid "Green Form Certificates - Applicable to Sale of Home Ownership Scheme Flat Only" whose eligibility has been established under Civil Service Public Housing Quota, please fill in this part】

(Please mark the box as as appropriate and fill in your current Pay Scale Point)

From the closing date of the application of "Green Form Certificates - Applicable to Sale of Home Ownership Scheme Flat Only" up till now, I, *together with the family member(s) in the case of serving officers _____ (name) listed in the application form of this Scheme /this declaration form still meet the eligibility criteria for Public Rental Housing (PRH) flat allocation under the Civil Service Public Housing Quota. *I/We have been fallen into one of the following pay scale:

	<u>Applicant</u>	<u>Family Members</u> (if applicable) Name: _____
<input type="checkbox"/> Master Pay Scale (MPS) Point 21 and not on a rank scale reaching MPS Point 25 or equivalent	Point _____	Point _____
<input type="checkbox"/> The highest point for Model Scale 1 Pay Scale (Mod Scale) (Mod Scale Point 13)	Point _____	Point _____
<input type="checkbox"/> The highest point for Junior Police Officers (Police Pay Scale Point 33a)	Point _____	Point _____
<input type="checkbox"/> The highest point for the Disciplined Services (DS) Rank and File (R&F) Officers [DS(R) Pay Scale Point 32];	Point _____	Point _____
<input type="checkbox"/> The highest point for Independent Commission Against Corruption (ICAC) R&F Officers (ICAC Pay Scale Point 17)	Point _____	Point _____
<input type="checkbox"/> I *and the family member(s) _____ (name) *am / are retired civil servant	Point _____	Point _____

*Please delete if appropriate

Part VI Declaration by the applicant and family members aged 18 or above

I/We hereby declare that:

1. All the particulars provided in this declaration form are true and correct in all respects. I/We have not withheld any information required for this application, nor have I/we provided any misleading information.
2. I/We have read carefully and understood the regulations/arrangements stipulated in the Application Guide (for Green Form Applicants) concerning the application for purchasing a flat under this Scheme, including but not limited to eligibility criteria and cancellation of the application(s) for other subsidised housing scheme(s) after the purchase of a flat under this Scheme, etc. I/We agree and am/are committed to complying with relevant regulations/arrangements, including those stipulated or revised by the HOS Sales Unit according to the situation; if there are any questions, I/we will take the initiative to contact the staff of relevant HOS unit for inquiries.
3. I/We have been duly informed of the purposes of providing the personal data, and I/we have given consent to the HA for using my/our personal data provided in this declaration form for the following purposes –
 - (a) processing the application of this Scheme and verifying the relevant information collected in the HA's tenancy records/past Subsidised Sale Flats Schemes records to prevent duplicate application and obtaining double housing benefits;
 - (b) matching my/our personal data with the database of relevant Government bureaux/departments and other relevant organisations for the processing of the application of this Scheme and prevention of duplicate application and obtaining double housing benefits; and
 - (c) compiling statistics and conducting data analysis and research by the HA, the Housing Department (HD), the Hong Kong Housing Society (HKHS) and relevant Government bureaux/ departments. The analysis or research results will not be released to a third party in a form that identifies the data subjects or any of them. Also, all the personal data supplied will not be made available to any third parties for other unrelated purposes.
4. I/We have read the Personal Information Collection Statement ("PICS") in this declaration form and understood 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 the Application Guide of this Scheme (for Green Form Applicants); and disclose my/our personal data and the information on companies under my/our name(s) to the concerned parties, companies or organisations for verification.
5. I/We voluntarily provide the information in this declaration form, and am/are willing to furnish the HA and the Housing Department (HD) with any other relevant proof or information for establishing my/our eligibility and the eligibility of the family member(s) listed in the application form of this Scheme/this declaration form. Provision of my/our authorisation statement for collecting and comparing/reviewing personal data is also voluntary. However, if I/we fail to provide sufficient information, the HA and the HD may not be able to process the application and the application fee paid will not be refunded and cannot be transferred.
6. I/We agree that all documents submitted by me/us to the HOS Sales Unit, the HA and the HD can use them for assessing my/our eligibility for the application of this Scheme (Green Form).
7. I/We also understand that if any changes in the personal particulars or family circumstances of mine/ours or any family member(s) listed in the application form of this Scheme/this declaration form have rendered me/us ineligible, the application will be cancelled and the application fee paid will not be refunded and cannot be transferred. The HA and the HD shall not be held responsible for any loss so incurred.
8. I/ We acknowledge and understand that I/we and any family member(s) listed in Part 1 of application form of this Scheme /this declaration form must fulfill the following requirements of restrictions on ownership of domestic property in Hong Kong:
 - (a) PRH tenants of the HA or Rental Estate tenants of HKHS, during the period from 24 months preceding the closing date for submitting the application and up to the date of signing the Agreement for Sale and Purchase (ASP) for a flat under this sale exercise, should not own any domestic property in Hong Kong;
 - (b) GFC holders or Rent Allowance for the Elderly Scheme (RAES) recipients are still subject to restrictions on ownership of domestic property of the relevant applications/ schemes (such as PRH applications). Up to the time of purchase of signing the ASP, should not own any domestic property in Hong Kong;
 - (c) I/ We understand the following situations are regarded as owning domestic property in Hong Kong:
 - (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; or
 - (v) assigned any domestic properties in Hong Kong or any interest in such properties in Hong Kong (the date of assignment means the date of execution of the Deed of Assignment); or
 - (vi) withdrawn from any company which owned any domestic property in Hong Kong in which the applicant/ family member(s) owned more than 50% of the shares.

Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Building Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.
9. **I/We undertake to meet the eligibility criteria of the application of this Scheme from submission of the application form and up to the date of signing the Agreement for Sale and Purchase (ASP) for the purchase of a HOS flat/recovered TPS flat of the HA.** I/We undertake to report in writing to the HA/HD any changes in the personal particulars (including but not limited to the income, net asset value and ownership of domestic property in Hong Kong) of mine/ours or any family member(s) listed in the application form of this Scheme/this declaration form or in the family circumstances (including but not limited to marital status) that occur during the period, so that the HA/HD can re-assess my/our eligibility of application and/or priority for flat selection.
10. I/We undertake that the flat purchased as a result of this application shall be for occupation by all the persons listed in the application form of this Scheme/this declaration form.
 - (a) If any of them is on the household register of public rental housing (PRH)/ Rental Estates/ Elderly Persons Flats under the HA or the HKHS, or household record of other subsidised housing schemes, I/ we shall move out from such unit and have my/our name(s) deleted from the respective household register or record from the date of signing an ASP, please contact relevant Estate Offices/ District Tenancy Management Offices/ relevant organisations for details.
 - (b) I/ We undertake that the whole household of sitting PRH/ Rental Estates/ Elderly Persons Flats tenants and their spouses must surrender their PRH/ Rental Estates/ Elderly Persons Flats units to the HA or the HKHS.

(c) **This paragraph is applicable to occupants living in Light Public Housing (LPH) units under the Housing Bureau (HB):**

I/ We undertake that the flat purchased as a result of this application shall be for occupation by all the persons listed in Part I of application form of this Scheme /this declaration form. If any of them has household record of LPH, I/ We shall have my/ our name(s) deleted from the respective household register or record and shall move out from such unit within 60 days from the date of signing the ASP. If I am/ We are the whole household of sitting LPH occupant(s), I/ We shall **upon (i) the date of taking over keys of the flat; or (ii) the 10th working day from the date of execution of the Deed of Assignment of the flat inclusively, whichever is earlier, submit a Notice-to-Quit to HB. I/ We shall terminate my/ our Occupation Licence Agreement of my/ our LPH unit(s) within 60 days, and return the unit in vacant possession to the HB on or before the day the Occupation Licence Agreement is terminated according to the requirements in paragraph 3 of the Application Guide.**

11. I/We understand that the personal data provided by me/us in this declaration form will be used by the HA, the HD and the HKHS for the processing of the application under this Scheme (for Green Form Applicants) and for the purposes of carrying out the checking/verification and matching procedures. Such procedures include: (a) vetting the application and determining my/our eligibility; (b) checking whether I/we have applied for other subsidised housing scheme(s); (c) giving approval to the application of this Scheme (for Green Form Applicants) and handling any subsequent changes in family circumstances, property ownership in Hong Kong, mortgage arrangements, sale of property, etc.; (d) the data are also used to prevent the purchaser and his/her spouse from participating in any other subsidised housing scheme(s) administered by the HA/HKHS/Urban Renewal Authority (URA) in future; and (e) preventing me/us from enjoying double housing benefits.
12. I/ We agree that when assessing my/ our eligibility to apply and purchase, staff of the HA, the HD and the HKHS may compare and match the personal data provided in this declaration form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such information is false or misleading, and may take appropriate action against the person(s) concerned on the basis of the result of the data comparison and matching. I/ We also authorise the HA, the HD and the HKHS to disclose, verify and match the information concerned with other government departments, public/ private organisations/ companies (including but not limited to URA, the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned. Furthermore, I/ we agree that any government departments, public/ private organisations/ companies (including but not limited to URA, the MPFA, banks and financial institutions), or the employers concerned may disclose my/ our personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HKHS for the purpose of comparing and matching the information provided in this declaration form. The personal data provided may also be used by the HA, the HD, the HKHS and relevant Government bureaux/departments for conducting statistical surveys and researches. I/ We also agree that the HA and the HD may pass this declaration form and the supporting document(s) submitted by me/ us to the HA's data processing service contractor for data processing in connection with my/ our application under this sale exercise, and that the information provided will be passed to the HA Hotline/ HA Sales Hotline/ 1823 for answering my/ our enquiries. (Please refer to paragraph 20 of the Application Guide of this Scheme (for Green Form Applicants) for Notes on Collection of Personal Data.)
13. I/We understand that any application form of this Scheme/this declaration form which contains false or incorrect information statement or representation will be cancelled, that the eligibility of such an application previously established as a result of providing false or misleading information shall be revoked. Any ASP of a HOS/recovered TPS flat of the HA executed for flat purchased shall be rescinded, all sums paid as deposit under the relevant ASP will be forfeited and any administrative fee paid will not be refunded. I/We also agree that the decision of the HA and the HD on such false or incorrect information statement or representation shall be final.
14. (a) I/We understand that under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement to the HA, in respect of any matter relating to the purchase of a HA's subsidised sale flat (which shall include a HOS flat/ recovered TPS flat) or in providing any information to the HA in respect of such matter, which he knows to be false or misleading as to a material particular shall be guilty of an offence and liable on conviction to a fine of \$500,000 and to imprisonment for 1 year. According to Section 26A of the Housing Ordinance (Cap. 283), where a court convicts a person of an offence under Section 26(2) of the Housing Ordinance (Cap. 283) in relation to the purchase of a flat by him, the court shall order either (a) that the flat purchased by the offender be transferred to the HA or the HA's nominee; or (b) the offender forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the conviction.
(b) I/We also understand that if the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/our purchase of the flat, the court may, according to Section 26B of the Housing Ordinance (Cap. 283), order either (a) that the flat be transferred to the HA or the HA's nominee; or (b) me or us to forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the order.
15. I/We acknowledge and understand that :
 - (a) Should I/we appear in the application form(s) of other subsidised housing schemes and more than one application are successful, I/we can only opt for one of the schemes and all other application(s) have to be cancelled;
 - (b) Should I/we successfully acquire a flat under other subsidised housing schemes, my/our application under this Scheme will be cancelled immediately. Even if I/we have cancelled the ASP/Provisional Agreement for Sale and Purchase of that subsidised flat, the application eligibility under this Scheme cannot be reverted;
 - (c) Should individual family member successfully acquire a flat under other subsidised housing schemes and becomes an owner or family member of the flat, the family member is required to delete his/her name from the application form of this Scheme/this declaration form. The HA will re-assess my/our eligibility of application and/or priority for flat selection. Besides, if the deletion results in a change of the application category from family applicant to one-person applicant, income and asset vetting(if applicable), and the order of priority for flat selection/ quotas will be processed according to the arrangements for one-person applicant;
 - (d) Should I/we be listed as married in the application form of this Scheme/this declaration form, my/our spouse(s) must be included in the same application form of this Scheme/this declaration form. Otherwise the HA may cancel all the related applications, unless supporting documents are submitted to prove that I am/we are legally divorced (please refer to the Application Guide of this Scheme, paragraph 1.7 for Green Form Applicants), or the spouse(s) does not/do not have the right to land in Hong Kong or has/have deceased;
 - (e) Should I/we have any family member(s) under 18 years old, his/her parent(s) or legal guardian must also be included in the same application form of this Scheme/this declaration form. (Please refer to the Application Guide of this Scheme, paragraph 1.9 for Green Form Applicants); and
 - (f) Should I/we successfully acquire a flat under this Scheme after signing an ASP of a HOS flat/recovered TPS flat of the HA, my/our application(s) for PRH [including Interim Housing (IH)] (if applicable) / LPH from the applicant and all other family member(s) listed in the Part I of application form of this Scheme/this declaration form will be cancelled and no PRH flat (including IH) / LPH will be allocated.

16. I/We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a HOS flat at Kai Ying Court / Ko Hei Court / On Pak Court / Siu Wu Court / Yu Hing Court sold under this sale exercise, I/we will be subjected to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government Lease and the land documents when purchasing the flat. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats. Please refer to paragraph 18.6.2 of the Application Guide of this Scheme (for Green Form Applicants) for details.
17. I/ We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a resale HOS flat at Kam Chun Court (if any) sold under this sale exercise, I/we will be subjected to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government Lease. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats. Please refer to paragraph 18.6.3 of the Application Guide of this Scheme (for Green Form Applicants) for details.
18. I/ We understand that if I/ we wish to assign or let the flat after I/ we have successfully purchased a resale HOS flat at Kei Wah Court / Kai Yan Court / Kwun Shan Court / On Sau Court / Chiu Ming Court / Siu Tsui Court (if any) sold under this sale exercise, I/ we will be subject to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government lease. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats. Please refer to Paragraph 18.6.4 of the Application Guide for details.
19. I/We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a recovered TPS flat sold under this Exercise, I/we will be subject to the terms of the Deed of Assignment and the provisions in the Housing Ordinance (Cap. 283) and its subsequent amendments. Please refer to paragraph 18.6.5 of the Application Guide for details.
20. I/We understand that the recovered TPS flats under this Exercise will be sold on an “as-is” basis and in the physical state and condition as they stand, no warranty or representation whatsoever has been given or is made by the HA regarding the physical state and condition thereof or the quality or fitness of the fittings and finishes or the installations and appliances (if any) incorporated thereof and the purchaser shall make no claim whatsoever on the same. Where the internal fittings relating to the water supply system, drainage system, electricity supply system and/or communal aerial broadcasting distribution system (except the communal facilities located in the flats) are found not functioning after the purchaser’s taking over of the flats, the purchaser may notify the HA in writing within 7 days from the date of handover, and the HA will take follow up actions as necessary and appropriate. Please refer to paragraph 13.13 of the Application Guide for details.
21. The HA reserves the right of not accepting any application.

- Attention:**
- (a) **The applicant and all family members aged 18 or above listed in Part I of this declaration form are required to sign below to acknowledge and agree to comply with the relevant regulations. For applicants who have submitted their application through paper submission, the signature must be the same as HOS 2024 paper application form.**
 - (b) **The applicant shall be held liable for the data of family member(s) aged below 18 furnished herein.**

	<u>Name</u>	<u>HKIC No.</u>	<u>Signature</u>
Applicant	_____	()	_____
Family Member	_____	()	_____
Family Member	_____	()	_____
Family Member	_____	()	_____
Date (day/month/year)	_____ / _____ / _____		

Personal Information Collection Statement

Purpose of Collection

1. The HA will use the personal data provided by you and your family member(s) in this application for the following purposes –
 - (i) processing the application and verifying the relevant information collected in HA’s tenancy records / past Subsidised Sale Flats Schemes records to prevent duplicate application and obtaining double housing benefits;
 - (ii) matching the personal data of yourself and your family member(s) with the database of relevant Government bureaux/departments and other relevant organisations for the processing of the application and prevention of duplicate application and obtaining double housing benefits; and
 - (iii) compiling statistics and conducting data analysis and research by the HA, the HD, the HKHS and relevant Government bureaux/ departments. The analysis or research results will not be released to a third party in a form that identifies the data subjects or any of them. Also, all the personal data supplied will not be made available to any third parties for other unrelated purposes.

Classes of Transferees

2. For the purposes stated in paragraph 1 above, or with the consent of you or your family member(s), or where disclosure is authorised or required by law, the personal data of you and your family member(s) may be disclosed by the HA, the HKHS and any agencies / organisations / companies authorised by the HA and the HKHS to the relevant Government bureaux/departments/organisations/ companies to obtain and verify the information for the purposes stated in paragraph 1 above.

Access to Personal Data

3. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), you and your family member(s) have the right to access and make amendments to the personal data provided in the application form and other application documents. Also, you and your family member(s) can request a copy of the relevant personal data by paying an administrative fee. Requests for access and/or amendments of personal data should be made in writing and directed by post or fax (fax no. 2761 6363) to the Departmental Data Protection Officer of the Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon.

BLANK PAGE

To: Housing Manager/Sales 1 or Sales 3,
Home Ownership Scheme Sales Unit
Podium Level 1, Hong Kong Housing Authority
Customer Service Centre,
3 Wang Tau Hom South Road, Kowloon.

**Hong Kong Housing Authority Sale of Home Ownership Scheme Flats 2024
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
Employee's Income Certificate**

(PRH tenants and persons whose eligibility for Civil Service Public Housing Quota has been established and who have been issued valid GFC for purchase of flats under this sale exercise are not required to fill in this part)

- Attention: (i) An employee may submit a photocopy of this form to his/ her employer for completion.
(ii) **Please fill in English block letters and Chinese (if applicable) with a black/ blue ball pen (erasable ball pen should not be used).**
(iii) **Please do not use correction materials to make any corrections or else this employee's income certificate will be invalidated. Should it be necessary to do so, please cross out the erroneous information and fill in the correct information, which should be countersigned by the signatory of this certificate with the company chop affixed.**
(iv) Please indicate 'Nil' in all columns not applicable to the employee or cross them out.

I/ We confirm that *Mr./ Miss/ Ms. _____ (H.K.I.C. No.: _____), is an employee in my/ our firm since _____ (date) holding the post of _____. His/ her income before deduction of contribution for Mandatory Provident Fund (MPF)/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s), if any, for the past six months (Note 1) is as follows:

Month/ Year	Basic salary	Overtime allowance	Other allowance/ incentives (Note 2)	Non year-end bonuses or commission	*Contribution to a MPF/ Recognised Occupational Retirement Scheme(s) (Note 3)	Net Income after *contribution to a MPF/ Recognised Occupational Retirement Scheme(s) has been deducted

(All amounts are declared in Hong Kong dollars, unless specified otherwise.)

Note 1: The employer should declare the employee's income for the period from _____ to _____.

Note 2: Includes but not limited to travelling allowance, hardship allowance (obnoxious duties), housing allowance, food allowance, education allowance, etc.

Note 3: Please declare the statutory contribution to a MPF/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s) (the deductible contribution is statutory rate of 5% or the actual contribution amount, with a cap of HK\$1,500 and whichever is the less (any contribution made voluntarily by the employee is not deductible)).

Other than the above income, in the past 12 months (from _____ to _____), the employee *was paid/ was not paid as follows:

Other income	HK\$ (After deducting the *contribution to MPF/ Recognised Occupational Retirement Scheme(s) (Note 3))	Paid Date
*Year-end double pay/ year-end bonus/ other year-end gratuity		
*Year-end double pay/ year-end bonus/ other year-end gratuity		

Our firm *has/ has not furnished Employer's Return in respect of the income of the above-named employee to the Inland Revenue Department.

*The employee broke his/ her service for the period from _____ to _____.

*There is no break of his/ her service. He/ She has resigned (Effective date: _____).

I understand that under Section 26(2) of the Housing Ordinance (Cap. 283), if I knowingly make in this certificate any false or provide any misleading information to the Hong Kong Housing Authority in respect of the employee's application for purchase of a Home Ownership Scheme flat, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

Signature of Employer / Person in charge _____

Name of Signatory _____
(in Block Letters)

Designation of Signatory _____

Office Address _____

(Company Chop)

Name of Company : _____
(Please use Block Letters)

Office Tel. _____

Date _____

*Please delete as appropriate

BLANK PAGE

Application No. : _____

Priority No. : HOS 2024

Sale of Home Ownership Scheme Flats 2024

Declaration (Applicable to persons who have investment items)

I hereby declare that :

As at **02.10.2024**, I do not have the following investment items.

I have the following said investment items:

<input type="checkbox"/> (i) Investment (include shares / trusted funds / bonds / paper gold / other investment items, etc.) My investment in *shares / trusted funds / bonds / paper gold / other investment items (please specify _____) was valued at HK\$ _____ as at 2.10.2024. <i>(This amount should be included in item (8) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have not received any dividends / interest / bonus over the 6 calendar months from 1.4.2024 to 30.9.2024. <input type="checkbox"/> I have received *dividends / interest / bonus of an average monthly amount at HK\$ _____ over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i>
<input type="checkbox"/> (ii) Annuity plans/Savings or Investment-linked insurance schemes My investment policy(ies) (such as annuity plans, savings or investment-linked insurance schemes, etc.) had *cash value / saving value / accumulated dividend of HK\$ _____ as at 2.10.2024. <i>(This amount should be included in item (8) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have not received any dividends / interest / bonus over the 12 calendar months from 1.10.2023 to 30.9.2024. <input type="checkbox"/> I have received *dividends / interest / bonus of an average monthly amount at HK\$ _____ from the insurance policy(ies) or annuity plan(s) over the 12 calendar months from 1.10.2023 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have received a guaranteed monthly annuity payment of HK\$ _____ over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (4) of Part III of the Income and Asset Declaration Form)</i>
<input type="checkbox"/> (iii) Fixed deposits at banks (local and foreign currencies) My fixed deposit was valued at HK\$ _____ as at 02.10.2024. <i>(This amount should be included in item (10) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have received interest of an average monthly amount at HK\$ _____ from the fixed deposit over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i>

All the above particulars furnished in this Declaration Form are true and correct. I/We understand that under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement to the Hong Kong Housing Authority (HA), in respect of any matter relating to the purchase of a HA's subsidised sale flat or in providing any information to HA in respect of such matter, which he knows to be false or misleading as to a material particular shall be guilty of an offence and liable on conviction to a fine of \$500,000 and to imprisonment for 1 year. According to Section 26A of the Housing Ordinance (Cap. 283), where a court convicts a person of an offence under Section 26(2) of the Housing Ordinance (Cap. 283) in relation to the purchase of such flat by him, the court shall order either (a) that the flat purchased by the offender be transferred to the HA or the HA's nominee; or (b) the offender forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the conviction. I/We also understand that if the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/our purchase of the flat, the court may, according to Section 26B of the Housing Ordinance (Cap. 283), order either (a) that the flat be transferred to the HA or the HA's nominee; or (b) me or us to forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the order.

Signature of Declarant : _____
(Must be the same as the paper application form/Income and Asset Declaration Form)

Name of Declarant : _____

HKIC No. : _____

Date : _____

*Please delete where inappropriate
Please tick in the box as appropriate