

分發

正本：*公務員事務局局長／庫務署署長

副本：1. 有關部門首長

2. 有關公務員的配偶(若同為公務員)所屬部門的首長

有關公務員／其配偶已享用的房屋福利 及與房屋有關連福利的聲明書

- 註： (1) 在填寫此表格前，請先閱讀公務員事務規例第 801 及 809 條，以及有關防止享用雙重房屋福利的通告。
- (2) 申請人有權要求查閱和改正已收集的資料。申請人可向公務員事務局局長或庫務署署長提出此等要求，地址見下文。

致： *公務員事務局局長(請交中區政府合署西座 8 樓*政府宿舍編配組／公務員房舍組)／

庫務署署長(請交灣仔告士打道入境事務大樓 28 樓 2807 室房屋津貼分部)

經： _____ (部門首長)轉交

I. 個人資料

| | |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 公務員 | |
| 姓名： _____ | 身分證號碼： <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (<input type="checkbox"/>) |
| 部門： _____ | 辦事處電話： _____ |
| 婚姻狀況：*單身/已婚/分居/離婚/喪偶 | |
| 公務員配偶 | |
| 姓名： _____ | 身分證號碼： <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (<input type="checkbox"/>) |
| 部門(如為公務員)： _____ | |
| 僱主名稱及地址(如非公務員)： _____ | |
| 僱主屬 <input type="checkbox"/> 私人機構 <input type="checkbox"/> 政府資助機構 | |
| 公務員的前度配偶(如在婚姻生效期間曾享用政府／政府資助機構提供的房屋福利) | |
| 姓名： _____ | 身分證號碼： <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (<input type="checkbox"/>) |
| 部門(如為公務員)： _____ | |
| 政府資助機構名稱及地址(如非公務員)： _____ | |

II. 現時居所及所享有的房屋福利詳情

| |
|--------------------------------------------------|
| 1. 現時居所地址： _____ |
| 2. 居所類別 |
| <input type="checkbox"/> 未獲任何房屋津貼的私人樓宇 |
| <input type="checkbox"/> *本人／本人配偶得到的房屋福利，詳情如下： |
| (甲) 公務員房屋福利 |
| <input type="checkbox"/> *自行租屋津貼／住所津貼 |
| <input type="checkbox"/> *自置居所資助計劃／居所資助計劃／購屋貸款計劃 |
| <input type="checkbox"/> 部門宿舍 |
| <input type="checkbox"/> 高級公務員宿舍 |
| <input type="checkbox"/> 為職位工作需要而設的部門宿舍 |
| <input type="checkbox"/> 私有房屋津貼 |
| <input type="checkbox"/> *酒店／旅舍式宿舍 |
| (接下頁) |

*請刪去不適用者

請在適用處加上✓號

(乙) 本地公務員建屋合作社／政府為本地公務員興建樓宇計劃

*因／非因實益繼承而取得的樓宇

(丙) 曾屬本地公務員建屋合作社／政府為本地公務員興建樓宇計劃所興建的樓宇

- 樓宇由政府興建或由政府貸款資助，*已經／尚未透過接受首次轉讓取得合法業權
 樓宇並非由政府貸款興建，例如沙田山莊、華員邨
 因實益繼承而取得的樓宇

(丁) 公共房屋福利

- *中等入息家庭房屋計劃／出售公屋予住戶計劃／市區改善計劃／住宅發售計劃
 *根據／不是根據公務員公共房屋配額申請的租住公屋單位／居者有其屋計劃(包括私人機構參建居屋計劃)單位／第二市場計劃單位
 *根據／不是根據公務員公共房屋配額申請的自置居所貸款(包括每月房屋津貼)
 *夾心階層住屋貸款／夾心階層住屋計劃的單位

(戊) 其他

_____ (請說明)

3. 請註明你／你的配偶／你的前度配偶是否有接受僱主任何購屋或租屋資助或現金津貼：

現時僱主 沒有
 有(由*本人／本人配偶／本人前度配偶支取，詳情如下：)

前僱主 沒有
 有(由*本人／本人配偶／本人前度配偶支取，詳情如下：)

III. 公務員及其配偶的聲明

1. 本人謹此聲明，上述資料真實無訛。本人明白，若本人虛報或提供不正確的資料，可能須面對紀律處分／法律訴訟及／或喪失享有政府提供的各種房屋福利的資格。本人謹此保證，如本聲明書上填報的資料有任何更改，而有關更改或會影響本人享用公務員房屋福利或與公務員房屋有關連的福利，本人定會在 30 天內向當局呈報。
2. 本人／本人與配偶同意，*公務員事務局局長／庫務署署長在評定本人是否合乎領取公務員房屋福利資格時，可查核和比對本人／本人與配偶在本聲明書及呈交的其他有關文件上填報的個人資料，與基於任何其他目的收集所得關於本人／本人與配偶的個人資料(不論是否以人手方法)。本人／本人與配偶現授權*公務員事務局局長／庫務署署長聯絡其他有關的政府部門、公營／私營機構或僱主，並明文同意上述各方可向*公務員事務局局長／庫務署署長提供他們所持有關於本人／本人與配偶的個人資料，以便*公務員事務局局長／庫務署署長利用該等資料處理本人申領公務員房屋福利及與房屋有關連福利的申請；確定本人的申請是否符合有關的規則及／或在需要時對本人採取適當行動。
3. 本人／本人與配偶同意，在本聲明書上提供的個人資料，*公務員事務局局長／庫務署署長可在有關執行公務員房屋福利及與房屋有關連福利計劃的工作中使用，並可能會為了執行這類工作而向其他相關機構披露。
4. 本人明白，如本人未能提供一切所需資料，申請將無法受理。

公務員簽署： _____

公務員配偶簽署： _____

日期： _____

日期： _____

*請刪去不適用者

請在適用處加上✓號

Distribution

Original : *SCS/DAS

Photocopy : 1. Head of Department; and
2. Head of Department of officer's spouse (if a civil servant)**Statement on Housing and Housing Related Benefits
Received by an Officer/His Spouse***Notes: (1) Before completing this form, please read CSRs 801, 809 and relevant circulars on prevention of double housing benefits.**(2) Applicant has the right to request access to and correction of the data collected. Such request should be made to the SCS or DAS at the address below.*To: ***Secretary for the Civil Service** (Attn.: *Quartering Office/Staff Housing Unit, 8/F Garden Rd Multi-storey Carpark 2A Queen's Rd, Central)/**Director of Accounting Services** (Attn.: Housing Benefits Division, Room 2807 28/F Immigration Tower Gloucester Road Wanchai)

Through _____ (Head of Department)

I. Personal Particulars**Officer**

Name: _____

ID No.: ()

Department: _____

Office Tel.: _____

Marital Status: *Single/Married/Separated/Divorced/Widowed

Officer's Spouse

Name: _____

ID No.: ()

Department (if a civil servant): _____

Name and Address of the Employer (if not a civil servant): _____
_____Employer is private employer public-funded organisation**Officer's Ex-spouse** (who has received housing benefits from government/public-funded organisations during marriage)

Name: _____

ID No.: ()

Department (if a civil servant): _____

Name and Address of the public-funded organisation (if not a civil servant): _____
_____**II. Particulars of Current Accommodation and Housing Benefits**1. Address of current accommodation: _____

2. Type of a current accommodation

 a private unsubsidised accommodation one form of housing benefits allocated to *me/my spouse with details as below:**(A) Civil Service Housing Benefits** *Private Tenancy Allowance/Accommodation Allowance *Home Purchase Scheme/Home Financing Scheme/Housing Loan Scheme Departmental Quarter Non-departmental Quarter Operational Post-tied Departmental Quarter House Allowance *Hotel/Hostel Allowance*(to be continued)*

*Delete as appropriate

 Tick as appropriate

(B) Local Officer's Co-operative Building Society/Government Built Housing Scheme

*obtained/not obtained through beneficial succession

(C) Flat once belonged to a Local Officer's Co-operative Building Society/Government Built Housing Scheme

- Built by the government or subsidised by a government loan and a legal title *has/has not been obtained through accepting the first assignment
- Not subsidised by a government loan, i.e. Shatin Lodge, Wah Yuen Chuen
- Obtained through beneficial succession

(D) Public Housing Benefits

- *Middle Income Housing Project/Sale of Flats to Sitting Tenants Scheme/Urban Improvement Scheme/Flat for Sale Scheme
- *Public rental housing flat/Home Ownership Scheme (including Private Sector Participation Scheme) flat/Secondary Market Scheme flat *acquired/not acquired through the Civil Service Public Housing Quota
- Home Purchase Loan (including monthly housing subsidies) *acquired/not acquired through the Civil Service Public Housing Quota
- *Sandwich Class Housing Loan/Sandwich Class Housing Scheme Flat

(E) Others _____

(Please specify)

3. Please state whether you/your spouse/your ex-spouse have/has/had received any assistance for purchasing a property or renting an accommodation or cash allowance from your/his/her employer(s):

Present Employer No
 Yes, by *me/my spouse/my ex-spouse; details as follows—

Previous Employer(s) No
 Yes, by *me/my spouse/my ex-spouse; details as follows—

III. Declaration by Officer and His Spouse

1. I declare that the above information is correct. I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and/or disqualification from all forms of housing benefits provided by the Government. I undertake to report within 30 days any change to the information given in this statement which may affect my entitlement to civil service housing benefits or civil service housing related benefits.
2. My/Our consent is hereby given to the *SCS/DAS, in assessing my eligibility for civil service housing benefits, to check and match my/our personal data on this statement and other relevant documents submitted with my/our personal data collected for any other purpose (whether it is by manual means). I/We hereby authorise the *SCS/DAS to approach other government departments, public/private organisations or employer(s) concerned and expressly agree that they may give access to the *SCS/DAS my/our personal data they possess, so that the *SCS/DAS can use such data for the purpose of processing my application for civil service housing benefits and housing related benefits, ascertaining my compliance with the relevant rules and/or taking appropriate actions against me if necessary.
3. I/We agree that the personal data provided by me/us in this statement can be used by the *SCS/DAS in activities relating to the administration of civil service housing benefits and housing related benefits schemes and may be disclosed to other connected bodies for such purposes.
4. I understand that it will not be possible to process my application if I fail to provide all the information requested.

Signature of Officer: _____

Signature of Officer's Spouse: _____

Date: _____

Date: _____

* Delete as appropriate

Tick as appropriate