

二零一二/二零一三年度公務員公共房屋配額申請表

Application for Public Housing under the 2012/2013 Civil Service Public Housing Quota

(填報前，請先詳閱公務員事務局有關通函及隨申請表夾附的申請須知)

(Please read the relevant Civil Service Bureau Circular Memorandum and the notes attached to this application form before completing)

第一部 (由申請人以正楷填寫)

Part I (to be completed by applicants in BLOCK LETTERS)

家庭成員詳情 (請夾附身份證、出生證明書、結婚證明書、如離婚者：絕對離婚令及子女撫養權證明文件的影印本)

Particulars of family members (Please attach copies of Identity Cards, Birth Certificates, Marriage Certificate, Divorce Certificate and Custody Order for divorcee)

房屋署專用 For H.D. use only

11

Date Registered

Application Number

中文 In Chinese	英文 In English		性別 Sex	房屋署 專用 HD Use	出生日期 Date of Birth			與申請 人的 關係 Relation ship	房屋 署專 用 HD Use	身份證號碼 H.K.I.C. Number		出生證明書編號 B.C. Number		婚姻狀況 Marital Status 在其中一項加上 ✓ 號 Please tick one of the boxes			
	姓氏 Surname	名字 Other Name			日 Day	月 Mon	年 Year			申請人 Applicant	P	只適用於十一歲以下兒童 For children aged below 11 only	Single 未婚	Married 已婚	Divorced 離婚	Widower/ Widow/ 鰥/寡	
1																	
2																	
3																	
4																	
5																	

若有待產嬰兒，請填寫待產嬰兒數目及預產日期(請夾附醫生證明)。
Please state number of expected child and expected delivery date (please attach medical certificate).

待產嬰兒數目 預產日期
Number of Expected Child Expected Delivery Date
日 Day 月 Mon 年 Year

住址(請用英文填寫) Home Address (In English)

住址 Res. 辦事處 Office
電話 Tel. 電話 Tel.

傳呼/ 流動電話
Pager / Mobile Phone No.

通訊地址(請用英文填寫) - 如與上址相同，請勿填寫。

Correspondence Address (In English)
LEAVE BLANK IF IT IS SAME AS ABOVE

如更改住址或通訊地址，請盡速以書面通知房屋署。
Please inform the Housing Department in writing for any change of home address or correspondence address.

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Home Address

Code Address

Flat No./Floor

Block/Building Name

Estate/Street Number and Name

Sub-District

District

District

Accm. Type

Applicant Type 1. Widow 2. Retiree 3. Serving Officer Pay Scale Retirement Scheme

Department Code Rank Code Quota Category

Date Joined/Retired/Deceased

Choice of Estate

Remarks

Remarks

選擇 CHOICE

請選擇 A 或 B 其中一項及在方格內加上 ✓ 號。 Choose either A or B and tick one of A/B box.

A. 居者有其屋計劃 Home Ownership Scheme (HOS) / 居屋第二市場計劃 HOS Secondary Market Scheme (SMS)

B. 租住公屋 Public Rental Housing (PRH)

如選擇租住公屋，請於下列方格按你的選擇次序填上 1、2、3 作為第一、第二及第三屋邨選擇 List your 1st/2nd/3rd estate choices as 1,2,3 in order of preference (請參閱 2012/2013 年度公務員公共房屋配額通函中的第 19 段(一般配額及特別配額)有關租住公屋的編配及附錄 III 有關各屋邨/地區所提供單位所適合的家庭人數。)
(Please read para. 19 under General Quota and Special Quota of the CSB Circular Memorandum on 2012/2013 Civil Service Public Housing Quota (CSPHQ) regarding allocation of PRH and Appendix III regarding the size of household suitable for flats available in each estate/district.)

<input type="checkbox"/> 長沙灣邨 (適合 2-5 人家庭) Cheung Sha Wan Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 美田邨 (美全樓) (適合 2-5 人家庭) Mei Tin Estate (Mei Chuen House) (Suitable for 2-5 person households)	<input type="checkbox"/> 香港區翻新單位 (不適合 1 人家庭) Hong Kong Refurbished Flat (Not suitable for 1 person households)	<input type="checkbox"/> 荃灣區翻新單位 Tsuen Wan Refurbished Flat
<input type="checkbox"/> 啓晴邨 (適合 2-5 人家庭) Kai Ching Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 豐和邨 (適合 2-5 人家庭) Fung Wo Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 九龍區翻新單位 Kowloon Refurbished Flat	<input type="checkbox"/> 屯門區翻新單位 Tuen Mun Refurbished Flat
<input type="checkbox"/> 德朗邨 (適合 2-5 人家庭) Tak Long Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 石籬 (二) 邨 (石歡樓) (適合 2-5 人家庭) Shek Lei (2) Estate (Shek Foon House) (Suitable for 2-5 person households)	<input type="checkbox"/> 沙田區翻新單位 Shatin Refurbished Flat	<input type="checkbox"/> 大埔區翻新單位 (不適合 1 人家庭) Tai Po Refurbished Flat (Not suitable for 1 person households)
<input type="checkbox"/> 榮昌邨 (適合 2-5 人家庭) Wing Cheong Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 龍逸邨 (適合 2-5 人家庭) Lung Yat Estate (Suitable for 2-5 person households)	<input type="checkbox"/> 將軍澳區翻新單位 (不適合 1 人家庭) Tseung Kwan O Refurbished Flat (Not suitable for 1 person households)	<input type="checkbox"/> 東涌區翻新單位 (不適合 1 人家庭) Tung Chung Refurbished Flat (Not suitable for 1 person households)

第二部 由申請人 _____ (請填上姓名) 以正楷填寫適當部份

Part II Appropriate sections to be completed by applicant _____ (please fill in name) in Block Letters

A. 申請人或任何登記在申請書內的家庭成員，在申請書截止日期時有否：

Have the applicant or any members of his family listed in this application by the closing date of this application:

- (a) 擁有或與他人共同擁有香港任何住宅物業或該類物業的任何權益 (例如：擁有香港任何住宅物業權益的產業受托人、遺囑執行人、管業人或受益人均不合資格提出申請)；或
owned or co-owned or had an interest in any domestic property in Hong Kong (for example: trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong shall not be eligible to submit the application); or
- (b) 簽訂任何協議 (包括臨時協議) 購買香港任何住宅物業；或
entered into any agreement (including provisional agreement) to purchase a domestic property in Hong Kong; or
- (c) 持有任何直接或透過附屬公司擁有任何香港住宅物業的公司超過 50% 的股權。
hold more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong.

住宅物業包括香港的任何住宅物業、未落成的私人住宅物業、經建築事務監督許可的天台構築物、用作居住用途的屋地及地政總署批出的小型屋宇批地。
Domestic property includes any domestic property, uncompleted private domestic property, roof-top structure approved by the Buildings Authority, domestic building lots and Small House Grants approved by the Lands Department in Hong Kong.

*有 Yes *沒有 No

(若答案為「有」，申請人便不符合資格申請公務員公共房屋配額，部門秘書毋須轉介此申請至房屋署。)
(If the answer is "Yes", the applicant is ineligible for CSPHQ, and the Departmental Secretary does not need to refer this application to the Housing Department.)

B. 除申請人外，在第一部份所列的其他家庭成員中有沒有公務員？

Is any of the family members, other than the applicant, listed in Part I a civil servant?

*有 Yes *沒有 No

C. 若上述 B 項的答案為「有」，請將那些亦為公務員的家庭成員資料詳列在下表，及夾附香港政府僱員身份証及近期薪俸結算書的影印本。

If the answer of item B above is "Yes", please fill in the particulars of those family members who are also civil servants in the table below and attach copies of Hong Kong Government Identity Card and the latest salary statements.

姓名 (申請共住的家庭成員) NAME (Included in this Application)		與申請人的關係	任職部門	現時職級	現時薪級點 及薪金	毋須升級而可遞增至的 最高薪級點	符合二零一二/二零一三年度 通函第 13 段的規定
中文 (in Chinese)	英文 (in English)	Relationship to Applicant	Employing Department	Present Rank	Present Salary Point & Salary	Maximum Salary Point without the Need of Promotion	The Requirements Stipulated in Paragraph 13 of 2012/2013 Circular Memorandum are fulfilled
1.							<input type="checkbox"/> *是 Yes <input type="checkbox"/> *否 No
2.							<input type="checkbox"/> *是 Yes <input type="checkbox"/> *否 No

(若答案為「否」，申請人便不符合資格申請公務員公共房屋配額，部門秘書毋須轉介此申請至房屋署。)
(If the answer is "No", the applicant is ineligible for CSPHQ, and the Departmental Secretary does not need to refer this application to the Housing Department.)

D. 在第一部住址欄所列的建築物是

The building listed in the Home Address column of Part I is

- * 租住樓宇 (請夾附租約及近期租單的影印本)
Rented Flat. (Please attach copies of Tenancy Agreement and latest rent receipts)
- * 寮屋。若經由本申請書獲配公屋或居屋或任何形式的公屋資助，本人及名列於申請表上的家庭成員必定將現居的寮屋交回有關當局處理。
Squatter Hut. I and my family members listed in the application form will surrender our present squatter hut to the relevant authority upon allocation of public housing or purchase of Home Ownership Scheme flat or receiving any form of public housing benefit which derives from this application.
- * 宿舍
Quarters.
- * 其他 (包括公屋住戶) (私人樓宇住戶：請夾附近期差餉單或土地註冊處之業主登記記錄)
Others. (Including PRH residents) (Private housing residents: please attach copy of Demand of Rates or Ownership Record of Land Registry)

請註明業主與申請人的關係：

Please state the relationship between property owner and applicant _____

E. 申請人或其配偶/前度配偶有否經公務員公共房屋配額計劃購得各類資助房屋，或經 1991/1992 年度及其後之公務員公共房屋配額計劃獲分配房屋單位並已簽訂租約？

Has the applicant or his spouse/ex-spouse purchased any subsidised housing under CSPHQ or been allocated a public housing unit and signed the tenancy agreement through the 1991/1992 CSPHQ or subsequent CSPHQ exercises?

- *有 Yes *沒有 No

(若答案為「有」，申請人便不符合資格申請公共房屋配額，部門秘書毋須轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ, and the Departmental Secretary does not need to refer this application to the Housing Department.)

F. 請註明你/你的配偶/你的前度配偶有否接受現時僱主/前僱主任何房屋福利，而因此令你/他永久喪失享用其他公務員房屋福利的資格：

State whether you/your spouse/your ex-spouse have/has/had received any housing benefit from your/his present/previous employer(s) which has/have irrevocably forfeited your/his eligibility for further civil service housing benefit:

- *有 Yes 請註明 Please specify: _____ *沒有 No

(若答案為「有」，申請人便不符合資格申請公共房屋配額，部門秘書毋須轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ, and the Departmental Secretary does not need to refer this application to the Housing Department.)

* 請在適當的方格內加上✓號 Please tick the appropriate box

第三部 申請人及其他家庭成員的聲明 (所有名列在第一部分未足十八歲而有收入及年滿十八歲的家庭成員均需簽署如下)

Part III DECLARATION BY APPLICANT AND FAMILY MEMBER(S) (All those members listed in Part I aged below 18 with income and aged 18 or above are requested to sign as follows)

本人/我們明白，根據房屋條例(第 283 章)第 26(1)條規定，任何人士於申請公營房屋時蓄意虛報資料，即屬違法，一經定罪，可判刑事訴訟程序條例(第 221 章)附表 8 所訂第 5 級罰款(由 1995 年 7 月 26 日起，第 5 級最高罰款額為五萬元)及監禁 6 個月，而根據房屋委員會的政策，任何人士如藉申請時虛報資料而獲配公營房屋，不論是否因此被起訴或定罪，房屋委員會均可終止其租約。

I/We understand that under section 26(1) of the Housing Ordinance (Chapter 283), any person who knowingly makes false statement in respect of an application for public housing 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) (The maximum fine at level 5 is \$50,000 since 26.7.1995) and to imprisonment for six months, and that according to the policy of the Housing Authority, the Housing Authority may terminate a tenancy granted to any person on the premises of false statement he made in his application for public housing whether or not he has been charged or convicted of the relevant offence.

本人/我們明白，根據房屋條例第 26(2)條的規定，任何人士如在購買樓宇時明知故犯，向房屋委員會作出虛假或令人誤解的陳述或提供類似資料，即屬違法，一經定罪，可判罰款五十萬元及監禁一年，根據房屋條例第 26A 條的規定，任何人士若因違反是項規定而被法庭定罪，可被判令(a) 將所購得樓宇轉讓予房屋委員會或其提名人；或(b) 向房屋委員會繳付一筆款項，數額相等於該單位原來買價與在判罪時十足市值的差額。

I/We understand that any person who makes any statement or provides any information to the Housing Authority in respect of any matter relating to the purchase of a flat which he knows to be false or misleading shall be guilty of an offence under Section 26(2) of the Housing Ordinance and shall be liable on conviction to a fine of \$500,000 and to imprisonment for one year. When a person is convicted of such an offence in relation to the purchase of flat by him, the court may under Section 26A of the Housing Ordinance order either (a) that the flat so purchased be transferred to the Housing Authority or its nominee or (b) that the offender forfeit to the Housing Authority a sum equivalent to the difference between the purchase price of the flat and its full market value at the date of the conviction.

本人/我們並明白一旦接受經本申請書所編配的公共房屋後，房屋署會將本人及申請書內各家庭成員的其他公共房屋申請全部取消。

I/We also understand that if I am/we are successfully rehoused in a public housing flat through this application, all other public housing applications of mine/us and family members included in this application will be cancelled.[下文(i)至(vii)項適用於特別配額之下的申請]
[(i) to (vii) below are for applicants under the Special Quota only]

- (i) 本人確認明白任何本人因公務員公共房屋配額獲發的紀律部隊房屋津貼及/或搬遷津貼是基於以下條件：任何與這些津貼有關而多付的款額可作為債項悉數連利息(息率於下文第(iii)段訂明)一併向本人討回，而在追討該筆債項和利息時所引致的一切費用(包括按當事人與其律師議定基準評定的法律費用)和開支，須全由本人承擔。

I acknowledge that any Housing Allowance for Disciplined Services (“HADS”) and/or Removal Allowance (“RA”) granted to me in relation to the Civil Service Public Housing Quota is granted on the condition that any overpayment in respect of these allowances granted to me is recoverable from me in full as a debt together with interest at the rate specified in paragraph (iii) below and that I will be liable for all costs (including legal costs on a solicitor and own client basis) and expenses incurred in recovering such debt and interest.

- (ii) 鑑於香港特別行政區政府(下稱“政府”)把紀律部隊房屋津貼及/或搬遷津貼發給本人,本人現把所有薪金、退休金、酬金、津貼、福利、其他政府應支付或發放給本人或本人的遺產的款項(以下統稱“薪金及退休金”),以及根據任何公積金計劃自願供款所得的累算權益(下稱“累算權益”),以政府為受惠人押記予政府,作為支付和償還(按情況而定)就發放給本人的紀律部隊房屋津貼及/或搬遷津貼所引致或附帶引起應付予政府的所有款項[包括在追討時所引致的任何利息、費用(包括按當事人與其律師議定基準評定的法律費用)及開支](以下統稱“該債項”)的押記。

In consideration of the Government of the Hong Kong Special Administrative Region (“Government”) granting to me the HADS and/or RA, I hereby charge in favour of the Government all salaries, pensions, gratuities, allowances, benefits and any other monies payable or due to me or my estate from the Government (collectively, “Salaries and Pensions”) and accrued benefits derived from voluntary contributions under any provident fund scheme (“Accrued Benefits”) as security for payment and repayment (as the case may be) of all sums [including interest, costs (including legal costs on a solicitor and own client basis) and expenses incurred in recovery, if any] due and payable to the Government arising from or incidental to the granting of the HADS and/or RA to me (collectively, “Indebtedness”).

- (iii) 就政府多付的款額,本人須按香港特別行政區發鈔銀行的平均最優惠貸款利率加 2%的息率(以每天計算),向政府支付利息,由多付款額當天起計,直至該債項全數被討回為止。

I shall pay the Government interest on the overpayment at the rate of 2% above the average of the best lending rates of the note-issuing banks in Hong Kong Special Administrative Region, calculated on a daily basis, from the date the overpayment is made until the Indebtedness is fully recovered.

- (iv) 本人授權政府在任何情況下(包括但不限於本人無力償債的情況),有絕對酌情決定權,不時及在其認為適合的時間,從本人的薪金及退休金扣除款項,直至該債項全數被討回為止。政府如提出要求,本人必須立即依照要求上所指明者,清還該債項的全數或所指明部分數額。

I authorise the Government to deduct at such times and from time to time in its absolute discretion as it deems fit from the Salaries and Pensions in all circumstances including, but not limited to, where I become insolvent, until the Indebtedness is fully recovered. On demand by the Government, I shall forthwith pay all or part of the Indebtedness as specified in the demand.

- (v) 政府是有抵押債權人,為該債項的償還而持有本人的薪金及退休金以及累算權益的押記,直至該債項全數清償和解除為止。

Until the Indebtedness is fully paid and discharged, the Government is a secured creditor and has a charge on the Salaries and Pensions and Accrued Benefits for payment of the Indebtedness.

- (vi) 即使本申請書的任何條文或任何部分於任何時候在任何方面是或已變成是違法、無效或不能強制執行的,餘下條文或任何部分的合法性、有效性和可強制執行性都不受任何影響或損害。

If at any time, any provision or any part of this application form is or has become illegal, invalid or unenforceable in any respect, the legality, validity and enforceability of the remaining provisions or parts of this application form shall not be affected or impaired thereby.

- (vii) 本人謹此聲明,在提出此申請當日,

I declare that at the date of this application form,

- *A. 本人並沒有受任何破產法律程序(包括本人獲送達法定要求償債書而有關債項尚未清償)或任何個人自願安排,或任何尚待處理關於個人自願安排的建議或法律程序的規限。如發生以下情況,本人會立即通知房屋署署長,並會提供所需詳情:

I am not subject to any bankruptcy proceedings (including service on me of any statutory demand which has not been satisfied) or any Individual Voluntary Arrangement (“IVA”), or any outstanding proposal or proceedings for an IVA in relation to me. In the event that I:

- (a) 本人被送達法定要求償債書,或
am served with any statutory demand, or
- (b) 本人受破產法律程序的規限,或
become subject to any bankruptcy proceedings, or
- (c) 本人向債權人提出任何個人自願安排的建議,或
make any proposal to my creditors for an IVA, or
- (d) 本人就涉及本人的個人自願安排建議向法院提出申請。
make any application to the court in respect of a proposed IVA in relation to myself,

I will immediately notify the Director of Housing and will provide such details as may be required.

- *B. 本人正受破產法律程序(包括本人獲送達法定要求償債書而有關債項尚未清償)或個人自願安排,或尚待處理關於個人自願安排的建議或法律程序的規限,詳情如下:

I am currently subject to bankruptcy proceedings (including service on me of a statutory demand which has not been satisfied) or an IVA or an outstanding proposal or proceedings for an IVA. Details of which are as follows:

事宜 Matter	日期 Date	詳情 Particulars
(a) 破產法律程序(包括獲送達法定要求償債書) bankruptcy proceedings (including service of a statutory demand)		
(b) 個人自願安排 IVA		

如本人的財政狀況出現任何重大改變，包括本人的資本(包括權益淨額)或收入或本人欠下第三者或政府的債項或對第三者或政府所作的財政承擔出現任何重大改變，以致對本人向政府履行清償債項責任的能力有負面影響，本人會立即以書面通知房屋署署長，並會立即提供所需詳情和證明文件。

I will immediately notify the Director of Housing in writing of any material change in my financial circumstances including any material change in my capital (including net equity) or income or in my level of indebtedness or financial commitment to any third party or Government which adversely affects my ability to comply with my obligations to Government to discharge the Indebtedness and will immediately provide such details with supporting information as may be required.

本人/我們同意房屋委員會及房屋署人員在審核本人及各家庭成員的申請資格時，有權將本申請表及呈交的其他有關文件上填報的個人資料，與為其他目的而收集的該等個人資料(不論用人手方法與否)比較及核對，以確定該等資料是否虛假或令人誤解，並根據該等資料對當事人採取適當行動。本人/我們授權房屋委員會及房屋署向其他政府部門(例如公務員事務局、土地註冊處、入境事務處、稅務局等)、公營/私人機構或有關僱主求證及核對有關資料，並明文同意上述各方將他們所持有關於本人/我們的個人資料，提供給房屋委員會及房屋署，作比較或核對本申請表上的資料之用。

My/Our consent is hereby given to the Housing Authority and officers of the Housing Department, in assessing the eligibility of my/our application and application of my/our family members, to compare and match the personal data on this application form and other relevant documents submitted with my/our personal data collected for any other purpose (whether it is by manual means) so as to verify if those data are false or misleading, and to base upon those data and take appropriate action against the person concerned. I /We hereby authorise the Housing Authority and the Housing Department to approach other government departments (such as the Civil Service Bureau, the Land Registry, the Immigration Department, the Inland Revenue Department, etc.), public/private organisation(-s), or the employer(-s) concerned for proof of data collected and match with such data, and I/we expressly agree that they may give access to the Housing Authority and the Housing Department my/our personal data they possess, so that the Housing Authority and the Housing Department can use such data for the purpose of processing this application.

本人/我們明白並同意，本申請書及呈交的其他有關文件上填報的個人資料，可披露予其他政府部門及公營/私人機構，以評定本人/我們享用政府或有關公營/私人機構僱主所提供房屋福利的資格，及作為考慮本人/我們日後有需要就單位編配所提出的相關事宜和實施「防止享用雙重房屋福利」規則的用途。

I/We understand and agree that the personal data I/we provided in this application form and other relevant documents submitted may be disclosed to other government departments and public/private organisation(-s) for assessing my/our eligibility for other housing benefits provided by the Government or the relevant public/private organisation(-s) as employer(-s) and for the purpose of considering my/our future related matters regarding the flat allocation where necessary and enforcing the 'Prevention of Double Housing Benefits' rules.

本人/我們謹此聲明，本申請書內所填報的資料均真實無誤。本人/我們承諾如本人/我們所填報的情況有任何改變，因而有可能影響本人/我們透過公務員公共房屋配額獲取公共房屋福利的資格，本人/我們會立即通知房屋署署長。本人/我們明白，如本人/我們在本申請書內提供任何虛假、不準確或不完整的資料/聲明，本人/我們將會停止獲得有關的房屋福利、喪失享有政府提供的各種房屋福利的資格、受刑事檢控，及/或面對紀律研訊/法律訴訟。

I/We declare that the information provided in this application form is true and correct. I/We undertake to inform the Director of Housing immediately if there is any change in circumstances which will potentially affect my/our eligibility for public housing benefits through CSPHQ. I/We understand that if I/we give any false, inaccurate or incomplete information/declaration in connection with this application form, I/we will be subject to consequences of cessation of housing benefits, disqualification from all forms of housing benefits provided by the Government, criminal prosecution and/or disciplinary/legal proceedings.

申請人姓名
Name of applicant _____

申請人簽署
Applicant's signature _____

家庭成員簽署
Family members' signature

姓名 Name	簽署 Signature	姓名 Name	簽署 Signature
姓名 Name	簽署 Signature	姓名 Name	簽署 Signature
姓名 Name	簽署 Signature	姓名 Name	簽署 Signature

日期
Date

第四部 轉介部門的證明
Part IV Certification by Referring Department

A. For widows/widowers and dependants of deceased officers/deceased retirees occupying departmental quarters only.

(Please attach copy of Death Certificate)

Particulars of *deceased officer/deceased retirees:

Name _____ HK I/C No. _____

Post and rank held before *death/retirement _____

Rank Code _____

Salary point and salary prior to *death/retirement: Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m.

* Delete as appropriate

Date of death _____
 Relationship of applicant to the deceased _____
 Retirement Scheme: *Old Pension Scheme / New Pension Scheme/
 Mandatory Provident Fund Scheme / Civil Service Provident Fund Scheme

The widow/widower and dependants of deceased officers/deceased retirees occupying departmental quarters and all the family members listed in the application *are/are not authorised occupants of the departmental quarters in question.

- B. For government retirees occupying departmental quarters/serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within six months of the closing date of application or date of application for late submissions. **(Please attach copy of document confirming retirement)**

Name of Officer _____
 Post and rank last held before retirement _____
 Rank Code _____
 Salary point and salary prior to retirement: Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m.
 Date of joining government service _____
 Commencement date of pre-retirement leave _____
 Effective date of retirement _____
 Retirement Scheme: *Old Pension Scheme / New Pension Scheme/
 Mandatory Provident Fund Scheme / Civil Service Provident Fund Scheme

The government retiree/serving officer occupying departmental quarters and all the family members listed in the application *are/are not authorised occupants of the departmental quarters in question.

- C. For serving government officers/retiring single officer at the age of 55 or above without occupying departmental quarters **(Please attach copy of document confirming retirement)**

Name of Officer _____
 Post and rank held _____
 Rank Code _____
 Present salary point and salary: Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m.
 Maximum Salary point _____ on *MPS/MOD.1/PPS/GDS (R&F)/ICAC of present rank
 Salary scale *will/will not encompass MPS Point 25 without the need for promotion.
 Date joined government service _____
 Commencement date of pre-retirement leave (for retiring officers only) _____
 Effective date of retirement (for retiring officers only) _____
 Retirement Scheme: *Old Pension Scheme / New Pension Scheme/
 Mandatory Provident Fund Scheme / Civil Service Provident Fund Scheme

I confirm that as at today, departmental record shows that disciplinary or criminal proceedings are being brought against the officer. (Please tick the appropriate box)

- Yes Please provide details if "Yes" is ticked: _____
 No _____

I have checked Parts I, II D/E/F & IV *A/B/C and I certify that the salary point of the officer ***at present/prior to death/prior to retirement** is at Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m./and that (in the case of a present serving officer) the salary scale will not encompass **MPS Point 25 (or its equivalent)**. I certify that the present home address of the applicant ***is/is not *a departmental quarters/a post-tied quarters provided to him by our department**. I undertake to advise the Director of Housing of any change in the above-listed particulars between now and allocation, and to recover possession of the departmental quarters upon allocation of public housing to this family if they are at present occupying departmental quarters. I certify that according to the departmental records the information provided by the applicant and his spouse in G.F.551 is true and correct.

I herewith forward the application form to HD for consideration under the category of *General Quota / Special Quota.

Signature _____ Date _____
Name in Block Letters _____ Office Tel _____
Post/Rank _____ Department Address _____
Department _____

* Delete as appropriate

2012/2013 年度公務員公共房屋配額

致房屋署：

有關租金援助計劃的聲明

有關上述公屋申請書，我 _____(身份證號碼 _____)現謹此聲明，我明白在我的申請書到達編配階段時，我有機會因應可提供的房屋資源獲配屬新大廈類別或舊大廈類別#的公屋單位。我亦明白此聲明書並不構成我對獲配任何指定大廈類別公屋單位的合理期望。如我最終獲編配屬新大廈類別的單位，我只會在入住公屋兩年後或在下一次整體租金向上調整後或因家庭狀況急劇改變而致入息下降時，方可申請租金援助，而有關申請須經核實資格後，方可獲得批准。

申請人簽署：_____

日 期：_____

新大廈類別指和諧式和前身為居屋/私人機構參建居屋/可租可買計劃的大廈，以及在 1992 年或以後落成的大廈。舊大廈類別指非和諧式和前身並非為居屋/私人機構參建居屋/可租可買計劃的大廈，以及在 1992 年以前落成的大廈。

2012/2013 Civil Service Public Housing Quota

To: Housing Department

Declaration on Rent Assistance Scheme

In connection with the flat allocation in respect of my captioned application, I, _____, holder of Hong Kong Identity Card No. _____, hereby declare that I understand when my application is due for allocation, I will be allocated a flat either of the newer block types or of the older block types[#] according to the availability of housing resources. I also understand this declaration will not be deemed as a legitimate expectation for allocation of a flat in any specific block types. Should a flat in the newer block type be allocated to me eventually, I will not be eligible for applying rent assistance until I have lived in the flat for two years or after the next rent increase or unless there have been drastic family changes adversely affecting my household income; and the relevant application would be approved only after vetting of the eligibility.

Signature of applicant : _____

Date : _____

[#] Newer block types refer to those Harmony, Home Ownership Scheme (HOS)/Private Sector Participation Scheme (PSPS)/Buy or Rent Option (BRO) transferred blocks and other block types completed on or after 1992. Older block types refer to non-Harmony, non-HOS/PSPS/BRO transferred blocks and other block types completed before 1992.

公務員公共房屋配額 申請須知

- (A) 填報申請書前，請向所屬部門人事科或福利部索閱由公務員事務局局長發出的關於 2012/2013 年度公務員公共房屋配額的通函，以清楚瞭解申請要求細則及申請資格。
- (B) 申請書上已婚的家庭成員，必須與配偶一同申請[離婚、喪偶或配偶在港外居住未抵港者除外]。十八歲以下的子女，必須與其父母或合法監護人一同申請。
- (C) 申請人如與已婚子女一同申請，只可與一名已婚子女及該名子女的下一代家庭成員一同申請。
- (D) 申請人或/及其配偶如屬各項資助房屋計劃的業主或聯名業主，並已獲房屋署/有關機構同意以不涉任何金錢代價轉讓業權給有關物業的認可住戶，及批准刪除有關戶籍，必須連同申請表遞交該資助物業的全部的土地查冊記錄。
- (E) 申請人及其家庭成員必須現居香港並具有香港入境權，其在香港的居留不受附帶居留條件所限制（與居留期限有關的條件除外）。未獲准來港居留的家庭成員不能包括在申請表內。
- (F) 申請表格(CSPHQ411)須與下列文件一同遞交：

一 申請人及表列的家庭成員須根據其家庭狀況遞交下列有關證明文件：

類別	所需文件
各人的身份證明文件副本	<ul style="list-style-type: none">十一歲或以上人士必須附上香港智能身份證副本。出生證明書副本（包括香港特別行政區政府或其他政府所簽發的出生證明）。如非在香港出生，須附上單程證或護照副本（居港未滿 7 年人士須附上印有獲准入境日期的證明文件）。
如果申請表上所填報的姓名與文件上所示姓名不相符，或曾用別名	改名契、公證書或人事登記處證明文件副本。
親屬關係證明文件副本	出生證明文件、公證書或人事登記處證明文件。
已婚人士的結婚證明文件	<ul style="list-style-type: none">結婚證書副本；或公證書副本（內地結婚但從未申領有關證明文件）；或宣誓書正本（在香港以舊式婚禮結合）。“已婚”但配偶不名列在申請表，除上述文件外，須附加：<ul style="list-style-type: none">i) 如配偶未獲准來港居住，須填寫有關聲明書（請向部門索取）。ii) 如配偶失蹤，請附上宣誓書正本、報案紙副本及於香港其中一份中文或英文報章連續三天刊登有關尋人啟事之副本。
離婚人士證明文件	<ul style="list-style-type: none">法庭判令離婚證明文件(如在香港辦理離婚，即絕對離婚令（表格 6 或表格 7B)副本。如與未滿 18 歲的子女一同申請，須附上已獲法庭判予擁有子女管養權令副本。如在截止申請日期前尚未正式辦妥離婚手續，恕不接受申請。
喪偶人士的證明文件	死亡證副本。如在香港以外地方死亡並遺失死亡證，及無法補領，則請提交公證書副本或宣誓書正本（宣誓者必須是死者的配偶）。
非婚生子女的證明文件	申請人如有十八歲以下的非婚生子女，女方須附上宣誓書正本說明同居後分居的日期及子女管養權的安排；男方則須提交已獲法庭判予擁有子女管養權令副本。
懷孕滿 16 星期或以上	註冊醫生簽發的預產期及懷孕週數證書正本。待嬰兒出生後，須交回出世紙副本。
住址證明	申請人及年滿十八歲的子女須附上中或英文住宅地址的文件副本（如電費單、水費單、電話費單等）。

一 填妥的通用表格第 551 號，通用表格簽名樣式需與申請表(CSPHQ411)相同；及

- 如(i)申請人的配偶為在職人仕，或(ii)申請人或其配偶／前度配偶為政府部門(例如受聘擔任非公務員職位者)或公帑資助機構的前僱員，並在受僱期間接受該部門／機構任何房屋福利／與房屋相關的福利，須遞交由有關僱主簽妥的“公務員房屋福利申請人及／或其配偶已享有的房屋福利及與房屋相關的福利”表格(附件 A 或附件 B)。

(G) 申請人不得在截止申請日期後更改 / 補加 / 撤銷任何有關選擇。

(H) 如申請人未能連同申請表格提供有關證明文件或未能符合所有申請資格準則，其申請表將會被退回或被取消。

(I) 申請人如獲配屬新大廈類別的單位，申請人只會在入住公屋兩年後或在下一次整體租金向上調整後或因家庭狀況急劇改變而致入息下降時，方可申請租金援助。申請人必須簽妥夾附於申請書內有關租金援助計劃的聲明書(RCSU3-1)。

收集個人資料的目的

1. 透過本表格提供的個人資料，房屋署將用作以下用途：

- (a) 與處理 2012/2013 年度公務員公共房屋配額申請有關的工作；
- (b) 與編配租住公屋單位及出售居者有其屋計劃及居屋第二市場計劃單位有關的工作；及
- (c) 覆核任何公營房屋之申請書 [包括租住公屋、居者有其屋計劃、私人機構參建居屋計劃、居屋第二市場計劃、置業資助貸款計劃、自置居所貸款計劃、中轉房屋等] 及租約事務。

透過本表格提供個人資料，屬自願性質。然而，若你沒有提供足夠資料，房屋署可能無法辦理你的申請。

移轉個人資料

2. 透過本表格提供的個人資料，可被披露予政府各其他部門 [例如公務員事務局、土地註冊處、入境事務處、稅務局等] 和公營/私人機構，作上文第 1 段所述的用途，以評定申請人與其配偶享用政府或有關公營/私人機構僱主所提供房屋福利的資格，及作為考慮本人/我們日後有需要就單位編配所提出的相關事宜和實施「防止享用雙重房屋福利」規則的用途。

查閱個人資料

3. 申請人有權根據個人資料 [私隱] 條例要求查閱和更正此表格上收集的個人資料。如有需要，請以郵寄或傳真 [傳真號碼：2761 6363] 方式把你的書面申請送交九龍何文田佛光街 33 號房屋委員會總部行政分處部門資料管理主任。有關申請可能需繳付費用。

Civil Service Public Housing Quota

Points to note when completing the Application Form

- (A) Before completing the application form, please read the Circular Memorandum on 2012/2013 Civil Service Public Housing Quota issued by the Secretary for the Civil Service, which can be obtained from your departmental personnel registry or staff welfare unit, so that you can clearly understand the application requirement and eligibility.
- (B) All married family members included in the application must apply together with their spouses (except for divorcee, widow/widower or spouse living outside Hong Kong). Children aged below 18 must apply with their parents or legitimate guardians.
- (C) For applicants who apply with their offspring, only one of their married children together with his offspring can be included.
- (D) If the applicant or/and his spouse are owners or joint owners of a property purchased under various subsidised housing schemes, and have been given consent by the Housing Department/relevant authority to transfer ownership by way of a Deed of Assignment at nil monetary consideration to an authorised occupant of the property concerned, and have received approval for deletion of household records, a full land search record regarding the subsidised property must be submitted together with the application form.
- (E) The applicant and his 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.
- (F) Applicants should submit the application form (CSPHQ411) together with the following documents:
- The applicant and family members in the application form have to submit the following documents according to their family status:

Status	Document Required
Copies of identity documents of individual family members	<ul style="list-style-type: none">● For persons aged 11 or above, copies of their smart identity cards.● Copies of birth certificates (including those issued by the Government of the Hong Kong Special Administrative Region or other governments).● For people who were not born in Hong Kong, copies of one-way exit permits or passports (for those who have resided in Hong Kong for less than 7 years, documents with the stamp showing the date of entry).
If a name shown in the application form is different from that shown in the supporting documents, or alias has been used	A copy of deed poll, notary public certificate or documents issued by the Registration of Persons Office.
Copies of relationship proof	Birth certificate, notary public certificate or documents issued by the Registration of Persons Office.
Documents on marital status for married persons	<ul style="list-style-type: none">● A copy of Certificate of Marriage or a copy of the notary public certificate (for a marriage registered on the Mainland but without the relevant document); or the original of a statutory declaration (for customary marriage celebrated in Hong Kong).● For "married" persons the name of whose spouse is not in the application form, apart from the above-mentioned relevant documents submitted, additional documents should be submitted:<ul style="list-style-type: none">i) For the spouse of an applicant/a family member who has no right of abode in Hong Kong, a relevant declaration has to be filed (the form can be obtained from the Department); andii) For untraceable spouse, the requisite documents are the original of a statutory declaration, a copy of the police acknowledgement of report, and a copy of the personal advertisement for missing persons running for 3 consecutive days in a local Chinese or English newspaper.
Documents of divorced persons	<ul style="list-style-type: none">● A copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or Form 7B)).● For applications including children under the age of 18, a copy of the court order for the custody of children.● Applications will not be accepted if the divorce proceedings have not been completed before the closing date for applications.
Documents of widowed persons	A copy of death certificate. If the spouse passed away outside Hong Kong and the death certificate has been lost and replacement is not possible, a copy of notary public certificate or the original statutory declaration has to be submitted (the declarant must be the spouse of the deceased).

Documentary proof of children born out of wedlock	If the applicant has children born out of wedlock under the age of 18, the mother should submit the original of a statutory declaration stating the date of separation after co-habitation, and arrangements for the custody of the child(ren), while the father should submit a copy of the court order for the custody of child(ren).
With pregnancy of 16 weeks or more	The original of documentary proof issued by a registered medical practitioner stating the expected date of confinement and weeks of pregnancy. A copy of the birth certificate has to be submitted upon the birth of the child.
Proof of address	For the applicant and children aged 18 or above, copies of documents bearing their addresses in Chinese or English (e.g. electricity bill, water bill, and telephone bill.)

- Duly completed G.F. 551 (Please use uniform signature to sign CSPHQ411 and G.F. 551); and
- Duly completed "Receipt of housing and housing-related benefits by an applicant of civil service housing benefits and/or his spouse" (Annex A or Annex B) [to be signed by the relevant employer if (i) the spouse is in employment, or (ii) if the applicant or his spouse/ex-spouse is a former employee of a government department (e.g. under non-Civil Service appointment) or a publicly-funded organisation, and has received housing benefits/housing-related benefits from the department/organisation during the employment period].

(G) No change/addition/deletion of choice is allowed after the closing date for applications.

(H) The application form will be returned or cancelled if the applicant fails to provide relevant documents together with the application form, or cannot fulfill all the eligibility criteria for application.

(I) Should the applicants be allocated a flat in the newer block type, they will not be eligible for Rent Assistance Scheme unless they have lived in the flat for 2 years or have been affected by rent increase or when there have been drastic family changes adversely affecting household income. Applicants should sign the declaration on Rent Assistance Scheme (RCSU3-1) attached to the application form.

Purpose of Collection of Personal Data

1. The personal data provided by means of this form will be used by the Housing Department for the following purposes:
 - (a) activities related to applications under the 2012/2013 Civil Service Public Housing Quota;
 - (b) activities related to the allocation of public rental housing flats and the sale of flats under Home Ownership Scheme and HOS Secondary Market Scheme; and
 - (c) duplication check on applications for public housing (including rental housing, Home Ownership Scheme, Private Sector Participation Scheme, HOS Secondary Market Scheme, Home Assistance Loan Scheme, Home Purchase Loan Scheme, Interim Housing, etc.) and tenancy control.

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Housing Department may not be able to process your application.

Transfer of Personal Data

2. The personal data provided by means of this form may be disclosed to other government departments (such as the Civil Service Bureau, the Land Registry, the Immigration Department, the Inland Revenue Department, etc.) and public/private organisation for the purposes mentioned in paragraph 1 above for assessing the eligibility of the applicant and his spouse for housing benefits provided by the Government or the relevant public/private organisations as employers and for the purpose of considering my/our future related matters regarding the flat allocation where necessary and enforcing the "Prevention of Double Housing Benefits" rules.

Access to Personal Data

3. The applicant has the right to request for access and correction of his personal data under the Personal Data (Privacy) Ordinance. Any written application may be submitted to the Departmental Data Controlling Officer of the Administration Sub-division at Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon by post or by fax (Fax No.: 2761 6363). A fee may be charged for such a request.

Notes on Submission of Application Forms

Applicants are advised to ensure that all the required information on the application form has been provided and all necessary supporting documents are attached when submitting the application form. Applicants are also reminded to pay special attention to the following:

- Submit to department a declaration on housing benefits issued by the employer of their working spouse.
- Choose between “Home Ownership Scheme/ Home Ownership Scheme Secondary Market Scheme” or “Public Rental Housing”.
- Fill in 1, 2, 3 in the relevant part to indicate their first, second and third choice of housing estate preferred instead of putting a ‘✓’ in the boxes if they have chosen Public Rental Housing, “Declaration Form on Rent Assistance Scheme” (RCSU3-1) should also be submitted.
- Applicant/ Family member(s) who are owners or joint owners of flats acquired previously under various subsidized housing schemes and has/have obtained approval for change of

ownership should submit a copy of proof of change of ownership of flats .

- Applicant/ Family member(s) should sign, in Part III of the form, and put in the date of application.

Housing Department
October 2012

遞交申請表所需注意事項

請申請人於遞交申請表時確保已填妥表格上所需資料及齊備各項證明文件，並特別留意以下事項：

- 須向所屬部門遞交在職配偶的僱主所簽發有關房屋福利的聲明書。
- 須在「居者有其屋／居屋第二市場計劃」或「租住公屋」部份作出選擇。
- 如選擇「租住公屋」，須在有關部份填上 1、2、3 作為第一、第二及第三屋邨選擇而非填上「✓」號，並須遞交「有關租金援助計劃聲明書」(RCSU3-1)。
- 如申請人／家庭成員屬通過之前各項資助房屋計劃購置物業並已獲同意更改業權的業主

或聯名業主，須提交有關物業的轉讓業權證明文件。

- 申請人/家庭成員須於表格第三部份的聲明簽署及填上申請日期。

房屋署

2012年10月