

二零零七/二零零八年度公務員公共房屋配額申請表

Application for Public Housing under the 2007/2008 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			出生證明書編號 B.C. Number		每月入息 Monthly Income	曾經 離婚 是/否 Divorced Before Y/N	婚姻 狀況 Marital Status
	姓氏 Surname	名字 Other Name			日 Day	月 Mon	年 Year			H.K.I.C. Number			只適用於十一歲以下兒童 For children aged below 11 only				
1								申請人 Applicant	P								
2																	
3																	
4																	
5																	
															每月家庭總收入 Total monthly household income		

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.

如更改住址或電話，請儘速以書面通知本署。
Please inform us in writing for any change of home address or tel. no.

通訊住址(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

如更改通訊住址，請儘速以書面通知本署。
Please inform us in writing for any change of 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

Applicant Type 1.Widow
2.Pensioner
3.Serving Officer Pay Scale Pension 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. 第二市場計劃 Secondary Market Scheme / 居者有其屋計劃 Home Ownership Scheme (HOS)

B. 租住公屋 (單身在職人員不可申請) Public Rental Housing (PRH) (single serving officer is ineligible for 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 2007/2008 年度公務員公共房屋配額邀請通函的附錄 III 有關各屋邨/地區所提供單位的面積及所適合的家庭人數。)

(Please read Appendix III to the CSB Circular Memorandum on 2007/2008 Civil Service Public Housing Quota (CSPHQ) regarding flat size and the size of household suitable for flats available in each estate/district)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> 愛東邨愛逸樓 (適合 2-3 人家庭)
Oi Yat House, Oi Tung Estate
(Suitable for 2-3 head households) | <input type="checkbox"/> 清河邨(第一期) (適合 2-5 人家庭)
Ching Ho Estate (Phase 1)
(Suitable for 2-5 head households) | <input type="checkbox"/> 沙田區翻新單位
Shatin Refurbished Flat | <input type="checkbox"/> 屯門區翻新單位
Tuen Mun Refurbished Flat |
| <input type="checkbox"/> 彩盈邨(第一期) (適合 2-5 人家庭)
Choi Ying Estate (Phase 1)
(Suitable for 2-5 head 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 head 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 head households) | <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 head households) |
| <input type="checkbox"/> 油麗邨(第三期) (適合 2-5 人家庭)
Yau Lai Estate (Phase 3)
(Suitable for 2-5 head households) | <input type="checkbox"/> 九龍區翻新單位
Kowloon Refurbished Flat | <input type="checkbox"/> 荃灣區翻新單位
Tsuen Wan Refurbished Flat | <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 head 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/her 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) 持有一家擁有香港住宅物業的公司超過 50% 的股權。
owned more than 50% share in a company which owns domestic property in Hong Kong.

住宅物業包括香港任何戰後住宅物業、未落成的私人住宅物業、不受租務管制或用作自住的戰前住宅物業、經建築事務監督許可的天台搭建物、用作居住用途的屋地及丁屋批地。

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 Buildings Authority, domestic building lots and Small House Grants in Hong Kong.

*有 Yes *沒有 No

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 Relationship to Applicant	任職部門 Employing Department	現時職級 Present Rank	現時薪級點及薪金 Present Salary Point & Salary	毋須升級而可遞增至的最高薪級點 Maximum Salary Point without the Need of Promotion
中文 (in Chinese)	英文 (in English)					
1.						
2.						

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一般/特別配額獲分配及入住房屋單位？

Has the applicant or his/her spouse/ex-spouse acquired a flat through Civil Service General/Special Quota?

*有 Yes *沒有 No

若答案為「有」，請填上該租住公屋/可租可買單位/居者有其屋計劃/自置居所貸款計劃/置業資助貸款/其他計劃購買的樓宇地址，入住日期及遷出日期。

If "Yes", please fill in the address/date of moving in and out of the PRH unit/Buy or Rent Option flat/ HOS flat/ flat bought under Home Purchase Loan Scheme/Home Assistance Loan Scheme/Other schemes.

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/她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/her present/previous employer(s) which has/have irrevocably forfeited your/his/her eligibility for further civil service housing benefit:

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

* 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/she made in his/her application for public housing whether or not he/she 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/she 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/her, 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 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) 本人明白任何本人獲發的紀律部隊房屋津貼及／或搬遷津貼是基於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(息率列於下文第(iii)段)一併向本人討回的條件，而在追討該筆債項和利息時所引致的一切費用和開支，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 and expenses incurred in recovering such debt and interest.

- (ii) 由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，本人須把所有薪金、退休金、約滿酬金、津貼、福利、其他政府應支付或發放給本人或本人的遺產繼承人的款項(以下統稱“薪金及退休金”)，以及本人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)就發給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予政府的所有款項(包括(如有的話)在追討時所引致的利息、費用及開支)(以下統稱“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 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) 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)，就政府的多付款額向政府支付利息，由多付款額當天起計，直至債項全數討回為止。

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，在其認為適合的時間，不時從本人的薪金及退休金扣除款項，直至該債項全數討回為止。政府如提出要求，本人必須立即全數清還有關債項。

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 the Indebtedness in full.

- (v) 除非有關債項已全數討回和清償，否則政府仍然是有抵押債權人，及已押記本人的薪金及退休金以及累算權益，以償還債項。

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，在提出申請當日，本人並無涉及任何破產法律程序(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，亦無涉及任何尚待處理關於個人自願安排的建議或法律程序。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 declare that at the date of this application form, 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) 本人獲送法定要求償債書，或
am served with any statutory demand, or
- (b) 本人涉及破產法律程序，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庭提出申請。
make any application to the court in respect of a proposed IVA in relation to myself,

I will immediately notify the Director of Housing immediately and will provide such details 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、.....）、公/私營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), 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/私營機構，以評定本人/我們享用政府或有關公/私營機構僱主所提供房屋福利的資格，以及作實施「防止享用雙重房屋福利」規則之用。

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 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真實無訛。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，若本人/我們作出任何虛假或不正確資料/聲明，本人/我們將遭受處罰，包括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 or incorrect information/declaration, I/we will be subject to penalties, including cessation of the housing benefit, disqualification from all forms of housing benefits provided by the Government, 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

註：此申請表之中文版本只供參考之用。

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 pensioners occupying departmental quarters only. **(Please attach copy of Death Certificate)**

Particulars of *deceased officer/deceased pensioners:

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.

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

B. For government pensioners occupying departmental quarters/serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within six months. **(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.

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

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 or the officer will take/has applied for Special Unpaid Leave. (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 officer *is/is not *a departmental quarters/a post-tied quarters. 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 also certify that the information provided by the applicant and his/her spouse in G.F.551 is true and correct.

Signature _____

Date _____

Name in Block Letters _____

Office Tel _____

Post/Rank _____

Department Address _____

Department _____

* Delete as appropriate

2007/2008 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。

2007/2008 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.

(請保存此申請須知，以便日後參閱。)

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 2007/2008 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) 申請人及其家庭成員必須現居香港並具有香港居留權，不受附帶居留條件所限制（與居留期限有關的除外），在外地居住未抵港定居人士不能包括在申請書內。
- (D) 申請表格(HD 411)須與下列文件一同遞交：
- 十一歲或以上人士必須附上香港身份證影印本 [包括申請人]；
 - 申請書上家庭成員關係如屬父母子女須附上出世紙影印本 [包括香港特別行政區政府或其他政府所簽發的出生證明]。如無出世紙，須附上宣誓紙（宣誓者必須是父或母）；
 - 已婚家庭成員之結婚證明書影印本 [包括香港特別行政區政府或其他政府所簽發的證書]；
 - 已婚家庭成員的配偶若未抵港定居，須以書面說明有關情況；
 - 如配偶已去世，須附上死亡證影印本。如無死亡證，須附上宣誓紙（宣誓者必須是死者配偶）；
 - 離婚者，須附上絕對離婚令 (Form 6/ 7 / 7A / 7B) 及子女撫養權證明文件影印本。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；
 - 居港未滿七年人士須附上入境證明文件影印本 [正面及背面]；
 - 若持護照入境人士，須呈交護照內頁副本以審核其香港居留權；
 - 若申請人或其家庭成員懷孕滿十六星期，須呈交由註冊西醫簽發的預產期及懷孕週數證書正本。待嬰兒出生後，須交回出世紙影印本；
 - 填妥的通用表格第 551 號，通用表格簽名樣式需與申請表(HD 411)相同；及
 - 如配偶為在職人仕，須遞交由配偶僱主簽妥的“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)。
- (E) 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。
- (F) 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，本署將會退回有關申請表或取消其申請資格。
- (G) 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。
(租金援助是為有經濟困難的租戶提供的租金寬減措施)

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 2007/2008 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購買居者有其屋計劃及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] 和公/私營機構，作上文第 1 段所述的用途，以及評定申請人與其配偶享用政府或有關公/私營機構僱主所提供房屋福利的資格，並作實施「防止享用雙重房屋福利」規則之用。

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 號房屋委員會總辦事處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 2007/2008 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) 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 in Hong Kong cannot be included in the application.
- (D) Applicants should submit the application form (HD 411) together with the following documents:
- Copies of Hong Kong identity cards of the applicant and all family members aged 11 or above;
 - Copies of birth certificates of family members listed in the application form whose relationships are parents and children (issued by the Government of the Hong Kong Special Administrative Region (HKSAR) or other Governments). In case birth certificates are not available, statutory declarations made by a parent should be submitted;
 - Copies of marriage certificates for all married family members (issued by the Government of the HKSAR or other Governments);
 - If the spouse of a married family member has not yet arrived in Hong Kong to take up residence, written explanation should be given;
 - Copies of death certificates of deceased spouses, or in the absence of death certificates, statutory declarations made by the surviving spouse;
 - Copies of divorce certificates (Form 6/7/7A/7B) and custody orders for divorcee. Applications will not be accepted if the divorce proceedings are not completed before closing date for applications;
 - Copies of entry permits (**both sides**) for those who have resided in Hong Kong for less than 7 years;
 - Copies of Passports should be submitted if entering Hong Kong via Passport for vetting of right to land in Hong Kong;
 - Medical certificates issued by a registered medical practitioner stating the date of confinement and weeks of pregnancy of the applicant or his/her family members pregnant for 16 weeks or more (a copy of the birth certificate should be submitted upon the birth of the child);
 - Duly completed G.F. 551 (Please use uniform signature to sign HD 411 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 spouse’s employer if the spouse is in employment).
- (E) **No change/addition/deletion of choice is allowed after the closing date for applications.**
- (F) **The application form will be returned or the eligibility for application will be cancelled if the applicant fails to provide relevant documents together with the application form, or cannot fulfill all the eligibility criteria for application.**
- (G) **Should the applicants be allocated a flat in the newer block type, they will not be eligible for Rent Assistance Scheme (a scheme with rent reduction for households with financial hardship) 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 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 2007/2008 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 Secondary Market Scheme; and
 - (c) duplication check on applications for public housing (including rental housing, Home Ownership Scheme, Private Sector Participation Scheme, 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) and public/private organisation for the purposes mentioned in paragraph 1 above and for assessing the eligibility of the applicant and his/her spouse for housing benefits provided by the Government or the relevant public/private organisations as employers and for the purpose of 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/her personal data under the Personal Data (Privacy) Ordinance. Any written application may be submitted to the Department 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.