



Applications Sub-section  
Housing Department  
Podium Level 2,  
Hong Kong Housing Authority  
Customer Service Centre,  
3 Wang Tau Hom South Road, Kln

5 May 2016

Your Ref : CBI/PL/HG  
Email address: [dywlo@legco.gov.hk](mailto:dywlo@legco.gov.hk)

Our Ref. : ( 103 ) in HD 4-1/AWL/6-60/4  
Tel. No. : 2794 5213  
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Mr. Derek LO  
Clerk to Panel on Housing  
Legislative Council Secretariat  
Legislative Council Complex  
1 Legislative Council Road, Central  
Hong Kong

Dear Mr. LO,

### **Old Application Form for Public Rental Housing (PRH)**

Thank you for your letter dated 6 April 2016, referring Hon CHAN Han-pan's views on the old application form for PRH. Subsequent to our telephone conversation on 19 April 2016, I am authorized to reply as follows.

The Housing Department (HD) has all along been processing PRH applications in an equitable manner. The household income and net asset value of PRH applicants must not exceed the prescribed limits and it is the obligation of PRH applicants to declare all their income and assets honestly. It is clearly stipulated in the "Application Guide for PRH" (Application Guide) that from the date of completing the application form to the date of signing the tenancy agreement of the PRH units thus allocated, the applicant and his/her family members must still fulfill all the eligibility criteria. To assist applicants in completing the PRH application form, an "Application Guide" is enclosed with the application forms for applicants' information. Applicants are also reminded to read the Application Guide carefully and make reference to the "Sample of Completed Application Form" before completing the application form.

Hon Chan considers that due to the design problem of old PRH application form, a PRH applicant failed to declare his possession of insurance scheme in the application form in 2005 thus leading to the cancellation of his PRH application. HD has also received Hon CHAN's referral of this case in March this year. According to our record, the applicant declared that he has no asset in the application form in January 2005. He attended the first detailed vetting interview in December 2013, during which he declared that he had no other asset except his bank savings. Since his household income had exceeded the then prescribed limit, his application was cancelled in February 2014. In August 2015, he requested for reinstatement of his application and was arranged to attend detailed vetting interview for the second time in September 2015. HD discovered then that he possessed an insurance scheme with cash value since June 1999, but he had not declare this in completing the application form in January 2005, nor during the first detailed vetting interview in December 2013. Therefore, HD declined to reinstate his application on grounds of providing false information.

Although insurance scheme was not specifically quoted as one of the investment items in the application form completed by this applicant and in the October 2004 version of the Application Guide, the Application Guide did clearly state that applicants are required to declare all investments (please refer to **Annex 1**). Savings or investment-linked insurance scheme are classified as asset items and applicants are required to declare.

When a PRH application is due for detailed vetting, HD will invite the applicants, together with their family members, to attend the detailed vetting interview. In the letter inviting applicants for detailed vetting, we will attach the "Applicant's Declaration", "Notes on Declaration on Income and Assets for completion of Applicant's Declaration (Notes on Declaration)" and "Checklist for Documents and Important Notes (Checklist for Documents)" etc. to enable applicants to read the notes beforehand and complete the declaration form in advance (please refer to **Annex 2**). Since the Notes on Declaration has clearly stated that savings or investment-linked insurance is one of the asset items that has to be declared; and that the Checklist for Documents also reminds applicants to bring along their bank passbooks and investment transaction records such as savings/investment-linked insurance scheme etc., when applicants attend the detailed vetting interview, they should be fully aware that they are required to declare insurance scheme, if any. Besides, HD staff will also caution the applicants and their family members during the detailed vetting interview that all the information they declare should be true and correct. If they make false declaration, it will constitute a violation of the Housing Ordinance. HD will cancel their applications and may initiate prosecution. Therefore, even if the applicant referred by the Hon Chan failed to declare his insurance scheme when he completed the application form, he should be fully

aware of the requirement of providing true and correct information, including the cash value and interest gained from his insurance scheme in the first detailed vetting interview. However, he failed to do so even after being cautioned by our staff. As such, it can be seen that it is not the design of the old application form which caused the applicant to miss declaring his insurance scheme.

Since PRH is precious resources of the community, HD has all along been conducting income and asset vetting prudently in accordance with the established mechanism to prevent abuse. It is the applicants' obligation to declare all their income and assets honestly. Owing to the ever-changing conditions of the society, it is not possible for HD to quote all types of assets in an exhaustive manner in the application form and the Application Guide. Even if a particular type of asset is not quoted in the application form or the Application Guide, applicants cannot use this as an excuse for his/her concealment of that asset. HD will update the Application Guide and application form from time to time to include more common types of assets. For example, insurance scheme was explicitly quoted as an example under "investment item" when we revised the Application Guide and application form in June 2005 and 2011 respectively.

If you have any enquiries, please call me or Ms. YAM Wai-sum, Assistant Housing Manager/Waiting List (3), at 2794 5088.

Yours sincerely,

  
(Ms. CHAN Lai-hing)  
for Director of Housing

**Encls.**

c.c. Hon Christopher CHUNG Shu-kun, BBS, MH, JP (Chairman)  
Ms. Michelle NIEN (email [cpnien@legco.gov.hk](mailto:cpnien@legco.gov.hk))



# WAITING LIST FOR PUBLIC RENTAL HOUSING INFORMATION FOR APPLICANTS

Revised in October 2004



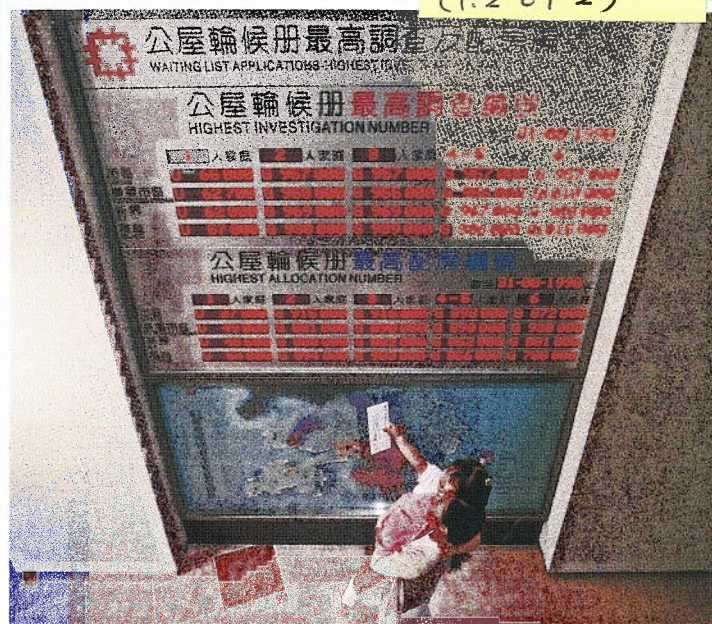


## 1

## THE WAITING LIST

The Hong Kong Housing Authority maintains a Waiting List (WL) of applicants. Eligible applicants on the list are offered accommodation in public rental housing (PRH) estates.

PRH estates in Hong Kong are mainly distributed in four districts, namely Urban (including Hong Kong Island & Kowloon), Extended Urban (including Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung & Tsing Yi), New Territories (including Tin Shui Wai, Tai Po, Fanling, Sheung Shui, Tuen Mun & Yuen Long) and Islands (excluding Tung Chung). As there are insufficient PRH units in the urban area that can be allocated to WL applicants, applicants can only choose one district for PRH allocation from the rest of the three non-urban areas. However, applicants who are qualified to join the Single Elderly Persons Priority Scheme, Elderly Persons Priority Scheme and Families with Elderly Persons Priority Scheme may choose any one district for allocation of PRH.



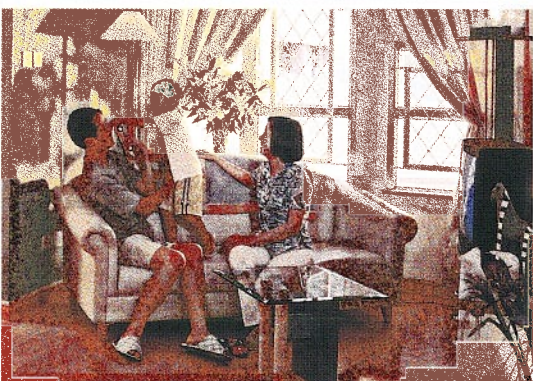
## 2

## APPLICATION BY ORDINARY FAMILIES

## Eligibility Criteria

- The applicant must be 18 years of age or over. The applicant and his/her family members must be residing in Hong Kong and have the right to land in Hong Kong without subject to any conditions of stay (except for conditions concerning a limit of stay). Family members who are not living and have not landed in Hong Kong cannot be included in the application.
- A person under 18 years of age must apply together with his/her parents or legal guardian.
- The relationship between the applicant and the other family members must be either husband and wife, parents, children, grandparents, grandchildren, unmarried brothers and sisters or other dependent relatives who are willing to live with the applicant.
- All married family members included in the application must apply together with their spouse (except for divorcee, widow/widower or spouse who is not living and has not landed in Hong Kong).
- Only one of the married children of the applicant may be included in the application.
- At the time of flat allocation, at least half of the family members included in the application must have lived in Hong Kong for seven years and are still living in Hong Kong. All children under the age of 18, regardless of their place of birth, will be deemed as having satisfied the seven-year residence rule provided that one of their parents has lived in Hong Kong for seven years.
- The applicant or his/her family members must not (i) own or co-own any domestic property; (ii) have entered into any agreement to purchase a domestic property; or (iii) own more than 50% share in a company which owns domestic properties, at the time of registration up to the time when a tenancy agreement is signed upon allocation of PRH. Domestic property includes any post-war domestic property, uncompleted private domestic property, uncontrolled or self-occupied pre-war domestic property, roof top structure **approved by the Building Authority**, domestic building lots and Small House Grants in Hong Kong.
- The total monthly income and current net assets value of the applicant and his/her family members must not exceed the maximum income and total net assets value limits as laid down by the Housing Authority. Such limits are subject to annual review. The prevailing income and total net assets value limits are shown in the attached Appendix. At the time of filing an application and attending the interview to determine eligibility for PRH allocation, the applicant and family members must declare their income (deduction of 5% of income is allowed for employee's statutory contribution to the Mandatory Provident Fund or Provident Fund) and produce employment and salary certificates in the specified format as required by the Housing Authority. If they are self-employed, they have to produce documentary proof such as the Business Registration Certificate (photocopy), Trading and Profit and Loss Accounts, Balance Sheets, tax returns, receipts and records of business transactions for vetting.
- The applicant and his/her family members must declare the assets they own, including:
  - Land (land in and outside Hong Kong);
  - Landed properties (e.g. completed and pre-sale domestic, commercial and industrial properties, car parks and landed properties under Agreements for Sale and Purchase in and outside Hong Kong);
  - Vehicles (e.g. private and commercial vehicles);
  - Transferable vehicle licences (e.g. taxi and public light bus licences);
  - Investments (e.g. mutual fund, unit trust fund, shares, deposits with brokers, commodity futures, paper gold, certificates of deposit and bonds, etc);
  - Business undertakings (e.g. interest in business of sole proprietorship, partnership or limited companies and the various types of assets owned by the business);
  - Bank deposits and cash in hand (e.g. current and fixed bank deposits in Hong Kong and foreign currencies and cash in hand in the amount of HK\$5,000 or above).

The applicant and his/her family member owning assets must produce documentary proof for inspection.
- New application from the whole household of existing PRH tenants will not be accepted.
- Ex-owners/ex-joint owners or former recipients of various subsidised home ownership schemes such as the Home Ownership Scheme/Private Sector Participation Scheme, Mortgage Subsidy Scheme, Buy or Rent Option Scheme, Home Purchase Loan Scheme and Home Assistance Loan Scheme are not allowed to apply for PRH. However, the Housing Department may grant special







General Waiting List Application No.:  
G/U \_\_\_\_\_

**APPLICANT'S DECLARATION**  
**For Public Rental Housing Applications**

- Attention:** 1. Before filling in this Declaration Form, the Applicant is required to read the attached "Notes on Declaration of Income and Assets" thoroughly. For enquiries, please approach the Hong Kong Housing Authority (hereinafter referred to as "HA").
2. This Declaration Form may be completed beforehand. It should be signed by the Applicant and his/ her household members aged 18 or above in the presence of a staff member of the Housing Department (HD) when the vetting formalities are undertaken.

**Part I Present Household Income, Total Net Asset Value and Marital Status of Household Members**

Item \ Name		Applicant	Household Member	Household Member	Household Member	Household Member
(A) Monthly Income	(a) Present Monthly Basic Salary (if the basic salary is not fixed, please fill in item (b))					
	(b) Average Monthly Basic Salary					
	Allowance (living, housing and education allowances, etc.)					
	Average Overtime Pay					
	Bonus/ Double Pay/ Commission					
	Quarters Provided by Employer					
	Pension/ Comprehensive Social Security Assistance/ Rental Income					
	Interest, Bonus and Dividend					
	Other Income (Maintenance fee received and subsidy from relatives and friends, etc.)					
<b>Deductible Items: Mandatory Provident Fund/ Provident Fund/ Maintenance Fee Paid Ordered by Court</b>		( )	( )	( )	( )	( )
<b>Present Average Monthly Net Total Income</b>						
(B) Net Asset Value (as at )	Lands					
	Landed Properties					
	Vehicles					
	Taxi/ Public Light Bus Licences					
	Investments					
	Business Undertakings					
	Demand Deposits					
	Time Deposits					
<b>Personal Total Net Asset Value</b>						
(C) Present Marital Status: single, married, undergoing divorce proceedings, divorced, widowed, etc.						

(Unless stated otherwise, all amounts are expressed in Hong Kong dollars.)

**Part II Details of Assets (Assets in and outside Hong Kong)****(A) Lands and Landed Properties (e.g. domestic premises/ village type houses/ properties for commercial/ industrial/ agricultural and other purposes)**

Name of Holder	(a)	(b)	(c)
Type of Lands/ Landed Properties (Please specify: residential, commercial, shop premises, agricultural land, building lot, factory, parking space or others)			
Address of Lands/ Landed Properties			
Present Value	\$	\$	\$
Outstanding Mortgage Amount	\$	\$	\$
Size	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Rateable Value (if applicable)	\$	\$	\$
Percentage of Interest	%	%	%
Use of Property (Rented Out/ Self-Use/ Vacant/ Others)			

**(B) Vehicles and Licences (e.g. private car, van, light goods van, lorry, coach, motorcycle, container tractor and chassis, taxi or its licence, public light bus or its licence and etc.)**

Name of Owner/ Licensee	(a)	(b)	(c)
Type of Vehicle/ Licence			
Vehicle Registration No.			
Present Value	\$	\$	\$
Outstanding Mortgage Amount	\$	\$	\$
Percentage of Interest	%	%	%
Use of Vehicle (Rented Out/ Self-Use/ Business/ Others)			

**(C) Business Undertakings (e.g. share of interest in a limited company, a business in the form of sole proprietorship or partnership)**

Name of Operator	(a)	(b)	(c)
Name of Company/ Firm			
Nature of Business			
Business Registration Certificate No.			
Percentage of Interest	%	%	%

(Unless stated otherwise, all amounts are expressed in Hong Kong dollars.)

**Part III Change of Particulars of Present Place of Residence \***

1. I/ We, \_\_\_\_\_ persons in total, am/ are applying for Public Rental Housing (PRH). I am/ We are now living in: (If there is/ are any household member(s) living apart, please specify)

(\* complete this part if any change)

**Part IV Domestic Properties in Hong Kong**

1. As at the date completing my/ our General Waiting List Application ( D M Y) until now, I/ we \_\_\_\_\_ (Please fill in "have" or "have not")
- (i) owned or co-owned any domestic property<sup>(\*)</sup> by way of purchase, gift, inheritance or any other means; or
  - (ii) entered into any sale and purchase agreement, purchased or sold any domestic property in Hong Kong; or
  - (iii) held more than 50% share in any company which owns domestic property directly or through its subsidiary.

【<sup>(\*)</sup> Domestic property includes any domestic property, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants in Hong Kong.】

If you fill in "have", please give details: \_\_\_\_\_

I/ We understand that I/ we cannot own any domestic property in Hong Kong by way of any of the above-mentioned means during the whole period from the date of completing my/ our General Waiting List Application to the time of intake and signing of the tenancy, otherwise HA may cancel my/ our PRH application.

**Part V Choice of District for Flat**

1. I/ We wish to apply for public housing in the following one district. (Please put a "✓" in the appropriate box)  
【The Applicant can only choose one district and is not allowed to choose a particular sub-district or estate in the district.】

<input type="checkbox"/> Urban #	<input type="checkbox"/> Extended Urban	<input type="checkbox"/> New Territories	<input type="checkbox"/> Islands
<p># The option is only for Waiting List applicants whose registration date of PRH applications or the corresponding registration date is on or before 30 September 2011 (i.e. General Waiting List Application Number G1285792 / U0276927 or preceding numbers), and applicants under the "Elderly Priority Scheme"/ those opting to live with the elderly persons(s) in one flat under the "Harmonious Families Priority Scheme". I/ We understand that any applicant who does not belong to any of the above categories and chooses the "Urban" district, his/ her application for PRH <u>will be cancelled</u>. (If there is a corresponding registration date for the WL application, the date must be adopted for calculation, and the above-mentioned application number is for reference only.)</p>			

☐ I/ We understand that my/ our chosen district is not due for investigation and I am/ we are willing to wait.

Remarks: The districts and the sub-districts mentioned in Part V are: -

1. Urban (Hong Kong Island and Kowloon)
2. Extended Urban (Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung and Tsing Yi)
3. New Territories (Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling and Tai Po)
4. Islands (excluding Tung Chung)



**Part VI Declaration of the Applicant and Household Members Aged 18 or Above**

I/ We agree and declare that:

1. If there is any change in my/ our household status in the future, I/ We shall immediately report it to HA; otherwise, HA may cancel my/ our PRH application;
2. All the information provided in this Declaration Form is true and correct. I/ We understand that by virtue of Section 26(1)(c) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement in respect of an application for a public housing flat shall be guilty of an offence and shall be liable on conviction to a fine at Level 5 as specified in Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 6 months (as at the date of the revision of this Declaration Form, the maximum fine at Level 5 is HK\$50,000). If I/ we acquire a public housing flat by making a false statement or providing false information, HA may cancel my/ our PRH application and terminate my/ our tenancy by virtue of its powers conferred under the Housing Ordinance irrespective of whether I/ we shall be prosecuted or convicted of the relevant offence;
3. I/ We understand that to avoid double allocation of flats or double housing benefits, my/ our other PRH applications will be cancelled if I am/ we are allocated PRH through the PRH Waiting List. I/ We understand that if I/ my family or individual household members have/ has been allocated PRH through other housing categories (including various transfer schemes administered by HA and addition to the current PRH tenancy), or have/ has purchased a flat under the Home Ownership Scheme (HOS), Private Sector Participation Scheme (PSPS), HOS Secondary Market Scheme, Home Assistance Loan Scheme, Middle Income Housing Scheme, Hospital Authority Subsidy Scheme, or any subsidised housing schemes administered by the Hong Kong Housing Society, my/ our PRH application or the eligibility of individual members will be cancelled;
4. HA and HD may, in processing my/ our application, collect my/ our personal data from other relevant government departments, public/ private organisations (such as financial institutions and banks), and/ or any other third party (such as employers) possessing my/our personal data for verification and confirmation of my/ our eligibility. Whilst the collection of information is in progress, HA and HD may disclose my/ our personal data to the above organisations and/ or any other third party. In this connection, I/ we authorise the above organisations and/ or any other third party possessing my/our personal data to furnish HA and HD with my/ our personal data for the vetting of my/ our application, so as to safeguard rational allocation of public housing resources;
5. I/ We understand that this application is free of charge. Anyone who offers to assist in the application in return for remuneration should be reported to the Independent Commission Against Corruption (ICAC) immediately. Attempted bribery is also an offence in law. HA will refer such cases to ICAC. Irrespective of whether I/ we shall be prosecuted or convicted of the relevant offence, HA may cancel my/ our PRH application.
6. I/ We understand that the personal data provided in this Declaration Form are furnished to HA for the purpose of PRH application. Pursuant to the Personal Data (Privacy) Ordinance, the Applicant and his/ her household member(s) are entitled to request access to or correction of those personal data related to him/her stated in this Declaration Form. Where necessary, such requests should be made in writing and directed by post or fax (No. 2761 6363) to the Departmental Data Controlling Officer of the Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon. A fee may be charged for the request for access to personal data;
7. Irrespective of whether individual notices are received, I/ we undertake that I/ we will at all times comply with all the Waiting List policy and procedures set out by HA from time to time.
8. I/ We have read and understood all the terms contained in the "Notes on How to Complete the Income and Assets Declaration" and the Declaration Form, and shall be held liable for the information so declared; and
9. All the contents above have been explained to me/ us by a staff member of HD before I/ we sign below.

Attention: (i) The Applicant and all household members aged 18 or above who are listed in Part I are required to sign below.

(ii) The Applicant is required to provide the relevant information in respect of all his/ her household members listed in this Application Form who are aged below 18 and have income and/ or assets, and to sign below as a confirmation. The Applicant shall be held liable for the information so declared.

On the Application Form	Name	Relationship with Applicant	HKIC No.	Signature	Date	<u>For Official Use by HD</u> The contents above have been explained to the declarant(s) by me. The declarant(s) has/ have shown his/ her/ their understanding and signed in my presence.
Applicant		Applicant				
Household Member						
Household Member						
Household Member						
Household Member						





## NOTES ON DECLARATION OF INCOME AND ASSETS

### (For completion of Applicant's Declaration - HD 524 E)

These Notes are intended to assist you in declaring your household income, total net asset value and details of assets in the above Applicant's Declaration. Should you have any difficulty in completing the form, please contact our duty officers at 2712 2712. They are most willing to offer you assistance.

#### GENERAL

1. You must declare on the Applicant's Declaration the average monthly income, net asset value and the details of assets of every household member who is a salary earner and/ or have assets (including those aged below 18).
2. The present value of assets refers to the value of assets on the day immediately before the date of interview (e.g. if the interview date is 15 August, the asset value as at 14 August should be used). The value should be rounded to the nearest dollar. If there is insufficient space, use additional Applicant's Declaration forms for filling in the information.
3. The completed Applicant's Declaration together with relevant information/ supporting documents have to be returned to the staff of the Housing Department (HD) on the day of the interview. If the applicant and/ or any household member fail(s) to provide sufficient information, the Hong Kong Housing Authority (HA) may not be able to process your application for public housing, which may lead to delay or cancellation of your application.
4. Each application for public housing will be subject to rigorous investigation by HA. The applicant and/ or household members may be required to provide further information/ supporting documents and to submit a more detailed declaration. Moreover, the applicant and/ or household members have to sign an authorisation to give their consent to HA and HD to gain access to their personal data kept by third parties for assessing their eligibility for public housing.

#### PART I (A) : PRESENT HOUSEHOLD INCOME

You are required to declare in Part I (A) of the Applicant's Declaration the average monthly income of each household member with income (including those aged below 18 and with income) in the boxes of the respective types of income. The average net income of individual member has to be filled in under "Present Average Monthly Net Total Income".

##### Present Monthly Basic Salary

For fixed monthly basic salary, calculation will be based on the basic salary of the whole calendar month before the date of interview.

##### Average Monthly Basic salary

For irregular basic salary (including income derived from commercial vehicles and business undertakings), the average monthly amount should be calculated by adding up the basic salary of the 6 whole calendar months<sup>#</sup> before the date of interview and divide the total amount by 6.

##### Income from commercial vehicles

Calculation of the average monthly net income should be based on the average of the total turnover from the commercial vehicle(s) (including tractor and chassis) owned by the applicant in the 6 whole calendar months<sup>#</sup> before the date of interview. Depreciation and expenses such as paid registration fee, insurance premium, car loan interest, fuel and maintenance fees can be deducted from the total trading income within the said period.

##### Income from business undertakings

The applicant and/ or household members who engage in business undertakings in the form of self-employment, sole-proprietorship or partnership should declare clearly the nature of the business concerned, percentage of interest, the average profit of the company concerned and the personal wage received by the applicant/ household member(s) in the 6 whole calendar months<sup>#</sup> before the date of interview. Gratuities receivable by shareholders of limited companies should be calculated as the income of the applicant and/ or household members. Any loss suffered by the company concerned cannot be deducted from the total personal income of the applicant and/ or household members.

**Note :** <sup>#</sup> If the period of employment/ business operation/ letting out is less than 6 whole calendar months, the average monthly amount should be calculated by adding up the income received in the said period and divide the total amount by the corresponding number of months or days, the maximum calculation period will be 6 calendar month.



## Allowance

Fixed monthly allowance should be declared as part of the total amount of allowance (including cost-of-living allowance, housing and education allowance, non-year-end-bonus and commission) received in the whole calendar month before the date of interview. For irregular amount of allowance, the average amount should be calculated by adding up the allowance received in the 6 whole calendar months<sup>#</sup> before the date of interview and divide the total amount by 6.

## Average Overtime Pay

The average amount should be calculated by adding up the overtime pay received in the 6 whole calendar months<sup>#</sup> before the date of interview and divide the total amount by 6.

## Bonus/ Double Pay/ Commission

All year-end bonus/ year-end double pay/ year-end commission or other year-end gratuity should be calculated by adding up the payments received in the past 12 months and divide the total amount by 12. (For payments received for a service period of less than 12 months, the amount should be calculated by adding up the payments received in the said period and divide the total amount by the number of months or days of service.)

### Example of Calculation of Personal Monthly Salary

$$\left\{ \begin{array}{l} \text{basic salary of the whole calendar} \\ \text{month before the date of interview} \end{array} + \frac{(\text{allowance} + \text{over-time pay} + \text{monthly bonus/ commission}) \text{ received}}{6} \right\} \times 95\% \quad \begin{array}{l} \text{(minus the 5\% contribution to Mandatory} \\ \text{Provident Fund/ Provident Fund)} \end{array} + \frac{(\text{year-end double pay/ year-end bonus/ year-end} \\ \text{commission of the past year})}{12}$$

- Attention: (i) Employee Contribution to Mandatory Provident Fund/Provident Fund (capped at the statutory 50% and the upper limit at \$1250) can be deducted;  
(ii) Salary cut as a result of taking voluntary unpaid leave will not be deducted in the calculation;  
(iii) For unemployment, the total income received from the same/ different ex-employer(s) or earned through self-employment in the 6 whole calendar months before the date of interview should be divided by 6 for calculation of the average monthly income.

## Quarters Provided by Employers

If the applicant and/ or any household members live(s) in quarters provided by the employer, the relevant details should be stated on the date of interview.

## Pension/ Comprehensive Social Security Assistance (CSSA)/ Rental Income

### Pension/ CSSA

It includes pension received on a regular basis and CSSA payment received by individual household members (including the long-term supplement).

### Rental Income

#### (a) Rental income from lands/ landed properties

Rental income from the letting of lands, parking spaces and commercial/industrial properties solely or jointly owned in and outside Hong Kong in the 6 whole calendar months<sup>#</sup> before the date of interview have to be declared. The calculation of rental income is as follows:

#### (i) Properties Already Let Out

The monthly rental income should be calculated by deducting the monthly rates and government rent payable by the landlord (not deductible if payable by the tenants) from the average of the total rent received in the past 6 whole calendar months<sup>#</sup> as stipulated in the tenancy agreement(s), allowing 20% of the remaining for expenses and outgoings, with the remaining amount to be multiplied by the percentage of ownership.

$$\text{i.e. } \left\{ \left( \frac{\text{average of the total rent received in the past 6 months as stipulated in the tenancy agreement}}{\text{stipulated in the tenancy agreement}} \right) - \frac{\text{rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{government rent of prevailing quarter}}{3 \text{ months}} \right\} \times 80\% \times \text{percentage of ownership}$$

#### (ii) Properties for self-use or left vacant

The monthly property rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value (rent of the whole calendar month before the date of interview based on the rateable value of the prevailing financial year) and allowing 20% of the remaining as expenses and outgoings, with the remaining amount to be multiplied by the percentage of ownership.

$$\text{i.e. } \left( \frac{\text{rateable value}}{12 \text{ months}} - \frac{\text{rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\% \times \text{percentage of ownership}$$

**Note:** <sup>#</sup> If the period of employment/ business operation/ letting out is less than 6 whole calendar months, the average monthly amount should be adding up the income received in the said period and divide the total amount by the corresponding number of months or days, the maximum calculation period will be 6 calendar month.



**(b) Income from rental vehicle**

Any person who owns any commercial vehicle (including tractors and chassis) for commercial purpose on the date of interview should declare the net income derived from the said vehicle in the 6 whole calendar months<sup>#</sup> before the date of interview by deducting the depreciation and expenses such as registration fee, insurance premium, car loan interest, maintenance fees of the vehicle concerned and divide the net income by 6.

**Interest, Bonus and Dividend**

Interest, bonus and dividends from fixed deposits, savings insurance and investments (e.g. funds, bonds, stocks/shares and certificates of deposits) received should be declared. The monthly amount should be calculated by adding up the amounts received in the 6 whole calendar months<sup>#</sup> before the date of interview and divide the total amount by 6.

**Other Income**

The average amount should be calculated by adding up the income received by means other than employment/self-employment in the 6 whole calendar months<sup>#</sup> before the date of interview and divide the total amount by 6. Sources of other income include: maintenance fee received from divorce, Surviving Spouses' and Children's Pension/ Widow and Orphans Pension, remuneration for Council members, financial provision from children not listed in the application form, financial support provided by the spouse not yet granted permission of entry into Hong Kong or by other friends and relatives, and any other income not stated above.

**Deductible Items**

Contribution or expenses deductible from monthly income include monthly employee contribution to Mandatory Provident Fund or Provident Fund in the assessment month (with the amount set at the statutory 5% and the upper limit at \$1,250), payment of maintenance fee for divorce (upper limit being the amount awarded by the court), or contribution to the Surviving Spouses' and Children's Pension/ Widow and Orphans Pension, etc.

**PART I (B) : NET VALUE OF ASSETS OWNED BY HOUSEHOLD**

You are required to declare in Part I (B) of the Applicant's Declaration the assets owned by each and every household member on the date of interview and the net value of these assets on the day immediately before the date of interview in the boxes of the respective types of assets. The net value of assets of individual household member has to be entered under "Total Net Value of Assets of Individuals" (the "Total Value"). For ownership of lands and landed properties, vehicles and taxi/public light bus licences, and business undertakings, details have to be declared in Part II – "Details of Assets".

**Type of Lands**

Lands include government grants and Letters A and Letters B for exchange of land. Lands owned in and outside Hong Kong have to be declared. The present value of the lands should be added to the 'Total Value'.

**Type of Landed Properties**

Landed properties include completed or pre-sale domestic or commercial properties, shop premises, agricultural land, building land, factories, industrial properties, parking spaces, and properties for other uses in and outside Hong Kong. Landed properties under Agreements for Sale and Purchase are also included. The net present value of lands/ landed properties, after deducting the outstanding mortgage amount, should be added to the "Total Value".

**Vehicles**

Vehicles include private cars, vans, light goods vans, lorries, coaches, motor-cycles, taxis, public light buses, and container tractors and trailers. If the vehicles are for private use or exclusive use for a transportation business, the net asset value is to be stated in this part. If the vehicle is owned by a business other than that of transportation, say a lorry of a metal work business, its value should be incorporated in the net asset value of the entire business under "Business Undertakings". You should add the net present value of vehicles in the "Total Value".

**Taxi/ Public Light Bus Licences**

You should include the net present value of the taxi/public light bus licences, derived by deducting the outstanding mortgage amount from the market value, in the "Total Value".

**Note :** <sup>#</sup> If the period of employment/ business operation/ letting out is less than 6 whole calendar months, the average monthly amount should be calculated by adding up the income received in the said period and divide the total amount by the corresponding number of months or days, the maximum calculation period will be 6 calendar month..

**Investments**

Investments include savings or investment-linked insurance scheme, listed shares, bonds, commodities futures, paper gold, certificates of deposits, deposits with brokers, mutual fund and unit trust fund. You should add the value of these investment instruments at their closing price per unit on the preceding trading day before the date of interview and enter their total amount in the "Total Value".

**Business Undertakings**

Business undertakings include interest in any business of sole proprietorship, partnership or limited companies/firms. After deducting all liabilities, the net asset value, based on the latest audited account/ provisional account, including the net book value of plant and machinery, stocks in hand, account receivable, balance of bank accounts, cash in hand, residual value of vehicles, and market value of landed properties, should be added to the 'Total Value'.

**Savings/ Fixed Deposits**

Savings/ fixed deposits at bank include balances of all savings/ current accounts and fixed deposits in both local and foreign currencies on the day before the date of interview. The total currency value of all the balances should be added to the "Total Value". (The closing foreign exchange rate on the preceding trading day before the date of interview should be used.)

**Cash in Hand**

Cash in hand includes cash in both local and foreign currencies with the value of HK\$5,000 or above on the day before the date of interview. Total cash amount less than the value of HK\$5,000 need not be declared. The amount of cash should be rounded to the nearest hundred dollars and added to the 'Total Value'.

**PART II : DETAILS OF ASSETS**

Details of lands and landed properties, vehicles and taxi/ public light bus licences, and business undertakings should be declared in this Part.

**(A) Lands and Landed Properties**

The type, full address, present value, outstanding mortgage amount, size, rateable value, percentage of ownership and the use of property have to be declared.

**(B) Vehicles and Licences**

You should state the type and registration number of the vehicle, or the type of licence for taxi and public light bus, the present value, outstanding mortgage amount and the use of the vehicle. For taxi licence, please specify 'Urban', 'New Territories' or 'Lantau' as appropriate. If the vehicle and/ or licence is jointly owned, the percentage of interest has to be stated.

**(C) Business Undertakings**

You should state the name of the operator, the name of the company or the firm, the nature and present net asset value of the business. If the business is operated in the form of partnership or limited company, the percentage of interest has to be stated clearly.

**Note :**

If the applicant and/ or household members suffer(s) loss of earning power due to injuries sustained at work, or in traffic or other accidents, the compensation lump sum will not be counted in the calculation of the net asset value. Besides the above mentioned compensation, any outstanding mortgages, overdrafts and personal loans from approved financial institutions supported by valid documentary proofs will also not be counted in the calculation of the net asset value.





# 香港房屋委員會 Hong Kong Housing Authority

Annex 2  
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Applications Sub-section, Housing Department: Podium Level 2, Hong Kong Housing Authority  
Customer Service Centre,  
3 Wang Tau Hom South Road, Kowloon

**When Typhoon Signal No. 8 or above is hoisted or when the Rainstorm Black Warning is issued, you need not attend the interview and another appointment will be arranged later.**

**Please submit this letter to the reception counter when you arrive this office.**

**Housing Authority Hotline : 2712 2712**

Applicants are reminded that no payment is required in connection with their applications for public housing. Any offer made by any person to assist an applicant in return for any advantage should be reported to the police, the Independent Commission Against Corruption or the Housing Department at once. It is also an offence for any one to offer bribe to the staff of the Housing Department. Any such offer will result in the cancellation of the application and the case will be reported to the Independent Commission Against Corruption.

Date :

Dear \_\_\_\_\_

#### Attachments

Applicant's Declaration For Public Rental Housing Applications (HD524E)  
Sample of Completing the Applicant's Declaration HD524E  
Employer Certificate (HD527E)  
Waiting List For Public Rental Housing Information For Applicants (Appendix) (HD273A)  
Notes on Declaration of Income and Assets (APP(W)305E)

**Please arrive 25 minutes  
before the appointment time  
for briefing procedure**

#### **Application for Public Housing No. :** \_\_\_\_\_

With reference to your application for public housing accommodation, I should be grateful if you, all your family members aged 18 or above (if they have already been listed in the application), and aged below 18 also if they have work/income/assets would attend an investigative interview with Ms. \_\_\_\_\_ at this office \_\_\_\_\_.

If you cannot come at the scheduled time, please contact the duty officer at tel. no. 2712 2712 at your earliest convenience for another appointment. If you neither attend the scheduled interview nor contact us before the said date, we shall assume that you are no longer interested in applying for public housing and your application will be cancelled.

You will be required to fill in application details during the interview, therefore, please bring along a relative or friend who is literate to assist you if necessary. Please complete Part I(B) and Part II of the attached Applicant's Declaration (HD524) beforehand and also come with Mr./Ms. \_\_\_\_\_ (unless he/she is mobility-handicapped) for the interview. You are also required to bring along this letter and the following documents :

- (1) Identity cards, marriage certificates, birth certificates, notarial certificates issued by the People's Republic of China (original and photocopy) and statutory declarations (original) of all members listed in your application form. If the applicant or any family member is pregnant for 16 weeks or above, please bring along relevant medical certificates. For divorced or separated persons, please bring along relevant documents of proof and custody orders of children etc. (original and photocopy). If there is any changes in the particulars of your spouse or family members, such as married, departure from H.K. or death etc., please bring along with you the relevant documents (original and photocopy) for verification;
- (2) Travel documents including passports, re-entry permits (original) and one-way exit permits issued by the Chinese Authority (original and photocopy) and other valid documentation (original and photocopy);
- (3) Employment Certificate of each and every working family member (the standard form of which is attached for you to submit to the relevant employers for completion. You may make copies of this form if so required);
- (4) Applicant who is a self-employed proprietor or a business operator must produce relevant documentary proof, such as business registration certificate (original and photocopy), trading account, profit & loss account, balance sheet, tax returns and Mandatory Provident Fund Notice, receipts & records of business transactions (for business operator only). For applicant or family members who were business operators previously, relevant cessation records should be produced;

- (5) Proof of land/landed property ownership. Land refers to government grant, Letter 'A' & Letter 'B', while landed property refers to any completed or pre-sale residential, commercial or industrial premises, carparks and property of any other usage, no matter they are situated in or outside Hong Kong. Land/Landed property on which agreement for Sale & Purchase has been signed is also included. If applicant and any family member were once owners of any land/landed property, documentation showing the sale of the relevant property should also be produced;
- (6) Updated school handbooks, student identity cards, receipts for school fee and education grant documentation of your children;
- (7) Rental receipts, tenancy agreement, subletting counterfoils, latest electricity bill, water charges account bill, telephone bill and demand for rates. Please ask your landlord or the principal tenant to supply the above documents to you if you are a tenant;
- (8) Passbooks in local or foreign currencies, fixed deposit statements, monthly statements of various bank accounts, investment transaction records e.g. savings or investment-linked Insurance Scheme, listed shares, bonds, commodities futures, paper gold, certificates of deposits, deposits with brokers, Mutual Fund and Unit Trust Fund, etc. Proof on old age allowance, Comprehensive Social Security Assistance payment, disability allowance and certificate for medical waivers of all family members;
- (9) Driving licence (photocopy), vehicle registration certificate (original and photocopy), proof of vehicle purchase price, insurance agreement with policy statements, loan agreement with the latest repayment schedule and vehicle-rentee certificate signed by vehicle owner (only applicable to vehicle owner or rentee driver);
- (10) Tenancy agreement/Licence of Flat \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ House,  
\_\_\_\_\_ Estate/Interim Housing;
- (11) Red/Yellow number assigned to squatter of wood or stone (squatter control survey number);
- (12) Licence of fishing boat and household registration account (original and photocopy) and location map of dwelling boat (for boat dwellers or those working on boat only);
- (13) Applicants' Declaration (HD524) whether completed or not;
- (14) For elderly applicants, please provide immediate relative's names, address and telephone number;
- (15) Please bring along name chop to the interview, if any.
- (16) Others: \_\_\_\_\_

Remarks:

1. Please arrive 25 minutes before the appointment time so as to attend a briefing session and complete relevant procedures.
2. Applicant who turns up for the interview on time will be entertained within 30 minutes of the appointments. Late comer's appointment may be postponed subject to the situation at that time.
3. If you are aged/disabled to walk, you can contact the duty officer to make appropriate arrangement for the interview.
4. Mobility-handicapped applicant who cannot attend the interview in person should, nevertheless, prepare the relevant documentation.
5. All applicants must submit relevant proofs and documents at specified time for eligibility assessment of public housing, otherwise, their applications will be cancelled.
6. The purpose of this interview is to assess your eligibility for public housing. We cannot at this stage provide you with any information in respect of the allocation time.

Yours faithfully,

( \_\_\_\_\_ )

for Housing Manager/Waiting List (2)

Applications Sub-section, Housing Department