



Ref.: C&E OSA SAG/5-10/125 Pt. 11

CUSTOMS AND EXCISE DEPARTMENT

DEPARTMENTAL TEMPORARY CIRCULAR NO. 585/2018

2018/2019 Civil Service Public Housing Quota (Special Quota)

(Note : This Circular should be brought to the attention of all staff in the Department)

_____ The Circular Memorandum No. 17/2018 dated 31 October 2018 from the Secretary for the Civil Service invites eligible civil servants in the **disciplined services** to apply for the Public Rental Housing (PRH) and Home Ownership Scheme (HOS) / HOS Secondary Market Scheme (SMS) under the **Special Quota** of the Civil Service Public Housing Quota (CSPHQ) for 2018/2019. A copy of the circular memorandum, application form and other supporting documents are attached for reference.

2. The quota provision of the CSPHQ is **subject to review** every year. Civil Service Bureau strongly encourages **eligible officers to submit application in response to the circular memorandum**, in particular those **retirees** occupying departmental quarters, and retiring officers occupying departmental quarters/single officers retiring at age 55 or above who are going to **commence pre-retirement leave within 6 months** of the closing date for applications.

3. Office Managers are requested to bring this Circular to the attention of **all eligible officers**, including those on leave or on duty outside Hong Kong.

4. Successful applicants under the 2018/2019 CSPHQ who reject the PRH offer(s), and their spouse where appropriate, will **NOT** be allowed to submit fresh applications in response to the circular on the next CSPHQ exercise when issued.

_____ 5. Applicants should fill in appropriate application forms to make their applications for respective quotas and submit them by the following closing dates –

Quota	Form	Closing dates for application
HOS/SMS	CSPHQ 411B	12 December 2018
PRH	CSPHQ 411A	9 January 2019

_____ The completed application form together with a duly completed “Statement on Housing
_____ and Housing Related Benefits Received by an Officer/His Spouse” (GF 551) and an
_____ appropriate form titled “Receipt of housing and housing-related benefits by an applicant
of civil service housing benefits and/or his spouse” (Annex A or Annex B) duly
completed by the applicant’s former employer or the spouse/ex-spouse’s employer (where
applicable) as appropriate, together with the relevant supporting documents, should reach
the Staff Relations Group (Attn: ACO(Q)) **by the above closing dates.** For
Departmental Quarters occupants, applicants must also complete the declaration form
titled “Declaration for Vacating the Quarters”. Relevant forms can also be downloaded
from the directory “Forms → Domestic Forms” of the Office of Service Administration
(OSA) in the Electronic Filing System. **Late applications will not be accepted.**

6. Applicants should ensure that all information and supporting documents provided are accurate and complete before submission. A letter giving full justifications should be included for any incomplete submission for consideration by the Department. If the applications are found not duly completed, Housing Department (HD) will return them to the Department. **If relevant applicants still fail to re-submit the revised application forms to HD within the specified deadline or the returned application forms remain not properly completed, the applications will not be further processed.** If relevant applicants wish to re-activate processing of the applications, they must rectify all the discrepancies and re-submit the applications with a covering letter giving full justifications for the delay/irregularities to the Departmental Secretary for his personal consideration and endorsement.

7. Any enquiries in connection with this circular should be directed to the Staff Relations Group on 3759 2262 or 3759 2259.

NGAN Hing-cheung
for Commissioner of Customs & Excise

14 November 2018

(with Chinese version)

CIRCULAR MEMORANDUM No. 17/2018

From : Secretary for the Civil Service

To : Directors of Bureau
Permanent Secretaries
Heads of Department

Ref. : SH 10/2C Pt. 52

Tel. : 2810 3609

Date : 31 October 2018

2018/2019 Civil Service Public Housing Quota Exercise (Special Quota)

*(Note : Distribution of this circular memorandum is **Scale B**. It should be read by Directors of Bureau, Permanent Secretaries, Heads of Department, Departmental Secretaries and **all junior civil servants** in the disciplined services eligible for the Civil Service Public Housing Quota (CSPHQ) exercise. Departments should also bring this circular memorandum to the attention of all **dependants of deceased officers/retirees, retirees and soon-to-retire serving officers and who are occupying departmental quarters, and single officers soon-to-retire at age 55 or above**. For the purpose of this circular memorandum, barrack accommodations and bed-space are **not** regarded as departmental quarters. A Chinese version is attached.)*

* * * * *

Introduction

This circular memorandum invites eligible civil servants in the **disciplined services** to apply for quota places for Public Rental Housing (PRH) (paragraphs 19-24 below) and Home Ownership Scheme (HOS)/HOS Secondary Market Scheme (SMS) (paragraphs 25-29 below) under the **Special Quota** of the CSPHQ exercise for 2018/2019. Officers in the disciplined services not eligible for allocation under the Special Quota set out in this circular memorandum may consider applying under the General Quota, subject to their meeting the eligibility criteria in CSB Circular Memorandum No. 16/2018. The quota provision of CSPHQ is **subject to review and the approval of the Hong Kong Housing Authority (HA)** every year. **Eligible officers are strongly encouraged to apply in response to this circular memorandum.** Words importing one gender shall include the other gender.

2. Departments should bring this circular memorandum to the attention of **all eligible officers** as soon as possible, in particular those **retirees** occupying departmental quarters and retiring officers occupying departmental quarters/single officers retiring at age 55 or above who are going to **commence pre-retirement leave within 6 months** of the closing date for applications.

3. **The closing dates for applications** are set out below -

- applications for HOS/SMS quota: **12 December 2018**; and
- applications for PRH quota: **9 January 2019**.

Respective applicants must fulfil all the eligibility criteria as specified in this circular memorandum by the above closing dates and submit their applications to their departments on or before these deadlines as appropriate. Departmental Secretaries should submit to the Housing Department (HD) –

- all eligible applications for HOS/SMS quota by **28 December 2018**; and
- all eligible applications for PRH quota by **20 February 2019**.

Late applications will not be accepted by HD, except those under the circumstances set out in paragraph 17 below. Applicants and Departmental Secretaries should pay attention to the application procedures at **Appendix I and ensure accuracy of all the information provided in the application documents**.

Eligibility

A. Serving disciplined services officers who are within 10 years of retirement age and occupying departmental quarters

4. (a) Serving disciplined services officers occupying departmental quarters who, by the closing date for applications, have at least **two years** continuous service on civil service terms and are within 10 years of retirement age (i.e. starting from 35 years of age for the Old Pension Scheme, 40 for the New Pension Scheme, 50 for Independent Commission Against Corruption (ICAC) Rank and File (R&F) officers, 45 for officers appointed on or after 1 June 2000 on civil service terms of appointment and conditions of service, and 50 for officers appointed on or after 1 June 2015 on civil service terms of appointment and conditions of service) are eligible to apply. They include those who are re-employed after retirement or remain in the service after retirement age.

Applicants must be **serving** by the closing date for applications. Eligible applicants who are serving by the closing date for applications are allowed

to maintain their “serving” status throughout the processing period¹ of their applications, even if they retire from the service subsequently before completion of their relevant applications. In other words, as long as they continue to meet all other eligibility criteria stipulated in this circular memorandum, their applications under this CSPHQ exercise would continue to be processed during the processing period. Under the circumstances of termination of service during the processing period, the applicant concerned will become ineligible for CSPHQ and his application will be cancelled. Any offer of PRH flat made or Green Form Certificates (GFC) issued to him will also be withdrawn/cancelled as appropriate.

(b) *Income criteria*

Applicants must be **remunerated** at or below -

- (i) the highest point for Junior Police Officers (JPO) [Police Pay Scale (PPS) Point 31]; or
- (ii) the highest point for the General Disciplined Services (GDS) R&F Officers [GDS(R&F) Pay Scale Point 29]; or
- (iii) the highest point for ICAC R&F Officers (ICAC Pay Scale Point 14)

by the closing date for applications.

If an applicant’s income exceeds the above salary point after the closing date for applications; or at the signing of tenancy agreement (for PRH flats); or at the signing of provisional sale and purchase agreements (for SMS flats)/sale and purchase agreements (for HOS flats) as appropriate, his application will be cancelled. Any offer of PRH flat made or GFC issued to him will also be withdrawn/cancelled as appropriate.

(c) *Family composition*

- (i) For applicants who have a family of **2 or more** persons (including the applicant), family members who can be included in the application include the spouse, children, parents, grandparents, parents-in-law, grandparents-in-law, and grandchildren. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law.

¹ For the purpose of this circular memorandum, “processing period” refers to the entire period of processing of an application **until** the signing of tenancy agreements (for PRH flats) or the signing of provisional sale and purchase agreements (for SMS flats)/sale and purchase agreements (for HOS flats) by the applicants, or cancellation of their applications as appropriate.

Family members included in the application must be authorised occupants of departmental quarters residing together with the applicant in the departmental quarters at the time of application and during the processing period of the application. **Addition of members, other than the spouse/new-born child(ren)/new-born grandchild(ren)/dependent child(ren) aged below 18 who have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay) of the applicant, is not allowed after the closing date for applications.**

- (ii) Where a single serving officer applies for PRH flat as a 1-person applicant, if his application is successful, he will be allocated a 1-person unit, including Housing for Senior Citizens (HSC) unit. These officers should note that there are only a few PRH quota places for this category, and priority will be given in order of seniority (paragraphs 9 to 10 below).

B. Single disciplined services officers retiring at the age of 55 or above and not occupying departmental quarters (Note: for retiring disciplined services officers occupying departmental quarters, please see paragraph 6)

- 5. (a) Single disciplined services officers who are not occupying departmental quarters and are going to retire at the age of 55 or above and will receive retirement benefits² with effect from the date of retirement (documentary proof is required) are eligible to apply. In this respect, single eligible officers who are aged 54 and a half or above and are certified by their departments that they are going to **retire or commence pre-retirement leave within 6 months of the closing date for applications** and that they are **NOT** going to be re-employed by the closing date for applications should submit their applications **NOW**.

Applicants must be **serving** by the closing date for applications. Eligible applicants who are serving by the closing date for applications are allowed to maintain their “serving” status throughout the processing period of their applications, even if they retire from the service subsequently before completion of their relevant applications. In other words, as long as they continue to meet all other eligibility criteria stipulated in this circular memorandum, their applications under this CSPHQ exercise would continue to be processed during the processing period. Under the

² For the purpose of this circular memorandum, “retirement benefits” refer to either (i) a pension, or (ii) accrued benefits attributable to the Government’s voluntary contribution under a provident fund scheme and Special Disciplined Services Contribution as appropriate, payable to civil servants who **have retired** from the service.

circumstances of termination of service during the processing period, the applicant concerned will become ineligible for CSPHQ and his application will be cancelled. Any offer of PRH flat made or GFC issued to him will also be withdrawn/cancelled as appropriate.

After the closing date for applications, if an eligible applicant takes up a new employment offered by the Government, he will be allowed to maintain his "retiring officer" status throughout the processing period of his application, provided that (i) the re-employment does not affect the "retiring officer" status in his application under this CSPHQ exercise (e.g. the officer will receive retirement benefits of his retired office with effect from the date of retirement); and (ii) the re-employment does not provide the officer with other housing benefits or debar the officer from provision of housing benefits.

(b) *Income criteria*

The salary point of any such single retiring officer at the time of his retirement must be at or below PPS Point 31 (for JPO) or GDS(R&F) Pay Scale Point 29 (for GDS R&F Officers) or ICAC Pay Scale Point 14 (for ICAC R&F Officers).

If an applicant's income exceeds the above salary point after the closing date for applications; or at the signing of tenancy agreement (for PRH flats); or at the signing of provisional sale and purchase agreements (for SMS flats)/sale and purchase agreements (for HOS flats) as appropriate, his application will be cancelled. Any offer of PRH flat made or GFC issued to him will also be withdrawn/cancelled as appropriate.

- (c) A successful PRH applicant under this category will be allocated a 1-person unit, including HSC unit. These officers should note that there are only a few quota places for this category and priority will be given in order of date of retirement (paragraphs 9 and 10 below).

C. Retiring disciplined services officers occupying departmental quarters

6. (a) This category refers to serving disciplined services officers occupying departmental quarters who are certified by their departments that they are going to **retire or commence pre-retirement leave within 6 months of the closing date for applications** and that they are **NOT** going to be re-employed by the closing date for applications and will receive retirement benefits with effect from the date of retirement (documentary proof is required). These officers should submit their applications **NOW**.

Applicants must be **serving** by the closing date for applications. Eligible applicants who are serving by the closing date for applications are allowed to maintain their “serving” status throughout the processing period of their applications, even if they retire from the service subsequently before completion of their relevant applications. In other words, as long as they continue to meet all other eligibility criteria stipulated in this circular memorandum, their applications under this CSPHQ exercise would continue to be processed during the processing period. Under the circumstances of termination of service during the processing period, the applicant concerned will become ineligible for CSPHQ and his application will be cancelled. Any offer of PRH flat made or GFC issued to him will also be withdrawn/cancelled as appropriate.

After the closing date for applications, if an eligible applicant takes up a new employment offered by the Government, he will be allowed to maintain his “retiring officer” status throughout the processing period of his application, provided that (i) the re-employment does not affect the “retiring officer” status in his application under this CSPHQ exercise (e.g. the officer will receive retirement benefits of his retired office with effect from the date of retirement); and (ii) the re-employment does not provide the officer with other housing benefits or debar the officer from provision of housing benefits³.

(b) *Income criteria*

The salary point of any such retiring officers at the time of his retirement must be at or below PPS Point 31 (for JPO) or GDS(R&F) Pay Scale Point 29 (for GDS R&F Officers) or ICAC Pay Scale Point 14 (for ICAC R&F Officers).

If an applicant’s income exceeds the above salary point after the closing date for applications; or at the signing of tenancy agreement (for PRH flats); or at the signing of provisional sale and purchase agreements (for SMS flats)/sale and purchase agreements (for HOS flats) as appropriate, his application will be cancelled. Any offer of PRH flat made or GFC issued to him will also be withdrawn/cancelled as appropriate.

(c) *Family composition*

- (i) Family members who can be included in the application include the spouse, children, parents, grandparents, parents-in-law, grandparents-in-law, and grandchildren. Applicants may choose to

³ In case of re-employment of an applicant’s spouse after her retirement, the applicant should observe paragraph 13 (c) of this circular memorandum on the rules governing the prevention of double housing benefits.

apply with either their parents/grandparents or parents-in-law/grandparents-in-law. Family members included in the application must be authorised occupants of departmental quarters residing together with the applicant in the departmental quarters at the time of application and during the processing period of the application. **Addition of members, other than the spouse/new-born child(ren)/new-born grandchild(ren)/dependent child(ren) aged below 18 who have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay) of the applicant, is not allowed after submission of application.**

- (ii) Where a retiring disciplined services officer applies for PRH flat as a 1-person applicant, if his application is successful, he will be allocated a 1-person unit, including HSC unit. These officers should note that there are only a few quota places for this category and priority will be given in order of date of retirement (paragraphs 9 and 10 below).
- (d) Applications from these officers will be processed together with applications under the category of “retirees occupying departmental quarters”.

D. Retirees occupying departmental quarters in the disciplined services

- 7. (a) This category refers to retirees still occupying departmental quarters who retired on or after 1 April 2017 and are in receipt of retirement benefits (documentary proof is required). Only family members who are authorised occupants of departmental quarters living with the officer at the time of his retirement and submission of application may be included in the application form. These officers should submit their applications **NOW**. Officers who retired on or before 31 March 2017 are ineligible to apply.

- (b) *Income criteria*

The salary point of any such retiree at the time of his retirement must be at or below PPS Point 31 (for JPO) or GDS(R&F) Pay Scale Point 29 (for GDS R&F Officers) or ICAC Pay Scale Point 14 (for ICAC R&F Officers).

- (c) *Family composition*

- (i) Family members who can be included in the application include the spouse, children, parents, grandparents, parents-in-law,

grandparents-in-law, and grandchildren. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law. Family members included in the application must be authorised occupants of departmental quarters residing together with the applicant in the departmental quarters at the time of his retirement and during the processing period of the application. **Addition of members, other than the spouse/ new-born child(ren)/ new-born grandchild(ren)/ dependent child(ren) aged below 18 who have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay) of the applicant, is not allowed after submission of application.**

- (ii) Where a retiree applies for PRH flat as a 1-person applicant, if his application is successful, he will be allocated a 1-person unit, including HSC unit. These officers should note that there are only a few quota places for this category and priority will be given in order of date of retirement (paragraphs 9 and 10 below).
- (d) Retirees do not include officers who have been re-employed after retirement or retained in the service after retirement age. Applicants must be **retirees** and are **in receipt of retirement benefits** by the closing date for applications.

After the closing date for applications, if an eligible applicant takes up a new employment offered by the Government, he will be allowed to maintain his “retiree” status throughout the processing period of his application, provided that (i) the re-employment does not affect the “retiree” status in his application under this CSPHQ exercise (e.g. the officer is still in receipt of the retirement benefits of his retired office); and (ii) the re-employment does not provide the officer with other housing benefits or debar the officer from provision of housing benefits^(see footnote 3).

E. Widows/widowers and dependants of deceased disciplined services officers/retirees occupying departmental quarters

- 8. (a) In cases where officers occupying departmental quarters died whilst in service or retirees occupying departmental quarters died whilst awaiting allocation of public housing under the CSPHQ, Departmental Secretaries should advise their widows/widowers/dependants/personal representatives (administrators/executors) acting on behalf of minor dependants to make applications for public housing as soon as possible and within 6 months of the dates of death of the officers/retirees for this exercise.

Where the above-mentioned disciplined services officers/retirees occupying departmental quarters died on or after 1 April 2017, if the widows/widowers/dependants concerned have not made any applications or have not been successful in their applications under any of the previous CSPHQ exercises and are still interested to apply under CSPHQ, subject to their meeting all other eligibility criteria, they should apply **NOW**. Applications arising from officers/retirees who died on or before 31 March 2017 will not be accepted.

(b) *Income criteria*

The salary point of any such deceased officer at the time of his death or any such deceased retiree at the time of his retirement must be at or below PPS Point 31 (for JPO) or GDS(R&F) Pay Scale Point 29 (for GDS R&F Officers) or ICAC Pay Scale Point 14 (for ICAC R&F Officers).

(c) *Family composition*

(i) Dependants of a deceased officer/retiree who can be included in the application include the spouse, children, parents, grandparents, parents-in-law, grandparents-in-law, and grandchildren of the deceased officer/retiree. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law. Family members included in the application must be authorised occupants of departmental quarters residing together with the deceased officer/retiree in the departmental quarters at the time of his death and are still residing in the departmental quarters at the time of application and during the processing period of the application. **Addition of members, other than the new-born child(ren)/new-born grandchild(ren)/dependent child(ren) aged below 18 who have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay) of the deceased officer/retiree, is not allowed after submission of application.**

(ii) Where a widow/widower/dependant applies for PRH flat as a 1-person applicant, if his application is successful, he will be allocated a 1-person unit, including HSC unit. These applicants should note that there are only a few quota places for this category.

(d) These cases will have priority over others and will be dealt with by HD upon receipt as soon as possible, subject to availability of suitable vacancies.

Priority for allocation

9. The allocation priority will be accorded in the following order -
- (a) widows/widowers and dependants of deceased disciplined services officers/retirees occupying departmental quarters;
 - (b) retirees occupying departmental quarters, serving disciplined services officers occupying departmental quarters who are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of the closing date for applications⁴; and single disciplined services officers who are not occupying departmental quarters and are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of the closing date for applications; and
 - (c) serving disciplined services officers occupying departmental quarters who, by the closing date for applications, have at least two years' service and are within 10 years of retirement age.
10. Priority for eligible applicants within the same category will be determined as follows -
- (a) For category under paragraph 9(a) above: priority will be in the order of the date of death of the deceased officers/retirees;
 - (b) For category under paragraph 9(b) above: priority will be in the order of the date of retirement of the retirees/retiring officers; and
 - (c) For category under paragraph 9(c) above: priority will be in the order of seniority of the serving officers.
11. Notwithstanding the fact that eligible retirees and retiring officers will have priority over serving officers as mentioned in paragraph 9 above, **whether HD can allocate a quota to them would depend on the availability of PRH flats of their choice or HOS/SMS quota places as appropriate.** Allocation of quota places to all applicants is **not guaranteed**.

⁴ Including serving officers who are occupying departmental quarters and are certified by their departments after the closing date for applications that they are going to retire or commence pre-retirement leave within 6 months.

Requirements of HA

12. Except for income and asset limits, the prevailing rules and eligibility criteria for Application for PRH and individual subsidised home ownership schemes shall apply. Please see **Appendix II** for details. If applicants and/or family members do not fulfil the requirements or eligibility in Appendix II, HD has an absolute right to cancel the applications.

Other requirements

13. **All** applicants, and their family members as appropriate, must also comply with **all** of the following requirements -

- (a) by the closing date for applications (or the submission date of applications under the circumstances set out in paragraph 17) and during the processing period, family members of the applicants who are civil servants must be remunerated at or below -
 - (i) Master Pay Scale (MPS) Point 21 and not on a rank scale reaching MPS Point 25 or equivalent; or
 - (ii) the highest point for Model Scale 1 Pay Scale (Mod Scale) (Mod Scale Point 13); or
 - (iii) the highest point for JPO (PPS Point 31); or
 - (iv) the highest point for the GDS R&F Officers [GDS(R&F) Pay Scale Point 29]; or
 - (v) the highest point for ICAC R&F Officers (ICAC Pay Scale Point 14);
- (b) serving officers/retirees/widows or widowers and dependants of deceased disciplined services officers/retirees who are occupying departmental quarters must vacate the quarters after they are allocated public housing. However, this does not apply to officers who are required to live in post-tied quarters, who will be exempted from the live-in requirement as set out in Civil Service Regulation (CSR) 809(7)(a) in respect of the HA flats concerned; and
- (c) all applicants are required to comply with the rules governing the receipt of civil service housing benefits and the prevention of double housing benefits set out in CSR 809 and the relevant Civil Service Bureau

circulars/circular memoranda and the Terms and Conditions governing individual civil service housing benefit schemes.

14. The following persons are **ineligible** to apply in response to this circular memorandum -

- (a) widows/widowers and dependants of deceased officers/retirees, and retirees who, under previous CSPHQ exercises, declined all PRH offer(s) made by HD, or obtained GFC for the purchase of HOS/Private Sector Participation Scheme (PSPS)/SMS/Flat for Sale Scheme Secondary Market (FSSSM)/Sandwich Class Housing Scheme (SCHS)/My Home Purchase Plan (MHPP)⁵/Subsidised Sale Flats Project (SSFP)/Green Form Subsidised Home Ownership Pilot Scheme (GSH)/Home Purchase Loan Scheme (HPLS)/Home Assistance Loan Scheme (HALS) flats, or purchased Buy or Rent Option (BRO) flats by having placed the deposit and signed the sale and purchase agreements;
- (b) tenants/ex-tenants of HA PRH flats acquired through the 1991/1992 or subsequent CSPHQ exercises or Special One-off Housing Allocation for Junior Civil Servants (SOA) or spouses/ex-spouses of such tenants/ex-tenants if the housing benefit was once received during their marriage (they include those persons who had signed the tenancy agreements for PRH flats which were acquired through the 1991/1992 or subsequent CSPHQ exercises or SOA but subsequently relinquished the flats for whatever reasons, regardless of whether or not they have actually moved into the acquired flats);
- (c) owners/joint owners/ex-owners/ex-joint owners/former recipients who successfully acquired BRO/HOS/PSPS/SMS/FSSSM/SCHS/MHPP/SSFP/GSH/HPLS/HALS flats through previous CSPHQ exercises or SOA, or spouses/ ex-spouses of such owners/ joint-owners/ ex-owners/ex-joint owners/former recipients if the housing benefit was once received during their marriage. These persons will be considered as having successfully acquired the said flats through CSPHQ or SOA in the following situation regardless of whether they had actually moved into the acquired flats or had relinquished the flats for whatever reasons:
 - (i) having placed deposit and signed the sale and purchase agreements for HOS or BRO flats/the nomination letters for HOS flats under PSPS/the provisional sale and purchase agreements for flats under SMS/FSSSM/SCHS/MHPP/SSFP/GSH; or

⁵ MHPP refers to the Greenview Villa project of the Hong Kong Housing Society.

- (ii) having signed the loan/subsidy agreements in the case of HPLS/HALS;
- (d) those who do not comply with any of HA's requirements listed at Appendix II;
- (e) officers who have rejected the PRH offer(s) under the 2017/2018 CSPHQ exercise and are hence subject to the debarment rule (details are set out in paragraphs 22 and 23 below);
- (f) recipients/ex-recipients of any civil service housing benefits/other housing benefits who have irrevocably forfeited their eligibility for other civil service housing benefits, or spouses/ex-spouses of such recipients/ex-recipients if the housing benefit was once received during their marriage; and
- (g) officers appointed under Non-Civil Service Contract Terms.

For persons referred to under items (a) to (e) above, they are also not eligible to be included in the application as family members.

Officers who were offered appointment on or after 1 June 2000

15. Officers who were offered appointment on or after 1 June 2000 on the new civil service terms of appointment and conditions of service and who have successfully acquired any public housing benefit from CSPHQ under their appointment on or after 1 June 2000 by having signed the tenancy agreements for PRH flats; or having placed the deposit and signed the sale and purchase agreements for HOS/BRO flats or the nomination letters for HOS flats under PSPS or the provisional sale and purchase agreements for flats under SMS/FSSSM/SCHS/MHPP/SSFP/GSH; or having signed the loan/subsidy agreements in the case of HPLS/HALS, **will forfeit their eligibility for all other civil service housing benefits (including the Non-accountable Cash Allowance and departmental quarters), even if they subsequently relinquish the public housing benefit acquired under CSPHQ.**

Application for public housing through other channels

16. Applicants who apply under the CSPHQ may simultaneously apply for public housing of HA/Hong Kong Housing Society (HKHS) as members of the public. If a CSPHQ applicant or any of his family members has been allocated a PRH unit under other application categories (including the various transfer schemes of HA), or has been added to an existing public housing tenancy (including rental housing operated by HKHS), or has purchased a flat through the various subsidised housing schemes

administered by HA/HKHS, his application or the eligibility of the family member(s) concerned under the current exercise will be cancelled.

Applications submitted after the closing date

17. After the closing date, departments may still forward the following applications to HD **as and when they are received**, under cover of a memorandum, listing the applications in separate lists, in the following order -

- (a) widows/widowers and dependants of deceased disciplined services officers/retirees occupying departmental quarters;
- (b) retirees occupying departmental quarters in the disciplined services who are in receipt of retirement benefits, and serving disciplined services officers occupying departmental quarters who are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of their applications; and
- (c) single disciplined services officers who are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and who are not occupying departmental quarters and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of their applications.

The departments should state the dates of death of the deceased officers or the dates of retirement of the retirees/retiring officers.

Choice of public housing

18. Applicants, including single serving officers, may choose to apply for **ONE** of the following types of public housing -

- **PRH**
- **HOS/SMS**

Public Rental Housing (PRH)

19. Allocation of PRH flat is determined by the allocation priority of the applicant concerned (paragraphs 9 and 10 above), the choices of estates/districts and the availability of flats of suitable size. HD will draw up allocation priority for each estate/district in accordance with the allocation priority of the eligible applicants and their choices of estates/districts. Applicants are allowed to make a maximum of

THREE choices of different estates/districts. The details of estates/districts and the number of flats available are at **Appendix III**. Successful PRH applicants will be notified of the provisional allocation results. The quota places are allocated to them subject to their fulfilment of all eligibility criteria **until** the signing of tenancy agreements for PRH flats. HD will issue a maximum of **three offers of flats** to each successful applicant (except cases under paragraph 21 below), and applicants who fail to be allocated with a quota place of their first choice due to lower allocation priority will have their second choice being processed right away, and where necessary, their third choice will be processed in the same way in case they cannot get the quota for their second choice, subject to the availability of quota places under the respective choices.

20. **Applicants are strongly advised to make three PRH choices in order of priority so as to maximise their chances of success.**

- (a) In case eligible applicants with lower allocation priority are not able to obtain any quota in their choice(s) of PRH, their applications will be cancelled; and
- (b) if successful applicants reject all the offer(s) made by HD, their applications will be cancelled. They will not be allowed to make fresh PRH choices and will be debarred from applying for the next CSPHQ exercise when mounted (paragraph 23 below).

Choice of “any flat available” (AFA)

21. To help maximise the chance of success of last-time applicants⁶ for PRH flats, a PRH choice of AFA has been introduced since the 2016/2017 CSPHQ exercise. Retirees occupying departmental quarters (except for 1-person applicants⁷) in the disciplined services who meet the eligibility criteria set out in paragraph 7 and were retired between 1 April 2017 and 31 March 2018 are regarded as last-time applicants in the 2018/2019 CSPHQ exercise and may choose to include the PRH choice of AFA (as the **THIRD** choice only) in their applications. **Applicants choosing AFA as their third PRH choice should have made their first and second choices in the applications.** If an applicant chooses the choice of AFA, it would mean that if he successfully acquires a quota place under this choice, he is prepared to accept a refurbished PRH flat in **ANY** of the available non-urban districts. He will not be choosing specific district or estate of the PRH flat. Any allocation under this AFA option will be given only **ONE** offer of PRH flat by HD. If an applicant is offered a PRH

⁶ “Last-time applicants” generally refer to applicants as retirees or serving officers who will become ineligible for further application due to their retirement from the service. For implementation of the AFA choice, the term “last-time applicants” is defined in paragraph 21 of this circular memorandum.

⁷ For 1-person applicants, they may apply for 1-person flats as in previous exercises.

flat under the AFA option and he refuses such offer, no further offer of PRH flat would be made by HD and his application under the exercise will be cancelled.

Debarment rule in respect of PRH

22. Successful PRH applicants who have rejected the offer(s) issued by HD under the 2017/2018 CSPHQ exercise are **NOT** eligible to apply under the current exercise (i.e. the 2018/2019 CSPHQ exercise). For cases involving a married couple of civil servants who are both eligible for CSPHQ, the said debarment also applies to the applicant's spouse. That is, if an officer has rejected the PRH offer(s) issued by HD under the 2017/2018 CSPHQ exercise and been subject to the debarment rule, the officer's spouse is also not eligible to apply under the current exercise (i.e. the 2018/2019 CSPHQ exercise). However, those eligible PRH applicants who are still awaiting HD's allocation under the 2017/2018 CSPHQ exercise may submit applications in response to this circular memorandum. Nonetheless, if these applicants' applications under the 2017/2018 CSPHQ exercise are successful but they reject HD's PRH offer(s), they, and their spouse where appropriate, will be subject to the debarment rule, i.e. their applications under the current exercise will be cancelled automatically.

23. The debarment rule set out in paragraph 22 above will continue to apply in the current exercise. That is, **successful applicants under the 2018/2019 CSPHQ exercise who reject the PRH offer(s), and their spouse where appropriate, will NOT be allowed to submit fresh applications in response to the circular on the next CSPHQ exercise when issued.**

24. Starting from the 2018/2019 CSPHQ exercise, **ONCE** the provisional quota places are allocated to the successful PRH applicants, the applicants concerned, and their spouse where appropriate, will **NOT** be allowed to submit fresh applications in response to the circular on the next CSPHQ exercise when issued. In case the successful PRH applicants subsequently become ineligible for the provisional quota places due to change of circumstances, the provisional quota places will then be revoked by HD and these applicants will no longer be subject to the debarment rule.

HOS/SMS

25. HOS/SMS quota places are provided under the current exercise, including 91 unused HOS/SMS quota places brought forward from the 2016/2017 CSPHQ exercise. Allocation of HOS/SMS quota places is determined by the allocation priority of the applicants concerned (paragraphs 9 and 10 above). Successful HOS/SMS applicants will be given **two SMS** GFC (one for flat under HA's SMS and the other for flat under HKHS' Flat for Sale Scheme Secondary Market) and **two HOS** GFC. All the four GFC issued will be valid for 12 months. Though issued with both types of GFC, the applicants concerned may only -

- (a) **either** purchase an **SMS** flat of any size by submitting their SMS GFC during the validity period to apply for the “Certificate of Eligibility to Purchase” (CEP), which will be valid for twelve months; **or**
- (b) purchase an **HOS** flat of any size, if there are HOS flats on offer for sale during the HOS GFC validity period.

26. For the avoidance of doubt, successful applicants issued with both SMS GFC and HOS GFC are **not** allowed to purchase **both** an SMS flat and an HOS flat, should the latter be available during the HOS GFC validity period. An applicant may, during the validity period of the SMS GFC and HOS GFC, apply for SMS and HOS at the same time so long as he meets the eligibility criteria of the schemes concerned. If his applications under the above schemes are approved, he is only allowed to purchase a flat **either** under SMS **or** under HOS. He **MUST** immediately inform HD to cancel the application of the other scheme once he signs the provisional sale and purchase agreement (for an SMS flat) or sale and purchase agreement (for an HOS flat).

27. Applicants should note that **whether there will be any HOS sales programmes during the HOS GFC validity period will be subject to HA’s prevailing policy** and the actual number of HOS flats on sale will depend on HA’s sales programmes if there are any. If any HOS sale programme is launched during the HOS GFC validity period, each applicant may submit **one** HOS GFC in **each** HOS sale exercise. The order of flat selection for successful HOS applicants will be decided by ballot as with applications from members of the public, and CSPHQ applicants will not enjoy any priority over other Green Form applicants. There is no commitment on HA that there must be HOS flats on offer for sale during the HOS GFC validity period. In case an applicant has redeemed his HOS GFC, **there is no guarantee that he should be given a chance to select/purchase an HOS flat at all (e.g. because of his low priority for selection of an HOS flat).**

28. In view of the validity period for HOS/SMS GFC (12 months) and limited quota, applicants referred to in paragraph 17 above who are interested in purchasing HOS/SMS flats are reminded to submit their applications to the relevant departments as soon as possible. For eligible late applicants making the choice of HOS/SMS, if all quota places have been exhausted or if HD receives/completes processing of their late applications after the date of expiry of the HOS/SMS GFC (whichever is the earlier), HD will not be able to issue any HOS/SMS GFC to them. **However, these late applicants may, if eligible, change their choice to PRH, if there are still remaining PRH flats available for allocation.**

Debarment rule in respect of HOS/SMS

29. For successful HOS/SMS applicants under the 2018/2019 CSPHQ exercise who have not submitted the SMS GFC to apply for the CEP to purchase an SMS flat, and not redeemed the HOS GFC to purchase an HOS flat under HOS (irrespective of whether there are HOS flats on offer for sale during the HOS GFC validity period or not), they will **NOT** be allowed to submit fresh applications in response to the circular on the next CSPHQ exercise when issued. Once a successful applicant submits his SMS GFC to apply for the CEP and/or redeems his HOS GFC for purchasing an HOS flat, but has not purchased an HOS or SMS flat for whatever reasons, he will **NOT** be allowed to submit fresh application in response to the circular on the next CSPHQ exercise when issued, **AND** he can apply for future CSPHQ exercises **only after** the CEP and the HOS/SMS GFC have all expired. For cases involving a married couple of civil servants who are both eligible for CSPHQ, the said debarment also applies to the applicant's spouse.

Exceptional arrangement under the “no double housing benefits” rule

30. An officer will only be eligible for civil service housing benefits in accordance with the rules and regulations governing the provision of such benefits. At present, the Director of Accounting Services may approve an eligible civil servant to receive Home Purchase Scheme, Home Financing Scheme, or Housing Loan Scheme benefits to finance the purchase of a property acquired under the subsidised public housing schemes as an **exceptional arrangement**. However, the terms and conditions governing the provision of civil service housing benefits may be revised from time to time and the revisions **may result in withdrawal of any exceptional arrangement, including the current exceptional arrangement for public housing benefits**. All applications shall be dealt with in accordance with the **then prevailing terms and conditions** of the individual civil service housing benefit schemes.

Size of quota and its distribution

31. For the current exercise, there will be **1 000 PRH** and **500 HOS/SMS quota places** (subject to the approval of HA in the context of the Estimated PRH Allocation for 2019-20) and **91 unused HOS/SMS quota places brought forward from the 2016/2017 CSPHQ exercise**.

32. For the quota places mentioned in paragraph 31 above, the share of the **Special Quota** will be distributed as follows -

	PRH quota places	HOS/SMS quota places		Total
	Provision for the 2018/2019 exercise	Provision for the 2018/2019 exercise	Brought forward from the 2016/2017 exercise	
Junior Police Officers	235	117	21	373
Rank and file officers of other disciplined services	118	59	11	188
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>353</u>	<u>176</u>	<u>32</u>	<u>561</u>

Surplus places from the sub-quota of the Police will be used for allocation to the sub-quota of other disciplined services and vice versa by HD. If a surplus still remains after such allocation, it will be reserved for allocation to those disciplined services officers who have applied under the General Quota, in order of their allocation priority. If a surplus still remains after such allocation, the remaining quota will be reserved for allocation to other applicants who have applied under the General Quota, in order of their allocation priority.

Applicants imprisoned or remanded in custody

33. HD will suspend the processing of applications from those officers who have been imprisoned/remanded in custody as they may not be able to comply with HD's live-in requirement for public housing. HD will resume processing of these applications when being informed by the relevant departments that the officers concerned have been released and have not been removed from service, provided that the CSPHQ exercise concerned has not been closed.

Rent and other arrangements upon allocation of flats

34. Information regarding rent payment, arrangements for water, electricity and gas supply and the general requirements to be observed under the tenancy agreements are at **Appendix IV**.

Housing Allowance for Disciplined Services

35. All serving disciplined services officers are eligible for the Housing Allowance for Disciplined Services if they obtain the PRH flats as a result of

applications made in response to this circular memorandum, and vacate the departmental quarters. The allowance equals to the amount the officer is required to pay to HA to be offset by deduction from their monthly salaries according to the scale laid down in CSR 872. This allowance shall commence to be payable to an eligible officer as from the commencement date of his tenancy agreement or the date for his vacation of departmental quarters, whichever is the later. An eligible officer's entitlement period for the allowance is a maximum period of 10 years or until the officer becomes no longer eligible for the allowance (e.g. retirement), whichever occurs earlier. The payment procedures are at **Appendix V**.

Removal allowance

36. All serving disciplined services officers who obtain PRH flats or purchase HOS/SMS flats and have to move out of the departmental quarters as a result of applications made in response to this circular memorandum will be eligible to receive a removal allowance under CSR 894 at rates prevailing at the time of actual removal. The payment procedures are at **Appendix V**.

37. Retirees occupying departmental quarters in disciplined services will be eligible for a removal allowance at rates prevailing at the time of actual removal only if they are serving at the time of application for the CSPHQ exercise.

Allocation of public housing in previous CSPHQ exercises

38. For the reference of staff members regarding the minimum length of service of applicants who obtained public housing in previous CSPHQ exercises, a table setting out the relevant information under the 2016/2017 and 2017/2018 CSPHQ exercises is at **Appendix VI**. Please note that the table serves as a **general reference** only, and the situation **may change** eventually because allocation under the two exercises is still in progress. Besides, allocation arrangements under each and every CSPHQ exercise are independent, and the actual allocation under individual exercises (including the minimum length of service of applicants who obtained public housing under the respective exercise) may vary from year to year.

Enquiries

39. Enquiries concerning this circular memorandum should be addressed to the **departmental personnel registries**. Departmental personnel staff, in case of doubt, may contact -

- (a) **HD on the application procedures, allocation arrangements and requirements of HA –**

HA Hotline at 2712 2712, or
Registration and Civil Service Unit at 2794 5291

- (b) **the Civil Service Bureau on other matters –**

Civil Service Housing Section at 2810 3936 or 2810 3609.



(Ms Moogie Lam)
for Secretary for the Civil Service

c.c. Commissioner, ICAC
Judiciary Administrator
Secretary, Public Service Commission

**2018/2019 Civil Service Public Housing Quota Exercise
(Special Quota)**

Application Procedures

Submission of applications

Applicants should fill in appropriate application forms, obtainable at departmental personnel registries, to make their applications. An applicant applying for public rental housing (PRH) quota should fill in form “**CSPHQ 411A**”, while those applying for Home Ownership Scheme (HOS)/HOS Secondary Market Scheme (SMS) quota should fill in form “**CSPHQ 411B**”. The completed application form together with a duly completed “Statement on Housing and Housing Related Benefits Received by an Officer/His Spouse” (GF 551) and an appropriate form titled “Receipt of housing and housing-related benefits by an applicant of civil service housing benefits and/or his spouse” (**Annex A** or **Annex B**) duly completed by the applicant’s former employer or the spouse/ex-spouse’s employer (where applicable) as appropriate, together with the relevant supporting documents, should reach the departmental personnel registries by the respective deadlines below –

- applications for HOS/SMS quota: **12 December 2018**; and
- applications for PRH quota: **9 January 2019**.

2. Bureaux/Departments (B/Ds) must forward to the Housing Department (HD) –

- all eligible applications for HOS/SMS quota by **28 December 2018**; and
- all eligible applications for PRH quota by **20 February 2019**.

The applications should be submitted, under a covering memo signed by the relevant certifying officers, together with **Annex C** and **Annex D** [in both soft copy (by email to HD at gladys.lo@housingauthority.gov.hk or save in a CD) and hard copy] which specify the number of applications and list out the respective names of the applicants concerned. Late applications, except those listed under paragraph 17 of the circular memorandum, will **NOT** be accepted.

3. All applicants and their family members must only submit **ONE** application under the 2018/2019 Civil Service Public Housing Quota (CSPHQ) exercise. Duplicate applications will be cancelled.

Applications under the previous CSPHQ exercise

4. For eligible PRH applicants who are still awaiting HD's allocation under the previous CSPHQ exercise(s), they may submit applications in response to this circular memorandum. However, if the applications of these applicants under the previous (2017/2018) CSPHQ exercise are successful but they reject HD's PRH offer(s), they, and their spouse where appropriate, will be subject to the debarment rule, i.e. their applications under the current exercise will be cancelled automatically.

5. For successful HOS/SMS applicants under the previous (2017/2018) CSPHQ exercise who have been issued with HOS/SMS Green Form Certificates (GFC) and/or the "Certificate of Eligibility to Purchase" to purchase an SMS flat, irrespective of whether they have successfully purchased a flat, they, and their spouses where appropriate, will **NOT** be allowed to submit fresh applications in response to the current circular memorandum, **AND** they can submit a fresh application in response to future circular memoranda on CSPHQ exercises **only after** the HOS/SMS GFC and the "Certificate of Eligibility to Purchase" (if applicable) have all expired.

Choice of public housing

Separate application form for PRH quota and HOS/SMS quota

6. Applicants who choose to apply for a PRH quota should complete and submit the designated application form "CSPHQ 411A", while applicants who choose to apply for a HOS/SMS quota should complete and submit the designated form "CSPHQ 411B". For applicants choosing PRH, they should make sure that flats of their household size are available in the estate/district chosen by them. Any change of choice is **NOT** allowed after the closing date for applications.

Maximum three choices of PRH estate/district

7. Applicants who wish to have a higher chance of success in obtaining PRH flats are advised to fill in all **THREE** different estate/district choices in order of priority. An applicant with lower allocation priority who fills in all three different choices of estate/district may have a better chance of success than an applicant with higher allocation priority but does not fill in all three different choices of estate/district. **Any change/addition/deletion of choices is NOT allowed after the closing date for applications.** (See paragraphs 19 to 24 of the circular memorandum for the allocation arrangements and debarment rule.)

8. In indicating choices for PRH flats, **ONLY** those estates/districts listed in **Appendix III** should be included. Application for estates/districts not listed in Appendix III will not be accepted. B/Ds are requested to ensure that the estates/districts chosen by applicants are the designated estates/districts specified in Appendix III and

that the choices are compatible with the applicants' family size. Otherwise, applicants should be advised to make amendments. HD may cancel the applications if the applicants fail to make the requisite amendments.

Family size of PRH applicants

9. Subject to availability of the relevant flat type, a suitable flat will be allocated to successful applicants in accordance with the allocation standard of their family size. If applicants with four-person families opt for flats suitable for 3 to 4 person families (instead of flats suitable for 4 to 5 person families) in newly-built estates, they should indicate their options on the application forms. The option, once made, is **irrevocable**.

PRH choice for last-time applicants (except for 1-person applicants)

10. For eligible retirees occupying departmental quarters (DQ) in the disciplined services who were retired between 1 April 2017 and 31 March 2018, excluding 1-person applicants, they may choose the PRH choice of "any flats available" (AFA) (as the **THIRD** choice only). Applicants choosing AFA as their third choice should have made their first and second choices in the applications, and any allocation under this AFA option will be given only **ONE** offer of PRH flat by HD. (See paragraph 21 of the circular memorandum for details.) B/Ds are requested to ensure that all PRH applicants choosing AFA have met the requirements set out in paragraph 21 of the circular memorandum, including their retirement date, their choice of AFA as the **THIRD** choice and their specification of their first and second choices in the applications. Otherwise, applicants should be advised to make amendments. HD may cancel the applications if the applicants fail to make the requisite amendments.

Verification of information by B/Ds

11. B/Ds are required to help eligible applicants to complete the appropriate forms which require accurate information given in clear BLOCK letters. B/Ds are advised to initiate action for widows/widowers and dependants of deceased officers, and retirees. All particulars of the applicants and their family members as listed in the application forms, including the addresses of their departmental quarters, if any, must be thoroughly checked against departmental records. **B/Ds MUST VERIFY the correctness of the information contained in the application forms ("CSPHQ 411A"/"CSPHQ 411B") and the GF 551. It is particularly important to ensure that all past and/or current receipt of other civil service housing benefits is/are accurately reflected therein.** Where no departmental records are available, the department should seek clarification from the applicants concerned as appropriate, and must be satisfied that the particulars listed in the application forms and the GF 551 are true and accurate. **Provision of false/misleading information may render the**

relevant applications being cancelled, and the applicants concerned subject to legal action (paragraph 17 below) and/or disciplinary action.

12. Each application form must be **verified** and **certified** by an officer at a rank at or above Executive Officer I or equivalent nominated by the Permanent Secretary of Bureau/Head of Department. No partial verification and certification is allowed. No qualifying remark(s) should be added to any part(s) of the application form by the applicant or the certifying officer. Any change to the particulars listed in the application form must be **verified** and **confirmed by the applicant's signature** and **verified** and **reaffirmed by the nominated officer's signature**.

Processing of applications by HD

Resubmission of default cases

13. Upon receipt of applications duly certified by B/Ds, HD will pre-screen all applications prior to registration. If the application forms are found not duly completed, HD will return them to the relevant B/Ds for follow up action. **If relevant B/Ds fail to resubmit the revised application forms to HD within the specified deadline or the returned application forms remain not properly completed, the applications will not be further processed and will be returned to the B/Ds concerned.** If relevant B/Ds wish to reactivate processing of the applications, they must rectify all the discrepancies and resubmit the applications to HD with a covering memo, **personally signed by Departmental Secretary**, giving full justifications for any delay/irregularities in their previous submissions.

Issue of acknowledgement letters to applicants applying for PRH quota

14. After registration, an acknowledgement letter bearing a reference number will be sent by HD to each registered applicant. The reference number should be quoted in all correspondences with HD. The issue of an acknowledgement letter, however, does **not** mean that the eligibility is confirmed nor the application is successful. Successful PRH applicants acquiring provisional quota places will be informed in writing in due course.

Change of circumstances after submission of applications

15. For the purpose of verifying the accuracy of the information provided in the application form submitted by the applicant by matching and comparing his updated information with that provided in the application form, **the applicant (through his B/D) and his B/D (where appropriate) MUST inform HD immediately of any subsequent change of circumstances which may affect the accuracy of the information provided in the application form.** Examples of relevant changes in applicants' circumstances, which are by no means exhaustive, include the following -

- (a) **disciplinary actions** (which has led to the termination of the applicant's employment);
- (b) **criminal action resulting in the imprisonment/remand in custody of the applicant** (officers sentenced to prison will not comply with HD's live-in requirement for public housing);
- (c) **promotion** (as officers may exceed the maximum eligible pay points after promotion) which renders the applicant ineligible for the CSPHQ exercise;
- (d) **change of rank** (change in quota category for new post, e.g. from Junior Police Officers to MPS staff);
- (e) **vacation of DQ** (occupation of DQ throughout the whole application period is one of the eligibility criteria for some categories of eligible officers, e.g. retirees occupying DQ); and
- (f) **resignation/retirement/termination of service** (save for some exceptional cases, applicants must be serving officers by the closing date for applications).

For cases under items (e) and (f), **B/Ds should notify HD as soon as an applicant's date of vacation of DQ or his departure from the service is known.** For cases under items (a) to (d), as sensitive personal information may be involved, **B/Ds are required to notify HD only as and when an applicant's employment is actually terminated or where he is actually sentenced to imprisonment or remanded in custody or when the result of the board recommendation on an applicant's promotion (to a higher rank which renders him no longer eligible for the CSPHQ exercise) or change of rank is known.** [B/Ds should report to HD of the relevant changes in applicants' circumstances using the log sheet at **Annex E.**]

16. HD would base on the position as at the day of quota allocation to sort the order of priority of eligible applicants for allocation of quota places. Applicants who can acquire provisional quota places according to their priorities and choices will be informed in writing in due course.

17. HD has an absolute right to cancel the application should there be any change in circumstances which has affected an applicant's eligibility for the CSPHQ exercise. Where an applicant has been allocated with public housing before HD is notified of changes in his circumstances (such as those set out in paragraph 15 above) which render him no longer eligible for the CSPHQ exercise at the time of allocation of public housing to him [i.e. signing of tenancy agreements (for PRH flats) or the signing of provisional sale and purchase agreements (for SMS flats)/sale and purchase

agreements (for HOS flats) as appropriate], HD reserves an absolute right to take back the allocated public housing benefit, and the applicant is also required to surrender unconditionally without delay his public housing so allocated under the CSPHQ exercise. Furthermore, under Section 26 of the Housing Ordinance, any person who knowingly makes any false statement or provides any misleading information to the Hong Kong Housing Authority in respect of an application for housing benefit shall be guilty of an offence and liable on conviction to a fine and imprisonment.

October 2018

Hong Kong Housing Authority (HA) Requirements

All applicants and their family members must comply with **all** of the following requirements of the HA by the closing date for applications (or the submission date of applications under the circumstances in paragraph 17 of the circular memorandum) and **until** the signing of tenancy agreements (for public rental housing (PRH) flats) or the signing of sale and purchase agreements (for Home Ownership Scheme (HOS) flats)/provisional sale and purchase agreements (for HOS Secondary Market Scheme (SMS) flats) as appropriate –

- (a) the applicant must be 18 years of age or above;
- (b) family members aged under 18 must apply together with his/her parents or legal guardian;
- (c) the applicant and all family members must be residing in Hong Kong and have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay). Family members who do not have the right to land in Hong Kong should not be included in the application;
- (d) all married persons listed on the application form must apply together with their spouses (except for divorcees, persons whose spouses have not been granted the right to land in Hong Kong or widowed persons);
- (e) the relationship between the applicant and other family members, and between family members must be either husband and wife, parent and child, grandparent and grandchild. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law. For applicants who apply with their children/grandchildren, only one of their married children **or** grandchildren together with his child/grandchild's nuclear family¹ can be included in the application;
- (f) at the time of making allocation of quota, **at least half of the family members included in the application must have lived in Hong Kong for 7 years** and all family members must be still living in Hong Kong. Under the following circumstances, all children under the age of 18 are deemed to have fulfilled the 7-year residence rule:
 - (i) one of the parents, regardless of the children's place of birth, has lived in Hong Kong for 7 years; or

¹ "a nuclear family" means

- (a) a married couple without children;
- (b) a married couple with one or more unmarried child(ren); or
- (c) a single parent (father or mother) with one or more unmarried child(ren).

- (ii) the children were born in Hong Kong with established permanent resident status.
- (g) the applicant and his family members covered by the application must **NOT** -
 - (i) own or co-own or have an interest in any domestic property in Hong Kong (including but not limited to trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong); or
 - (ii) have entered into any agreement (**including provisional agreement**) to purchase any domestic property in Hong Kong; or
 - (iii) hold more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong.

Domestic property includes but not limited to any domestic property, uncompleted private domestic property, rooftop structure approved by the Building Authority, domestic building lots and Small House Grants approved by the Lands Department in Hong Kong.

- (h) the applicant and his family members are required to give consent to the HA and officers of the Housing Department (HD) to match with their personal data on the application form, in assessing the eligibility of his application under the Personal Data (Privacy) Ordinance.

2. All applicants and their family members listed on the application form must **NOT** be:

- (a) from a whole household of sitting PRH tenants (including one-person household);
- (b) owners/joint owners and their spouses/recipients of various subsidised housing schemes. Examples include:

Home Ownership Scheme (HOS), Private Sector Participation Scheme, Secondary Market Scheme (SMS), Home Purchase Loan Scheme, Home Assistance Loan Scheme, Urban Improvement Scheme, “Flat for Sale” Scheme, Middle Income Family Housing Scheme – Melody Garden, Mortgage Subsidy Scheme, Tenants Purchase Scheme, Buy or Rent Option, Sandwich Class Housing Scheme, Sandwich Class Housing Loan Scheme, Home Starter Loan Scheme and My Home Purchase Plan², Green Form

² My Home Purchase Plan refers to the Greenview Villa project of the Hong Kong Housing Society.

Subsidised Home Ownership Pilot Scheme (GSH), Subsidised Sale Flats Project (SSFP)/Subsidised Sale Flat Scheme (SSFS)³.

Owners/joint owners and their spouses/recipients of the various subsidised housing schemes are permitted to apply for public housing after approval of their deletion of relevant records has been obtained before the closing date for applications provided that they meet all the other eligibility criteria (in this context, HD/relevant authority may approve deletion of owners, joint owners or recipients from the household register concerned if they have been given consent to change of ownership by HD/relevant authority. The change of ownership must be by way of a Deed of Assignment at nil monetary consideration and the assignee must be an authorised occupant of the property concerned);

- (c) ex-owners or ex-joint owners and their spouses or former recipients of various subsidised housing schemes as mentioned in paragraph 2(b) above.

In the context of this rule, HD will consider, on special grounds, applications from CSPHQ applicants who encounter genuine hardship or involve radical family changes under the following circumstances:

- (i) adjudicated bankruptcy;
- (ii) financial hardship resulting in need for Comprehensive Social Security Assistance;
- (iii) adverse changes to family circumstances such as divorce, death of breadwinner, etc;
- (iv) a significant drop in household income resulting in difficulty in financing the home purchase; or
- (v) households beset with medical and social problems but not to the extent to qualify for compassionate rehousing.

Applicants should submit supporting documents, including the records of ex-owner and current owner of the relevant subsidised properties registered with the Land Registry, for HD's consideration. Applicants granted with such approval under special considerations can only choose PRH but not HOS/SMS (except for divorce cases);

- (d) family members listed on the household register of the relevant flats purchased (including sold property) under any of the subsidised housing schemes as mentioned in paragraph 2(b) above. However, those family members whose application for deletion from the register has been approved

³ Subsidised Sale Flat Scheme refers to the De Novo project of the Urban Renewal Authority.

by HD before the closing date for applications may apply provided that they meet all the other eligibility criteria;

- (e) a person or his spouse who has been granted compensation by the Government based on the Home Ownership Scheme rate as a result of the Kowloon Walled City Clearance and has opted to make self-arrangement for accommodation;
- (f) one-person and two-person households affected by estate clearance/redevelopment projects of the HA or the Ming Wah Dai Ha Redevelopment Project of the Hong Kong Housing Society (HKHS) who have opted for cash allowance in lieu of rehousing are ineligible to apply within two years from the date of termination of their respective tenancy. Single and two-person squatters households affected by clearance exercises who opted for cash allowance in lieu of rehousing are ineligible to apply in the subsequent two years counting from the date of payment of allowance. Moreover, households affected by government clearances or clearance projects undertaken by other authorities (e.g. the Urban Renewal Authority) who opt for cash allowance in lieu of rehousing are ineligible to apply within the specified period; or
- (g) qualified households affected by land resumption and clearance required under the Hong Kong Section of Guangzhou-Shenzhen-Hong Kong Express Rail Link Project and the Liantang/Heung Yuen Wai Boundary Control Point and Associated Works, who have chosen the “ex-gratia cash allowance-only” option shall not apply within three years after the receipt of the allowance.

3. If the applicants and family members have accepted allocation of a PRH flat or purchased a flat under various subsidised housing schemes or as registered household members through CSPHQ exercise, any other public housing applications submitted by them will be cancelled. The applicants and family members must vacate and surrender the present PRH flat(s)/Interim Housing unit(s) to HA/HKHS and/or delete the name(s) from the tenancy at PRH flat(s)/Interim Housing unit(s) within 60 days after accepting allocation of the PRH flat or purchase of flat under various subsidised housing schemes.

(The relevant rules in this appendix is subject to revision at any time by the HA. Applicants will not be informed individually.)

October 2018

2018/2019 Civil Service Public Housing Quota Exercise
Estates/Districts and Number of Public Rental Housing Flats Available

District	Estate	Applicable to Family Size* (size of flats)	Number of Flats	Expected Completion Date
New Estates				
Kowloon	Shek Kip Mei Estate^ (Phase 6) (Blocks 1 to 2)	2 persons (21.50 sq.m) ^^	60	June 2019
		3 – 4** persons (30.20 sq.m) ^^	50	
		4** – 5 persons (35 – 35.20 sq.m) ^^	90	
Shatin	Chun Yeung Estate✕ (Blocks 1 to 3)	2 persons (21.46 sq.m) ^^	65	April 2019
		3 – 4** persons (30.52 sq.m) ^^	165	
		4** – 5 persons (35.20 – 35.98 sq.m) ^^	80	
Sheung Shui	Po Shek Wu Estate@ (Block 3)	2 persons (21.45 sq.m) ^^	20	April 2019
		3 – 4** persons (30.17 sq.m) ^^	40	
		4** – 5 persons (35 – 35.15 sq.m) ^^	30	
Refurbished Flats [See Note (a)]				
Hong Kong	Refurbished flats in various estates	2 persons and above	50	-
Kowloon @@	- ditto -	- ditto –	225	-
Shatin (including Ma On Shan)	- ditto -	- ditto -	25 ^{Note(a)}	-
Tsuen Wan (including Tsing Yi & Kwai Chung)	- ditto -	- ditto -	25 ^{Note(a)}	-
Tuen Mun (including Yuen Long & Tin Shui Wai)	- ditto -	- ditto -	25 ^{Note(a)}	-
Various districts (except Hong Kong/ Tseung Kwan O/ Tai Po/Islands/ Tung Chung)	- ditto -	1-person units ^{##} for eligible 1-person retiring/retired applicants	26	-
		1-person units ^{##} for eligible 1-person serving applicants	24	-
		Total	1 000	

- Note (a) 50% of the refurbished flats in non-urban districts (excluding 1-person units) are reserved for applicants who successfully acquire a quota under the choice of “any flats available” (AFA). Paragraph 21 of the circular memorandum is relevant. Under the Special Quota, the number of flats reserved for the above purpose is subject to adjustment having regard to the actual demand from eligible applicants choosing AFA. In case the reserved flats are surplus to demand, the unallocated quota places will be returned to the original pool for allocation under the exercise.
- (b) Allocation of flats is based on priority of the applicants, choices of districts/estates and availability of flats of suitable size. An applicant may obtain quota place for flat allocation from one of his choices of districts/estates only. A successful applicant normally receives a maximum of three offers, subject to resource availability, under the choice of district/estate (except the choice of AFA) where a quota place is allocated to him. For a last-time applicant who chooses AFA as his third choice, if he acquires a quota place under this AFA option, he will be given only ONE offer of PRH flat. Paragraph 21 of the circular memorandum is relevant.
- (c) Refurbished flats refer to those flats vacated by sitting tenants and refurbished before reletting.
- (d) Expected child over 16 weeks by the closing date for applications can be counted as one person in choosing the districts/estates.
- * Allocation standard is for reference only. Offers of flats to various household sizes will be made according to the prevailing allocation standards endorsed by the Housing Department at time of actual flat allocation.
- ** Subject to availability of the relevant flat type, a suitable flat will be allocated to successful applicants under the exercise in accordance with the allocation standard of their family size. If applicants with four-person families opt for flats suitable for 3 to 4 person families in newly-built estates, they should indicate their options on the application forms. The option, once made, is irrevocable.
- ^^ The internal floor area provided is an estimated figure for reference only and may be different from the actual floor area of the completed flats.
- ^ For information on Shek Kip Mei Estate, please refer to Appendix III (a).
- ✕ For information on Chun Yeung Estate, please refer to Appendix III (b).
- @ For information on Po Shek Wu Estate, please refer to Appendix III (c).
- @@ Applicants may choose either of the two sub-districts: Kowloon East (Kowloon City and Kwun Tong) and Kowloon West (Yau Tsim Mong, Sham Shui Po and Wong Tai Sin). The sub-district of Kowloon East and Kowloon West are under the same quota in Kowloon District.
- ## 1-person units include ‘Housing for Senior Citizens’ units. A ‘Housing for Senior Citizens’ unit consists of a living room, communal kitchen and toilet facilities with warden service and emergency alarm system. The average size is about 10m² to 19m².

Information Note on Shek Kip Mei Estate

1. Estate Profile

Shek Kip Mei Estate (Phase 6), located at the junction of Woh Chai Street and Shek Kip Mei Street in Sham Shui Po, Kowloon, comprises two non-standard blocks of 33 storeys, namely Mei Hei House and Mei Pak House, offering a total of 1 056 public rental housing flats under the categories of 2-3 person flats, 3-4 person flats and 4-5 person flats.

2. In-flat Fittings

In line with other public rental housing estates, the flats are equipped with standard fittings such as town gas piping, communal TV aerials and telephone lines.

3. Commercial Facilities

Apart from retail premises in Shek Kip Mei Estate (Phase 6) has a shopping centre and a market that feature a variety of shops, restaurants, supermarkets, clinics and market stalls to meet residents' daily needs.

4. Parking Facilities

The basement of Shek Kip Mei Estate (Phase 6) provides 3 parking spaces for goods vehicles, 8 for motorcycles and 1 for private cars of disabled persons. Hourly and monthly parking spaces are also available in Shek Kip Mei Estate's car park for private cars and goods vehicles.

5. Estate Security

Shek Kip Mei Estate (Phase 6) has a comprehensive security system. The entrance to each block is installed with a security gate and a door phone. Tenants can talk to their visitors at the block entrance over in-flat intercoms. With a closed-circuit television camera installed in each lift car and connected to the 24-hour manned guard post in the lobby, tenants can view the block entrance and the inside of the lift car on a pre-set television channel at home. In addition, security guards carry out patrols in the estate to strengthen security.

6. Educational, Community and Recreational Facilities

Shek Kip Mei Estate (Phase 6), completed with a badminton court, a children's playground, a podium garden as well as pre-school rehabilitation services, neighbours the Shek Kip Mei Health Centre to be rebuilt, which is going to provide modernised public healthcare services for the community upon redevelopment. Also, a seven-storey ancillary facilities block, located in Shek Kip Mei Estate (Phases 2 and 5) built years ago, accommodates facilities including an elderly centre, a nursing home cum day care service, an integrated rehabilitation centre, a public library and a children and youth centre. In addition, Shek Kip Mei Estate provides a primary school, secondary schools, a community hall, a football pitch, volleyball courts and basketball courts, as well as various welfare facilities, including kindergartens, a child care centre, the Society for the Welfare of the

Autistic Persons, a centre for the blind, an integrated family service centre, integrated home care services, a small group home, service for ex-prisoners, a residents' association, a kaifong welfare association, Sam Hong Workers Employment Support Centre and service for laryngectomees/laryngeal cancer patients.

7. Transport Facilities

Shek Kip Mei Estate (Phase 6), well serviced by public transport, is just a few minutes' walk from MTR Shek Kip Mei Station. It is conveniently connected, via Shek Kip Mei Estate, to Mong Kok Station by green minibus service and to Hong Kong Island, Kowloon and New Territories East by a number of public bus routes.

Information Note on Chun Yeung Estate

1. Estate Profile

Chun Yeung Estate, adjoining Kwai Tei New Village and located in the Wong Chuk Yeung Street New Development Area, Fo Tan, comprises five non-standard blocks, with Block 1 of 37 storeys, Block 2 of 38 storeys, Blocks 3 and 4 of 40 storeys, and Block 5 of 35 storeys, offering a total of 4 846 public rental housing flats under the categories of 2-3 person flats, 3-4 person flats and 4-5 person flats.

2. In-flat Fittings

In line with other public rental housing estates, the flats are equipped with standard fittings such as town gas piping, communal TV and radio aerials, and telephone lines.

3. Commercial Facilities

To meet residents' daily needs, Chun Yeung Shopping Centre has 17 retail premises and a Single Operator Market that features 43 stalls selling dry goods, wet goods and cooked food.

4. Parking Facilities

Chun Yeung Estate and Chun Yeung Shopping Centre provide a total of 196 parking spaces for private cars, 14 for light goods vehicles, 31 for motorcycles and 5 for welfare organisations' use.

5. Estate Security

Chun Yeung Estate has a comprehensive security system. The entrance to each block is installed with a security gate and a door phone. Tenants can talk to their visitors at the block entrance over in-flat intercoms. With a closed-circuit television camera installed in each lift car and connected to the 24-hour manned guard post in the lobby, tenants can view the block entrance and the inside of the lift car on a pre-set television channel at home. In addition, security guards carry out patrols in the estate to strengthen security.

6. Educational and Community Recreational Facilities

Chun Yeung Estate, completed with basketball courts, badminton courts and sitting-out areas, also provides welfare facilities including a day care centre for the elderly, a special child care centre, an early education and training centre, a residential care home for the elderly and a small group home. There is a kindergarten in Chun Yeung Shopping Centre as well.

7. Transport Facilities

Situated on Wong Chuk Yeung Street and Kwei Tei Street, Chun Yeung Estate is conveniently connected to Sha Tin Town Centre and MTR Fo Tan Station by public bus and New Territories green minibus services.

Information Note on Po Shek Wu Estate

1. Estate Profile

Adjoining Choi Yuen Estate, Po Shek Wu Estate is located at 21 and 23 Choi Yuen Road in Sheung Shui, New Territories. The estate comprises three non-standard blocks, namely Shan Wu House, Tsz Jing House and Bik Yuk House, offering a total of 1 144 public rental housing flats under the categories of 2-3 person flats, 3-4 person flats and 4-5 person flats.

2. In-flat Fittings

In line with other public rental housing estates, the flats are equipped with standard fittings such as town gas piping, communal TV aerials and telephone lines.

3. Commercial Facilities

On the ground floor of the public car park in Po Shek Wu Estate are some restaurants and shops near Bik Yuk House. There are a variety of shops, restaurants, supermarkets and clinics in the nearby Choi Yuen Plaza to meet residents' daily needs.

4. Parking Facilities

The public car park in Po Shek Wu Estate provides a total of 221 parking spaces for private cars (including monthly and hourly parking spaces). The open car park in the estate also provides 26 parking spaces for private cars, three for light goods vehicles and ten for motorcycles.

5. Estate Security

Po Shek Wu Estate has a comprehensive security system. The entrance to each block is installed with a security gate with a combination lock. There are entrance lobbies for all three blocks on the ground floor and the podium garden in the estate. Tenants can talk to their visitors at the block entrance on the ground floor over in-flat intercoms. With a closed-circuit television camera installed in each lift car and entrance lobby and connected to the 24-hour manned guard post in the lobby at the block entrance, tenants can view the entrances on the ground floor and the podium, as well as the inside of the lift car on a pre-set television channel at home. In addition, security guards carry out patrols in the estate to strengthen security.

6. Educational, Community and Recreational Facilities

Children's playgrounds and table tennis tables are available in Po Shek Wu Estate. A five-storey ancillary facilities block will be constructed at the site of Phase 3 for welfare facilities including a kindergarten, a day care centre for the elderly, a neighbourhood elderly centre and a residential care home for the elderly. Restaurants and shops will be provided on the ground floor along the cycle track on Choi Yuen Road. The works are expected to be completed in late 2020.

7. Transport Facilities

Po Shek Wu Estate is in close proximity to Sheung Shui MTR station. There are also a bus terminus and a minibus stand at the neighbouring Choi Yuen Estate and Landmark North, respectively, facilitating easy interchange with other forms of transport for access to Hong Kong Island, Kowloon and other districts in the New Territories.

**Rent and other arrangements
upon allocation of Hong Kong Housing Authority (HA) flats**

Rent and income & asset declaration

Flats will be allocated at the discretion of the Housing Department (HD) to suit family size. One month's rent is payable in advance in addition to a deposit equal to one month's rent. The rent deposit will be refundable should the tenant deliver the flat in vacant possession, and everything is left in order.

2. Under the Housing Subsidy Policy and Policy on Safeguarding Rational Allocation of Public Housing Resources (“Well-off Tenants Policies”), households who have been living in Public Rental Housing (PRH) for 10 years are required to make a declaration biennially. Households whose family income exceeds 5 times the PRH income limits (PRHILs) or whose total net household assets¹ exceed 100 times the PRHILs should vacate their PRH flats. Households who have private domestic property ownership in Hong Kong should also vacate their PRH flats, irrespective of their levels of income or assets. For households who do not have private domestic property ownership in Hong Kong and whose household income and assets do not exceed the prescribed levels of income and assets, they may continue to live in their flats; if their household income is equivalent to 2 to 3 times the PRHILs, they will be required to pay 1.5 times net rent plus rates; if their household income is equivalent to 3 to 5 times the PRHILs, they will be required to pay double net rent plus rates.

3. Households with less than 10 years' residence in PRH are not required to declare their income and assets. However, if HD finds that they have private domestic property ownership in Hong Kong upon receipt of complaints, they will be required to vacate their PRH flats irrespective of their length of residence. Households that are required to vacate their PRH flats but have a temporary housing need may apply for a fixed-term licence to stay in PRH for a period of not more than 12 months, during which a licence fee equivalent to the double net rent plus rates or market rent, whichever is higher, is charged.

4. PRH occupants may apply for Rent Assistance Scheme if they have financial difficulties provided that they meet all the eligibility criteria. However, 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 that justify the assistance. Applicants are required to sign the undertaking attached to the application form to show their acceptance of the new policy.

¹ According to the “Well-off Tenants Policies” as at the date of this circular memorandum, lump-sum retirement benefits received by households under mandatory provident fund schemes, occupational retirement schemes and civil service pension schemes will be deducted from the calculation of total net household assets.

5. Tenants of PRH are required to be bound by the prevailing policies of HA subject to modification at any time.

Water, electricity and gas

6. Separate water and electricity meters are provided for each flat. Tenants will be responsible for payment of accounts and deposits to the Water Supplies Department and the relevant electricity companies. Where gas is supplied, tenants will be responsible to the relevant gas company for payment of accounts and deposits.

Tenancy agreement

7. Each successful applicant will be required to sign a tenancy agreement, agreeing, among other things, to observe and comply with all such rules and regulations made by HA, to pay rent promptly, keep the flat in tenantable condition and not to sublet. Dismissal, retirement or resignation of the officer will not affect his rights under that tenancy [However, if changes depicted under paragraph 15 of Appendix I occur and the applicant concerned is no longer eligible for the Civil Service Public Housing Quota exercise at the time of allocation of the public housing, the tenancy so signed must be surrendered unconditionally without delay]. An officer may, therefore, retain his tenancy after leaving government service provided the terms of the tenancy continue to be observed. If the officer dies, the widow/widower/family member may, at the discretion of HD, be considered for granting of a new tenancy. HD has the right to terminate a tenancy for a serious breach of tenancy conditions.

October 2018

**Payment Procedures on
Housing Allowance for Disciplined Services and
Removal Allowance**

Housing Allowance for Disciplined Services

- (a) The Housing Department will inform the relevant departments of the names of all applicants who have been allocated with public rental housing (PRH) flats, the amount of rent payable by each applicant, the date of commencement of payment; and notify the departments whenever there are rent revision or changes to the tenancies in respect of the officers (e.g. termination of tenancies, changing of flats involving change to the rental payable by the officers).
- (b) Relevant departments should input/update on-line the allowance and deduction through the Treasury Payroll System according to the control procedures set out in Part III Chapter 3 of the Payroll System User Manual.

Removal Allowance

Relevant departments should input/update on-line the removal allowance through the Treasury Payroll System according to the control procedures set out in Part III Chapter 3 of the Payroll System User Manual.

October 2018

**Comparison of Minimum Length of Service of Applicants Allocated with
Public Housing under the 2016/2017 and 2017/2018 CSPHQ Exercises
(as at 31.5.2018)**

[**Important note:** The information below is for **general reference** only, and **may change** eventually because allocation under the exercise is still in progress. Besides, allocation arrangements under each and every CSPHQ exercise are independent, and the actual allocation under individual exercises (including the minimum length of service of applicants who obtained public housing under the respective exercise) may vary from year to year.]

2016/2017 CSPHQ Exercise
Public Rental Housing Flats

	Junior Police Officers	Rank and File Officers of Other Disciplined Services
<u>New flats:</u>		
On Tai Estate (2 persons)	Retiree	Retiree
On Tai Estate (3-4 persons)	Retiree	Retiree
On Tai Estate (4-5 persons)	Retiree	Retiree
Ying Tung Estate (2 persons)	Retiree	Retiree
Ying Tung Estate (3-4 persons)	Retiree	Retiree
Ying Tung Estate (4-5 persons)	Retiree	Retiree
Yan Tin Estate (2 persons)	Retiree	Retiree
Yan Tin Estate (3-4 persons)	Retiree	Retiree
Yan Tin Estate (4-5 persons)	Retiree	Retiree
<u>Refurbished flats:</u>		
Hong Kong (2 persons and above)	Retiree	Retiree
Kowloon (2 persons and above)	Retiree	Retiree
Tsuen Wan (including Tsing Yi & Kwai Chung) (2 persons and above)	Retiree	Retiree
Shatin (including Ma On Shan) (2 persons and above)	Retiree	Retiree
Tuen Mun (including Yuen Long & Tin Shui Wai) (2 persons and above)	33y2m	Retiree
Tai Po (including Fanling & Sheung Shui) (2 persons and above)	Retiree	Retiree
1-person units for 1-person applicants (various districts except Hong Kong/ Tseung Kwan O/Tai Po/Islands/Tung Chung)	24y6m	26y10m
Home Ownership Scheme/Secondary Market Scheme	24y11m	25y11m

2017/2018 CSPHQ Exercise

Home Ownership Scheme/Secondary Market Scheme	25y5m	24y10m
--	-------	--------

Note: Statistics on minimum length of service for allocation of public rental housing (PRH) under the 2017/2018 CSPHQ exercise are not yet available as at 31.5.2018 because PRH allocation has not yet started.



檔號：C&E OSA SAG/5-10/125 Pt. 11

香港海關

內部臨時通告第 585/2018 號

二零一八／二零一九年度 公務員公共房屋配額(特別配額)

(注意：本通告應送交全體人員傳閱。)

公務員事務局局長於二零一八年十月三十一日發出通函第 17/2018 號，邀請符合資格的紀律人員根據二零一八／二零一九年度公務員公共房屋配額（特別配額），申請租住公屋及居者有其屋（居屋）計劃／居屋第二市場計劃單位。本內部臨時通告已夾附該通函的副本，申請表格及其他相關文件以供參閱。

2. 公務員公共房屋配額的數目會每年作出檢討，公務員事務局鼓勵合資格人員根據該通函提出申請，特別是現居於部門宿舍的退休公務員，以及在截止申請日期起計六個月內開始退休前休假並居於部門宿舍的行將退休公務員／在五十五歲或以上退休的單身人員。

3. 各辦公室主管應把本通告的內容通知所有合資格人員，包括正在休假或在海外公幹的人員。

4. 申請人如果在二零一八／二零一九年度公務員公共房屋配額計劃中獲房屋署編配租住公屋單位，但拒絕接受編配單位，在下一次發出公務員公共房屋配額通函時，其本人和配偶（如適用）不得重新提出申請。

5. 申請人須按其申請的配額填寫合適的申請表及於下列截止日期前提交申請－

配額	表格	截止申請日期
居屋/居屋第二市場計劃	CSPHQ 411B	2018 年 12 月 12 日
租住公屋	CSPHQ 411A	2019 年 1 月 9 日

已填妥的申請表須連同已填妥的「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」(通用表格第 551 號)、由申請人前僱主或配偶／前配偶僱主(如適用者)(視屬何種情況而定)填妥的「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)，以及有關證明文件，在**上述截止日期之前**一併送達職員關係課（經辦人：助理文書主任（宿舍））。如屬宿舍住戶，亦需填妥**遷出宿舍通知書**。有關表格及相關文件亦可從電子檔案系統中部隊行政科(OSA)之「表格 → 內部表格」目錄內下載。**逾期遞交的申請書概不受理。**

6. 申請人須在遞交申請時確保所有提供的資料及證明文件正確無誤及完整。就不完整的申請，申請人必須連同一封寫有充分理據的信件一併遞交以供部門考慮。如發現申請表尚未填妥，房屋署(房署)會把申請表退回部門。**相關申請人如未能在指定限期內向房署重新提交修訂的申請表，或再次提交的申請表仍未填妥，則房署不會再處理其申請。**倘若相關申請人仍希望房署重新處理其申請，必須糾正所有欠妥的地方，並連同一封寫有充分理據解釋任何延誤/不當之處的信件重新提交，以供內務秘書親身考慮及批准。

7. 如對本通告有任何有查詢，請致電 3759 2262 或 3759 2259 與職員關係課聯絡。

海關關長
(顏慶璋代行)

二零一八年十一月十四日

公務員事務局通函第 17/2018 號

(注意：這是乙級傳閱通函，各局長、常任秘書長、部門首長、部門主任秘書及所有符合公務員公共房屋配額計劃申請資格的初級紀律人員均應閱讀。現居於部門宿舍的已故人員／退休公務員遺屬、退休公務員和即將退休的在職人員，以及即將在五十五歲或以上退休的單身人員，亦應得悉通函內容。就本通函而言，營舍式宿舍及牀位並不視作部門宿舍。)

二零一八／二零一九年度 公務員公共房屋配額計劃(特別配額)

引言

本通函旨在通知符合資格的紀律人員可透過二零一八／二零一九年度公務員公共房屋配額計劃(特別配額)，申請公共租住房屋(租住公屋)單位(下文第 19 至 24 段)及居者有其屋(居屋)計劃／居屋第二市場計劃(下文第 25 至 29 段)配額。不符合本通函所訂明有關申請特別配額資格的紀律人員，如符合公務員事務局通函第 16/2018 號所訂明有關申請一般配額的資格準則，可考慮透過一般配額提出申請。公務員公共房屋配額的數目會每年由香港房屋委員會(房委會)作出檢討和批核。本局鼓勵合資格人員根據本通函提出申請。下文提述單一性別的用字，含義亦包括另一性別。

2. 各部門應盡早提醒所有合資格人員參閱本通函，特別是現居於部門宿舍的退休公務員，以及在截止申請日期起計六個月內開始退休前休假並居於部門宿舍的行將退休人員／在五十五歲或以上退休的單身人員。

3. 截止申請日期如下：

- 居屋計劃／居屋第二市場計劃配額申請：二零一八年十二月十二日；以及

- 租住公屋配額申請：二零一九年一月九日。

個別申請人屆時必須符合本通函訂明的所有資格準則，並在上述限期或之前向部門遞交申請。部門主任秘書須按下列日期把申請送交房屋署(房署)：

- 在二零一八年十二月二十八日或之前，把居屋計劃／居屋第二市場計劃配額的所有合資格申請送交房署；以及
- 在二零一九年二月二十日或之前，把租住公屋配額的所有合資格申請送交房署。

逾期申請，房署概不受理，但下文第 17 段所述情況除外。申請人及部門主任秘書須留意附錄 I 所載的申請程序，並確保申請文件所載的所有資料正確無誤。

資格

A. 現居於部門宿舍並在十年內達到退休年齡的在職紀律人員

4. (a) 現居於部門宿舍、以公務員條款聘任，並在截止申請日期有至少連續兩年服務年資，以及在十年內達到退休年齡的在職紀律人員(即屬於舊退休金計劃者在三十五歲或以上、屬新退休金計劃者在四十歲或以上、廉政公署員佐級人員在五十歲或以上、在二零零零年六月一日或之後按公務員聘用條款及服務條件受聘者在四十五歲或以上，以及在二零一五年六月一日或之後按公務員聘用條款及服務條件受聘者則在五十歲或以上)，均符合資格申請。這些人員包括在退休後重行受僱，或在達到退休年齡後仍在政府任職的人員。

申請人在截止申請時必須為在職人員。在截止申請時為在職人員的合資格申請人，即使其後在完成處理其有關申請前已經退休，其服務資格在申請的整段處理期間¹准予保留。換句話說，只要他們繼續符合本通函所載的所有其他資格準則，在申請的處理期間，其在本年度配額計劃的申請會獲繼續處理。如在申請的處理期間被終止聘用，有關申請人將不再符合資格申請公務員公共房屋配額計劃，而其申請會被取消。任何已編配的租住公屋單位或發出的綠表資格證明書亦會被收回／被取消(視屬何種情況而定)。

¹ 就本通函而言，“申請的處理期間”指整段處理申請的過程，直至申請人簽訂租住公屋租約或居屋第二市場單位的臨時買賣合約／居屋單位買賣協議，或其申請被取消（視屬何種情況而定）。

(b) 入息準則

在截止申請時，申請人的薪金必須等同或低於：

- (i) 初級警務人員最高薪點(警務人員薪級表第 31 點)；或
- (ii) 一般紀律人員(員佐級)最高薪點[一般紀律人員(員佐級)薪級表第 29 點]；或
- (iii) 廉政公署員佐級人員最高薪點(廉政公署人員薪級表第 14 點)。

如申請人的入息在截止申請日期後，又或在簽訂租住公屋租約或居屋第二市場單位的臨時買賣合約／居屋單位買賣協議(視屬何種情況而定)時，高於上述薪點，其申請會被取消。任何已編配的租住公屋單位或已發出的綠表資格證明書亦會被收回／被取消(視屬何種情況而定)。

(c) 家庭成員

- (i) 如申請人的家庭有兩名或以上成員(包括申請人在內)，申請表所列的家庭成員必須是申請人的配偶、子女、父母、祖父母、配偶的父母、配偶的祖父母及孫，惟申請人只可選擇與父母／祖父母或配偶的父母／配偶的祖父母一同申請。名列申請表的家庭成員必須在申請時及於申請的處理期間獲得申請人所屬部門批准與申請人在部門宿舍同住。在截止申請後不得補加成員，申請人的配偶／新生子女／新生孫／十八歲以下受供養子女除外，但他們必須擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。
- (ii) 以一人家庭申請租住公屋的單身在職人員，如申請獲批，會獲編配一人單位(包括長者住屋單位)。有關申請人應注意，此類別的公共房屋配額較少，而編配的優先次序會按照公務員年資訂定(下文第 9 至 10 段)。

B. 將於五十五歲或以上退休而目前並非居於部門宿舍的單身紀律人員(注意：現居於部門宿舍的行將退休紀律人員，請參閱第 6 段)

5. (a) 將於五十五歲或以上退休並由退休當日起領取退休福利²(須提供證明文件)而目前並非居於部門宿舍的單身紀律人員，均符合資格申請。就此，合資格單身人員如果年屆五十四歲半或以上，並經部門證明會在截止申請日期起計六個月內退休或開始退休前休假，以及不會在截止申請時重行受僱，現應提出申請。

申請人在截止申請時必須為在職人員。在截止申請時為在職人員的合資格申請人，即使其後在完成處理其有關申請前已經退休，其服務資格在申請的整段處理期間准予保留。換句話說，只要他們繼續符合本通函所載的所有其他資格準則，在申請的處理期間，其在本年度配額計劃的申請會獲繼續處理。如在申請的處理期間被終止聘用，有關申請人將不再符合資格申請公務員公共房屋配額計劃，而其申請會被取消。任何已編配的租住公屋單位或已發出的綠表資格證明書亦會被收回／被取消（視屬何種情況而定）。

在截止申請日期後，如合資格的申請人接受政府的新一項聘任，其“行將退休人員”的資格在申請的整段處理期間准予保留，只要：(i) 重行受僱並沒有影響其在本年度配額計劃“行將退休人員”的申請資格（例如該人員將由退休當日起領取退休福利）；以及(ii) 重行受僱並沒有為其提供其他房屋福利或限制該人員領取房屋福利。

(b) 入息準則

行將退休的單身紀律人員在退休時的薪點，必須在警務人員薪級表第 31 點（如為初級警務人員），或一般紀律人員（員佐級）薪級表第 29 點（如為一般紀律人員（員佐級）），或廉政公署人員薪級表第 14 點（如為廉政公署員佐級人員）或以下，才符合資格申請。

如申請人的入息在截止申請日期後，又或在簽訂租住公屋租約或居屋第二市場單位的臨時買賣合約／居屋單位買賣協議（視屬何種情況而定）時，高於上述薪點，其申請會被取

² 就本通函而言，“退休福利”指發放予已退休人員的(i)退休金，或(ii)政府在公積金計劃下的自願性供款及特別紀律部隊供款的累算權益（視屬何種情況而定）。

消。任何已編配的租住公屋單位或發出的綠表資格證明書亦會被收回／被取消(視屬何種情況而定)。

- (c) 這類人員如成功取得租住公屋配額，會獲編配一人單位(包括長者住屋單位)。這些人員應注意，此類別的配額較少，而編配的優先次序會按照退休日期先後訂定(下文第 9 及 10 段)。

C. 現居於部門宿舍而行將退休的紀律人員

6. (a) 這類別指現居於部門宿舍的在職紀律人員，經部門證明會在截止申請日期起計六個月內退休或開始退休前休假，以及不會在截止申請時重行受僱，並由退休當日起領取退休福利(須提供證明文件)。這些人員現應提出申請。

申請人在截止申請時必須為在職人員。在截止申請時為在職人員的合資格申請人，即使其後在完成處理其有關申請前已經退休，其服務資格在申請的整段處理期間准予保留。換句話說，只要他們繼續符合本通函所載的所有其他資格準則，在申請的處理期間，其在本年度配額計劃的申請會獲繼續處理。如在申請的處理期間被終止聘用，有關申請人將不再符合資格申請公務員公共房屋配額計劃，而其申請會被取消。任何已編配的租住公屋單位或已發出的綠表資格證明書亦會被收回／被取消(視屬何種情況而定)。

在截止申請日期後，如合資格的申請人在接受政府的新一項聘任，其“行將退休人員”的資格在申請的整段處理期間准予保留，只要：(i)重行受僱並沒有影響其在本年度配額計劃“行將退休人員”的申請資格(例如該人員將由退休當日起領取退休福利)；以及(ii)重行受僱並沒有為其提供其他房屋福利或限制該人員領取房屋福利³。

(b) 入息準則

這些人員在退休時的薪點，必須在警務人員薪級表第 31 點(如為初級警務人員)，或一般紀律人員(員佐級)薪級表第 29 點(如為一般紀律人員(員佐級))，或廉政公署人員薪級表第 14 點(如為廉政公署員佐級人員)或以下，才符合資格申請。

³ 若申請人的配偶在退休後重行受僱，申請人應遵守本通函第 13(c) 段有關防止享用雙重房屋福利的規則。

如申請人的入息在截止申請日期後，又或在簽訂租住公屋租約或居屋第二市場單位的臨時買賣合約／居屋單位買賣協議(視屬何種情況而定)時，高於上述薪點，其申請會被取消。任何已編配的租住公屋單位或發出的綠表資格證明書亦會被收回／被取消(視屬何種情況而定)。

(c) 家庭成員

(i) 申請表所列的家庭成員可包括申請人的配偶、子女、父母、祖父母、配偶的父母、配偶的祖父母及孫，惟申請人只可選擇與父母／祖父母或配偶的父母／配偶的祖父母一同申請。名列申請表的家庭成員必須在申請時及於申請的處理期間，獲得申請人所屬部門批准與申請人在部門宿舍同住。在遞交申請表後不得補加成員，申請人的配偶／新生子女／新生孫／十八歲以下受供養子女除外，但他們必須擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。

(ii) 以一人家庭申請租住公屋而行將退休的紀律人員，如申請獲批，會獲編配一人單位(包括長者住屋單位)。有關申請人應注意，此類別的配額較少，而編配的優先次序會按照退休日期先後訂定(下文第 9 及 10 段)。

(d) 這些人員所提出的申請，會與“現居於部門宿舍的退休公務員”所提出的申請一併處理。

D. 現居於部門宿舍的退休紀律人員

7. (a) 這類別指現仍居於部門宿舍的退休公務員，並且在二零一七年四月一日或之後退休並正領取退休福利(須提供證明文件)。只有在申請人退休和遞交申請時獲得申請人所屬部門批准與申請人同住的家庭成員，才可包括在申請表內。這些人員現應提出申請。在二零一七年三月三十一日或之前退休的人員，並不符合資格申請。

(b) 入息準則

這些人員在退休時的薪點，必須在警務人員薪級表第 31 點(如為初級警務人員)，或一般紀律人員(員佐級)薪級表第 29 點(如為一般紀律人員(員佐級))，或廉政公署人員薪級表第 14 點(如為廉政公署員佐級人員)或以下，才符合資格申請。

(c) 家庭成員

- (i) 申請表所列的家庭成員可包括申請人的配偶、子女、父母、祖父母、配偶的父母、配偶的祖父母及孫，惟申請人只可選擇與父母／祖父母或配偶的父母／配偶的祖父母一同申請。名列申請表的家庭成員必須在申請人退休時及於申請的處理期間獲得申請人所屬部門批准與申請人在部門宿舍同住。在遞交申請表後不得補加成員，申請人的配偶／新生子女／新生孫／十八歲以下受供養子女除外，但他們必須擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。
 - (ii) 以一人家庭申請租住公屋的退休公務員，如申請獲批，會獲編配一人單位(包括長者住屋單位)。有關申請人應注意，此類別的配額較少，而編配的優先次序會按照退休日期先後訂定(下文第 9 及 10 段)。
- (d) 退休公務員並不包括退休後重行受僱或在達到退休年齡後仍然留任的人員。申請人在截止申請時必須為退休公務員，並領取退休福利。

在截止申請日期後，如合資格的申請人接受政府的新一項聘任，其“退休人員”的資格在申請的整段處理期間准予保留，只要：(i) 重行受僱並沒有影響其在本年度配額計劃“退休人員”的申請資格(例如該人員仍領取退休福利)；以及(ii) 重行受僱並沒有為其提供其他房屋福利或限制該人員領取房屋福利^(請參閱註腳 3)。

E. 現居於部門宿舍的已故紀律人員／退休紀律人員遺孀／鰥夫及遺屬

8. (a) 如果居於部門宿舍的人員在職期間去世，或居於部門宿舍的退休公務員在輪候公務員公共房屋配額計劃的公共房屋單位期間去世，部門主任秘書應提醒其遺孀／鰥夫／遺屬／未成年家屬的代表(遺產管理人／遺囑執行人)盡快並在該員／退休公務員身故日期起計六個月內根據今次配額計劃申請公共房屋。

若上述居於部門宿舍的紀律人員／退休公務員是在二零一七年四月一日或該日之後身故，而有關遺孀／鰥夫／遺屬在以往任何的公務員公共房屋配額計劃中均沒有提出任何申請或申請不獲批准，如他們仍然有意根據公務員公共房屋配額計

劃提出申請並符合所有其他資格準則，他們現應提出申請。如有關人員／退休公務員是在二零一七年三月三十一日或該日之前身故的，則申請將不受理。

(b) 入息準則

已故人員於在職期間去世時的薪點，或已故退休公務員在退休時的薪點，必須在警務人員薪級表第 31 點(如為初級警務人員)，或一般紀律人員(員佐級)薪級表第 29 點(如為一般紀律人員(員佐級))，或廉政公署人員薪級表第 14 點(如為廉政公署員佐級人員)或以下，才符合資格申請。

(c) 家庭成員

(i) 申請表所列的遺屬可包括已故人員／退休公務員的配偶、子女、父母、祖父母、配偶的父母、配偶的祖父母及孫，惟申請人只可選擇與父母／祖父母或配偶的父母／配偶的祖父母一同申請。名列申請表的家庭成員在該員身故時必須為獲得該員的所屬部門批准與該員在部門宿舍同住，而在申請時及於申請的處理期間，仍獲得該員的所屬部門批准居於部門宿舍。在遞交申請表後不得補加成員，已故人員／退休公務員的新生子女／新生孫／十八歲以下受供養子女除外，但他們必須擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。

(ii) 以一人家庭申請租住公屋的遺孀／鰥夫／遺屬，如申請獲批，會獲編配一人單位(包括長者住屋單位)。有關申請人應注意，此類別的配額較少。

(d) 這類申請會獲得優先處理。房署在收到申請後會盡快處理，但須視乎是否有合適單位而定。

編配次序

9. 單位的編配會按下列優先次序處理：

(a) 現居於部門宿舍的已故紀律人員／退休紀律人員遺孀／鰥夫及遺屬；

- (b) 現居於部門宿舍的退休公務員；現居於部門宿舍並經部門證明會在截止申請日期起計六個月內退休或開始退休前休假的在職紀律人員⁴；以及將於五十五歲或以上退休並由退休當日起領取退休福利及經部門證明會在截止申請日期起計六個月內退休或開始退休前休假，而目前並非居於部門宿舍的單身紀律人員；以及
- (c) 現居於部門宿舍、在截止申請時有至少兩年服務年資，並在十年內達到退休年齡的在職紀律人員。

10. 由同一類別合資格申請人提交的申請，會按下列因素決定先後次序：

- (a) 就上文第 9(a)段所述類別的申請而言：按已故人員／退休公務員的去世日期先後處理；
- (b) 就上文第 9(b)段所述類別的申請而言：按退休公務員／行將退休人員的退休日期先後處理；以及
- (c) 就上文第 9(c)段所述類別的申請而言：按在職人員的年資長短處理。

11. 縱使如上文第 9 段提及，合資格退休公務員和行將退休人員的申請將較在職人員獲得優先處理，但他們能否獲房署編配配額，則須視乎是否有他們所選擇的租住公屋單位，或居屋計劃／居屋第二市場計劃配額可供編配而定(視屬何種情況而定)。政府無法保證所有申請人均可獲編配配額。

房委會的規定

12. 除入息及資產限額外，現行有關租住公屋申請及個別資助房屋計劃所訂的規則和資格準則也適用。詳情請參閱附錄 II。如申請人及／或家庭成員不符合附錄 II 所載的規定及資格，房署完全有權取消其申請。

其他規定

13. 所有申請人及其家庭成員(如適用)，亦必須符合下列全部規定：

⁴ 包括現居於部門宿舍而在截止申請日期後經部門證明會在六個月內退休或開始退休前休假的在職人員。

- (a) 申請人的家庭成員如為公務員，在截止申請日期(或第 17 段所述情況下的遞交申請日期)時及於申請的處理期間，其薪金必須等同或低於：
- (i) 總薪級表第 21 點，而所任職級的薪級表不會達到總薪級表第 25 點或同等薪點；或
 - (ii) 第一標準薪級表最高薪點(第一標準薪級表第 13 點)；或
 - (iii) 初級警務人員最高薪點(警務人員薪級表第 31 點)；或
 - (iv) 一般紀律人員(員佐級)最高薪點[一般紀律人員(員佐級)薪級表第 29 點]；或
 - (v) 廉政公署員佐級人員最高薪點(廉政公署人員薪級表第 14 點)；
- (b) 現居於部門宿舍的在職人員／退休公務員／已故紀律人員或退休公務員遺孀或鰥夫及遺屬，在獲編配公共房屋後必須遷離宿舍。不過，這不適用於須留居於為職位需要而設宿舍的人員，這些人員可獲豁免遵守《公務員事務規例》第 809(7)(a)條訂明的入住規定，無須入住有關房委會單位；以及
- (c) 所有申請人必須遵守《公務員事務規例》第 809 條及有關公務員事務局通告／通函，以及各公務員房屋福利計劃的條款和條件中有關領取公務員房屋福利及防止享用雙重房屋福利的規則。

14. 下列人士並不符合資格根據本通函提出申請：

- (a) 在以往的公務員公共房屋配額計劃中，拒絕接受房署編配的所有租住公屋單位，或已取得綠表資格證明書以購買居屋計劃／私人機構參建居屋計劃／居屋第二市場計劃／住宅發售計劃第二市場／夾心階層住屋計劃／置安心資助房屋計劃⁵／資助出售房屋項目／綠表置居先導計劃(綠置居)／自置居所貸款計劃／置業資助貸款計劃單位，或已交付訂金並簽訂買賣合約購買可租可買計劃單位的已故人員／退休公務員遺孀／鰥夫及遺屬和退休公務員；

⁵ 置安心資助房屋計劃指香港房屋協會的綠悠雅苑項目。

- (b) 根據一九九一／一九九二年度或其後的配額計劃，或為初級公務員提供一次過公共房屋特別編配(一次過特別編配)而獲編配房委會租住公屋單位的承租人／前承租人或其婚姻期間曾領取此房屋福利的配偶(或前配偶)[包括根據一九九一／一九九二年度或其後的配額計劃或一次過特別編配而獲編配租住公屋單位，並已簽訂租約，但其後基於種種原因放棄有關單位的人士(不論實際上曾否入住有關單位)]；
- (c) 已根據以往的公務員公共房屋配額計劃，或一次過特別編配而取得可租可買計劃／居屋計劃／私人機構參建居屋計劃／居屋第二市場計劃／住宅發售計劃第二市場／夾心階層住屋計劃／置安心資助房屋計劃／資助出售房屋項目／綠置居／自置居所貸款計劃／置業資助貸款計劃單位的業主／聯名業主／前業主／前聯名業主／曾受惠於該些計劃的人士或其婚姻期間曾領取此等房屋福利的配偶(或前配偶)。在下述情況下，不論該等人士實際上曾否入住有關單位或基於種種原因放棄有關單位，均視為已根據公務員公共房屋配額計劃或一次過特別編配取得單位：
 - (i) 已交付訂金並簽訂居屋計劃或可租可買計劃單位的買賣協議／私人機構參建居屋計劃單位的提名信／居屋第二市場計劃／住宅發售計劃第二市場／夾心階層住屋計劃／置安心資助房屋計劃／資助出售房屋項目／綠置居單位的臨時買賣合約；或
 - (ii) 已簽訂自置居所貸款計劃／置業資助貸款計劃的貸款／補助金協議；
- (d) 不符合附錄 II 所載房委會訂明的任何規定的人士；
- (e) 在二零一七／二零一八年度配額計劃中，拒絕接受房署編配的租住公屋單位，因而受禁止規則規限的人員(詳情見下文第 22 及 23 段)；
- (f) 正在領取或曾經領取任何公務員房屋福利／其他房屋福利，因而永久喪失享有其他公務員房屋福利的人員或其婚姻期間曾領取此等房屋福利的配偶(或前配偶)；以及
- (g) 以非公務員合約條款受聘的人員。

上述(a)至(e)項提及的人士亦不符合資格名列申請表作家庭成員。

在二零零零年六月一日或之後受聘的人員

15. 在二零零零年六月一日或之後按新公務員聘用條款及服務條件受聘的公務員，根據其聘用條款，透過公務員公共房屋配額計劃獲得任何公共房屋福利(即簽訂租住公屋租約，或已交付訂金，並簽訂居屋計劃／可租可買計劃單位買賣協議或私人機構參建居屋計劃單位的提名信或居屋第二市場計劃／住宅發售計劃第二市場／夾心階層住屋計劃／置安心資助房屋計劃／資助出售房屋項目／綠置居單位的臨時買賣合約或自置居所貸款計劃／置業資助貸款計劃的貸款／補助金協議)，即使其後放棄根據上述配額取得的公共房屋福利，亦不符合資格申請任何其他公務員房屋福利(包括非實報實銷現金津貼及部門宿舍)。

循其他途徑申請公共房屋

16. 申請公務員公共房屋配額的人員，可同時以公眾人士身分申請房委會／香港房屋協會(房協)的公共房屋。如公務員公共房屋配額申請人或其任何家庭成員已經循其他申請類別(包括房委會各項調遷計劃)獲編配租住公屋單位或加入現有公屋戶籍(包括由房協營運的租住房屋)，又或透過房委會／房協轄下各項資助房屋計劃購買單位，他在今次配額計劃中的申請或有關家庭成員的申請資格將會被取消。

在截止日期之後提交的申請

17. 在截止申請後，部門如收到下列申請，可把申請表連同便箋一併送交房署。該便箋應按下述次序分別列出申請人名單：

- (a) 現居於部門宿舍的已故紀律人員／退休公務員遺孀／鰥夫及遺屬；
- (b) 現居於部門宿舍並領取退休福利的退休紀律人員，以及現居於部門宿舍並經部門證明會在提交申請日期起計六個月內退休或開始退休前休假的在職紀律人員；以及
- (c) 將於五十五歲或以上退休並由退休當日起領取退休福利而目前並非居於部門宿舍，以及經部門證明會在提交申請日期起計六個月內退休或開始退休前休假的單身紀律人員。

部門須註明有關已故人員的去世日期或退休公務員／行將退休人員的退休日期。

可供選擇的公共房屋

18. 申請人(包括在職單身人員)可選擇申請下列任何一類公共房屋：

- 租住公屋
- 居屋計劃／居屋第二市場計劃

租住公屋

19. 租住公屋的編配，是按申請人的編配次序(上文第 9 及 10 段)、所選擇的屋邨／地區，以及是否有合適面積的單位可供編配等因素決定。房署會根據合資格申請人的編配次序及選擇的屋邨／地區，訂出每個屋邨／地區的編配次序。申請人最多可選擇三個不同的屋邨／地區。可供申請的屋邨／地區的資料及單位數目載於附錄 III。申請獲批的人員會獲房署通知暫定的編配結果，而配額的編配會視乎申請人直至簽訂租住公屋租約時能否符合所有資格準則而定。房署會為申請獲批的人員編配最多共三次單位(下文第 21 段的情況除外)，因編配次序較低而未能按第一選擇獲編配配額的申請人，房署會立即處理其第二選擇；如有需要，倘若申請人未能按第二選擇獲編配配額，房署亦會以相同方式處理其第三選擇，但須視乎是否有剩餘配額可供編配。

20. 政府鼓勵申請人按優先次序填寫三個屬意的租住公屋選擇，以盡量增加獲編配單位的機會。

- (a) 如編配次序較低的合資格申請人未能取得所選擇的租住公屋單位配額，申請會被取消；以及
- (b) 申請獲批的人員如拒絕接受房署編配的所有單位，他們的申請會被取消。他們不得重新提出租住公屋的選擇，並將不得在下一次公務員公共房屋配額計劃展開時提出申請(下文第 23 段)。

“任何可提供的單位”的選擇

21. 為盡量增加最後一次申請的人員⁶獲批租住公屋的機會，由二零一六／二零一七年度配額計劃開始，政府已增設“任何可提供的單位”的租住公屋選擇。現居於部門宿舍的退休紀律人員(以一人家庭

⁶ “最後一次申請的人員”一般指申請人是退休公務員或因退休而將會不合資格再次提出申請的在職人員。就實施“任何可提供的單位”的租住公屋選擇，“最後一次申請的人員”的定義載於本通函第 21 段。

提出申請者⁷除外)如符合第 7 段所述資格準則，並在二零一七年四月一日至二零一八年三月三十一日期間退休，被視為在二零一八／二零一九年度配額計劃的最後一次申請的人員，並可在申請揀選“任何可提供的單位”為租住公屋選擇(只限於第三選擇)。申請人揀選“任何可提供的單位”為第三個租住公屋選擇，必須同時在申請表填寫第一和第二個選擇。如揀選“任何可提供的單位”，即表示如申請人獲得這個選項的配額時，願意接受任何非市區的翻新單位，不得選擇指定地區或屋邨的租住公屋單位。房署只會就“任何可提供的單位”這項選擇提供一次單位編配。假如申請人按“任何可提供的單位”的選擇獲編配租住公屋單位但拒絕接受，房署便不會再為他編配單位，而他在今次配額計劃中的申請亦會被取消。

關於租住公屋的禁止規則

22. 如申請人在二零一七／二零一八年度配額計劃中獲房署編配租住公屋但拒絕接受，便不符合資格根據今次配額計劃(即二零一八／二零一九年度配額計劃)提出申請。至於已婚公務員，如其配偶亦為公務員，夫婦兩人均符合資格根據公務員公共房屋配額計劃提出申請，則禁止規則亦適用於申請人的配偶。換句話說，如該員在二零一七／二零一八年度配額計劃中獲房署編配租住公屋但拒絕接受，並受禁止規則規限，該員的配偶亦不合資格根據今次配額計劃(即二零一八／二零一九年度配額計劃)提出申請。不過，那些仍在等待房署根據二零一七／二零一八年度配額計劃編配租住公屋的合資格人員，則可根據本通函提出申請。然而，他們如果在二零一七／二零一八年度的配額計劃中獲房署編配租住公屋單位但拒絕接受，則其本人和配偶(如適用)須受禁止規則規限，換句話說，他們根據今次配額計劃提出的申請會被自動取消。

23. 上文第 22 段所述的禁止規則在今次配額計劃中繼續適用。換句話說，申請人如果在二零一八／二零一九年度配額計劃中獲房署編配租住公屋單位但拒絕接受，在政府下一次發出公務員公共房屋配額計劃通函時，其本人和配偶(如適用)不得重新提出申請。

24. 由二零一八／二零一九年度配額計劃開始，申請人一旦獲發暫定配額，其本人和配偶(如適用)不得在政府下一次發出公務員公共房屋配額計劃通函時重新提出申請。申請獲批的人員如其後因情況改變而未能符合資格獲得該暫定配額，房署會撤銷其暫定配額，而這類申請人將不再受到禁止規則的限制。

⁷ 就以一人家庭提出申請者而言，一如過往的公務員公共房屋配額計劃，他們可申請一人單位。

居屋計劃／居屋第二市場計劃

25. 今次配額計劃提供居屋計劃／居屋第二市場計劃配額，包括由二零一六／二零一七年度配額計劃帶來的未用的 91 個居屋計劃／居屋第二市場計劃配額。居屋計劃／居屋第二市場計劃配額的編配，是根據有關申請人所屬類別按其編配次序而定(上文第 9 及 10 段)。申請居屋計劃／居屋第二市場計劃獲批的人員，會獲發居屋第二市場計劃綠表資格證明書兩張(一張適用於房委會居屋第二市場計劃下的單位；而另一張適用於房協住宅發售計劃第二市場下的單位)及居屋計劃綠表資格證明書兩張。這四張綠表資格證明書的有效期為 12 個月。申請人雖然會獲發兩種綠表資格證明書，但只可：

- (a) 在有效期內遞交居屋第二市場計劃綠表資格證明書，申請有效期為十二個月的“購買資格證明書”，以在居屋第二市場購買一個大小不限的單位；或
- (b) 如在居屋計劃綠表資格證明書有效期內有居屋單位發售，購買一個大小不限的居屋單位。

26. 為免生疑問，如有居屋單位在居屋計劃綠表資格證明書有效期內推出，申請獲批而同時獲發居屋第二市場計劃綠表資格證明書及居屋計劃綠表資格證明書的人員，不可既透過居屋第二市場計劃又透過居屋計劃購買單位。在居屋第二市場計劃綠表資格證明書及居屋計劃綠表資格證明書有效期內，申請人只要符合有關計劃的資格準則，便可同時申請居屋第二市場計劃及居屋計劃。如上述兩項計劃的申請均獲批准，申請人只可選擇透過居屋第二市場計劃或居屋計劃購買一個單位。一俟簽訂居屋第二市場計劃單位的臨時買賣合約或居屋單位的買賣協議，該員必須即時通知房署，取消他根據另一項計劃提出的申請。

27. 申請人應注意，在居屋計劃綠表資格證明書有效期內會否推出居屋出售計劃，須視乎房委會當時的政策而定；而出售的居屋單位實際數目，亦取決於房委會的居屋出售計劃(如有的話)。如在居屋計劃綠表資格證明書有效期內有居屋出售計劃推出，每名申請人可在每期居屋出售計劃遞交一張綠表資格證明書。申請居屋計劃獲批的人員，選樓次序會以抽籤決定，與一般公眾申請人無異，而公務員公共房屋配額申請人不會較其他綠表申請人優先。房委會並沒有承諾在居屋計劃綠表資格證明書有效期內必定會有居屋單位發售。申請人即使已行使其居屋計劃綠表資格，也不保證一定有機會揀選／購買居屋單位(例如因為選樓次序較後)。

28. 鑑於居屋計劃／居屋第二市場計劃綠表資格證明書設有有效期(為期 12 個月)，以及配額有限，上文第 17 段所指的申請人如有意購

買居屋計劃／居屋第二市場計劃單位，務請盡早向所屬部門提出申請。就選擇居屋計劃／居屋第二市場計劃的合資格逾期提出申請的人員而言，如所有配額已用盡，或房署在居屋計劃／居屋第二市場計劃綠表資格證明書的有效期限屆滿後才收到／完成處理他們的逾期申請(以較早的日期者為準)，便不能向他們發出任何居屋計劃／居屋第二市場計劃綠表資格證明書。不過，該等逾期提出申請的申請人如符合資格，可在尚有租住公屋單位供編配時，把其選擇更改為租住公屋單位。

關於居屋計劃／居屋第二市場計劃的禁止規則

29. 在二零一八／二零一九年度配額計劃中申請居屋計劃／居屋第二市場計劃獲批的人員，如沒有遞交居屋第二市場計劃綠表資格證明書以申請“購買資格證明書”購買居屋第二市場計劃單位，以及沒有行使居屋計劃綠表資格證明書購買居屋單位(不論在居屋計劃綠表資格證明書有效期內有否居屋單位發售)，在政府下一次發出公務員公共房屋配額計劃通函時，不得重新提出申請。申請獲批的人員如遞交了居屋第二市場計劃綠表資格證明書以申請“購買資格證明書”購買單位，以及／或行使居屋計劃綠表資格證明書購買居屋單位，但因種種原因沒有在居屋計劃或居屋第二市場計劃下購得單位，在政府下一次發出公務員公共房屋配額計劃通函時，不得重新提出申請，以及只可在“購買資格證明書”和居屋計劃／居屋第二市場計劃綠表資格證明書全部屆滿後，根據其後發出的公務員公共房屋配額計劃通函提出申請。若一對公務員夫婦二人皆符合資格申請公務員公共房屋配額，則此禁止規則亦適用於有關申請人的配偶。

有關“不得享用雙重房屋福利”規則的特別安排

30. 公務員必須符合有關公務員房屋福利的規則和規例所訂明的資格，才能領取公務員房屋福利。目前，庫務署署長可作出特別安排，批准合資格的公務員把自置居所資助計劃或居所資助計劃或購屋貸款計劃的資助用於購置資助公共房屋計劃下的物業。不過，規管公務員房屋福利的條款及條件可不時予以修訂，而有關修訂可能導致特別安排被取消，包括現行的公共房屋福利特別安排。所有申請均須按個別公務員房屋福利計劃當時的條款及條件處理。

配額數目及分配辦法

31. 今次計劃的配額包括 **1 000** 個租住公屋及 **500** 個居屋計劃／居屋第二市場計劃配額(配額數目有待房委會透過 2019-20 年度公屋編配估算批核)及由二零一六／二零一七年度配額計劃帶來的未用的 **91** 個居屋計劃／居屋第二市場計劃配額。

32. 至於上文第 31 段提及的配額，特別配額的部分分配情況如下：

	租住公屋 配額	居屋計劃／ 居屋第二市場 計劃配額	總計
	於二零一八／ 二零一九年度 配額計劃提供	於二零一八／ 二零一九年度 配額計劃提供	由二零一六／ 二零一七年度 配額計劃帶來的 未用的配額
警務處 初級警務人員	235	117	21
其他紀律部隊 員佐級人員	118	59	11
	<u>353</u>	<u>176</u>	<u>32</u>
			<u>561</u>

如在編配後警隊的附設名額尚有餘額，房署會把有關餘額撥給其他紀律部隊的附設名額，反之亦然。其後若仍有餘額，將予保留，並按編配次序依次編配予申請一般配額的紀律人員。其後若仍有餘額，將予保留，並按編配次序編配予其他申請一般配額的申請人。

被判處監禁／還押羈留的申請人

33. 至於被判處監禁／還押羈留的人員，房署會暫緩處理其申請，因為這些人員可能無法符合房署所訂的公共房屋入住規定。當房署接獲有關部門通知，該員已經獲釋而又沒有被革職，只要該次公務員公共房屋配額計劃的編配工作仍未結束，房署會恢復處理其申請。

獲編配單位後的租金及其他安排

34. 有關繳納租金，水、電及氣體燃料供應安排的資料，以及根據租約必須遵守的一般規定，載於附錄 IV。

紀律部隊房屋津貼

35. 所有在職紀律人員，如果根據本通函提出申請而獲編配租住公屋單位，並遷出部門宿舍，均符合資格領取紀律部隊房屋津貼，其金額相等於付予房委會的租金與居於宿舍時按照《公務員事務規例》第872條從月薪扣除款項兩者的差額。合資格人員會由租約生效或遷出部門宿舍當日起支取津貼，以較後日期為準。合資格人員最多可領取津貼十年或直至不再符合申領資格(例如退休)為止，兩者以較早者為準。有關發放津貼的程序載於附錄 V。

搬遷津貼

36. 凡根據本通函提出申請的在職紀律人員，如獲編配租住公屋單位或購買居屋計劃／居屋第二市場計劃單位並須遷出部門宿舍，均符合資格根據《公務員事務規例》第894條領取搬遷津貼，金額視乎遷出宿舍時適用的津貼額而定。有關發放津貼的程序載於附錄 V。

37. 現居於部門宿舍的退休紀律人員必須在按照公務員公共房屋配額計劃提出申請時仍在政府任職，才符合資格領取搬遷津貼，金額視乎遷出宿舍時適用的津貼額而定。

過往公務員公共房屋配額計劃下的公共房屋編配

38. 為方便員工參考過往公務員公共房屋配額計劃下獲得公共房屋的申請人的最低服務年資資料，現把二零一六／二零一七及二零一七／二零一八年度配額計劃的有關資料臚列於附錄 VI。請注意，該等資料只供一般參考用，而由於該兩個年度配額計劃的編配工作尚在進行，有關情況最終可能有所改變。此外，每一次的公務員公共房屋配額計劃的編配工作均是獨立進行，個別年度配額計劃的實際編配情況(包括根據有關配額計劃獲得公共房屋的申請人的最低服務年資)可能會有差異。

查詢

39. 如對本通函有任何查詢，請向所屬部門的人事組提出。部門人事組如有疑問，可與下列組別聯絡：

(a) 房署：有關申請程序、編配安排及房委會規定：

房委會熱線：2712 2712，或
登記及公務員配額小組(電話號碼：2794 5291)

(b) 公務員事務局：有關公務員公共房屋配額計劃的其他事宜：
公務員住屋資助組(電話號碼：2810 3936 或 2810 3609)

公務員事務局局長
(林木麗代行)

分發名單：各局長
各常任秘書長
各部門首長

副本送：廉政專員
司法機構政務長
公務員敘用委員會秘書

二零一八年十月三十一日

二零一八／二零一九年度公務員公共房屋配額計劃
(特別配額)
申請程序

提交申請

申請人須填寫合適的申請表格(可向所屬部門的人事組索取)以提交申請。租住公屋配額的申請人應填寫 **CSPHQ 411A** 表格，而居者有其屋(居屋)／居屋第二市場配額的申請人應填寫 **CSPHQ 411B** 表格。已填妥的申請表須連同已填妥的“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”(通用表格第 551 號)、由申請人前僱主或配偶／前配偶僱主(如適用者)(視屬何種情況而定)填妥的“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)，以及有關證明文件，在下列相關限期或之前一併送達所屬部門的人事組——

- 居屋計劃／居屋第二市場計劃配額申請：二零一八年十二月十二日；以及
- 租住公屋配額申請：二零一九年一月九日。

2. 決策局／部門須按下列日期把申請送交房屋署(房署)——

- 在二零一八年十二月二十八日或之前，把居屋計劃／居屋第二市場計劃配額的所有合資格申請送交房署；以及
- 在二零一九年二月二十日或之前，把租住公屋配額的所有合資格申請送交房署。

申請表應連同由相關核實人員簽署作實的隨文便箋，以及載明申請表數目和申請人姓名的附件 C 及附件 D〔包括軟複本(電郵至房署 gladys.lo@housingauthority.gov.hk 或儲存於光碟內)及正本〕，一併送交房署。凡逾期提交的申請，房署概不受理，屬通函第 17 段所述情況者除外。

3. 申請人及其家庭成員只可就二零一八／二零一九年度公務員公共房屋配額計劃提交一份申請。重複的申請一概作廢。

根據過往公務員公共房屋配額計劃提出的申請

4. 仍在等待房署按照過往年度公務員公共房屋配額計劃編配租住公屋的合資格人員可根據本通函提出申請。然而，如果他們在上一年度(二零一七／二零一八年度)公務員公共房屋配額計劃下獲房署編配租住公屋單位，但拒絕接受編配單位，則其

本人和配偶(如適用)須受禁止規則規限，換言之，他們根據今次計劃提出的申請會被自動取消。

5. 成功透過上一年度(二零一七／二零一八年度)公務員公共房屋配額計劃取得居屋計劃／居屋第二市場計劃綠表資格證明書及／或“購買資格證明書”以購買居屋第二市場計劃單位的人員，不論他們是否能購得有關計劃單位，其本人及其配偶(如適用)不得根據本通函重新提出申請，以及只可在居屋計劃／居屋第二市場計劃綠表資格證明書及“購買資格證明書”(如適用)有效期全部屆滿後，方可根據其後發出的公務員公共房屋配額計劃通函重新提交申請。

公共房屋的選擇

租住公屋配額和居屋／居屋第二市場配額填寫不同申請表

6. 申請租住公屋配額的人員須填寫和提交指定的申請表 CSPHQ 411A。至於申請居屋計劃／居屋第二市場計劃配額的人員，則須填寫和提交指定的申請表 CSPHQ 411B。申請租住公屋的人員應確定其選擇的屋邨／地區有提供適合其家庭人數的單位。在截止申請後，申請人不得更改其選擇。

最多三個租住公屋屋邨／地區選擇

7. 申請人如欲增加獲編配租住公屋單位的機會，應依次填上全部三個不同屋邨／地區選擇。編配次序較低，但填上全部三個不同屋邨／地區選擇的申請人，其獲編配租住公屋單位的機會，可能會比編配次序較高，但沒有填上全部三個不同選擇的申請人為高。在截止申請後，申請人不得更改／補加／取消其選擇。(編配安排及禁止規則載於本通函第 19 至 24 段。)

8. 申請人在填寫租住公屋單位選擇時，只限填寫附錄 III 所列的屋邨／地區。凡填寫附錄 III 沒有載列的屋邨／地區的申請人，其申請概不受理。決策局／部門須核對申請人所選擇的屋邨／地區是否附錄 III 指定的屋邨／地區，以及申請人的家庭人數是否與所作的選擇相稱；若否，便應要求申請人作出更正。如申請人未能按要求作出更正，房署可取消其申請。

申請租住公屋人員的家庭人數

9. 視乎相關類型單位的供應，房署會根據家庭人數的編配標準編配一個合適單位申請獲批的人員。如四人家庭的申請人欲選擇新建屋邨的三至四人家庭單位(而非四至五人單位)，應於申請表上註明選擇。選擇一經作出，即不得撤回。

為最後一次申請的人員而設的租住公屋選擇(一人家庭申請人除外)

10. 現居於部門宿舍並在二零一七年四月一日至二零一八年三月三十一日期間退休的合資格退休紀律人員（一人家庭申請人除外）可揀選“任何可提供的單位”為租住公屋選擇(只限於**第三選擇**)。申請人如以“任何可提供的單位”為第三選擇，必須同時在申請表填寫第一和第二選擇，而房署只會就“任何可提供的單位”這項選擇提供一次單位編配(詳情見本通函第 21 段)。決策局／部門應確保所有揀選“任何可提供的單位”的申請人，均符合本通函第 21 段所述的規定，包括他們的退休日期、申請人以“任何可提供的單位”為第三選擇，並須同時在申請表填寫第一和第二選擇；若否，便應要求申請人作出更正。如申請人未能按要求作出更正，房署可取消其申請。

決策局／部門確認資料

11. 決策局／部門應協助合資格申請人填寫合適的申請表。填寫申請表時，應以正楷清楚填上正確資料。決策局／部門應主動協助員工的遺孀／鰥夫及遺屬，以及退休公務員填寫申請表。申請表上填報的申請人及其家庭成員資料，包括其部門宿舍地址(如有的話)，應依據部門的人事記錄詳加核對。決策局／部門須核實申請表(CSPHQ 411A/CSPHQ 411B)及通用表格第 551 號所填報的資料是否正確無誤，尤其須確保表格內所填報的資料，是否準確反映該員迄今所領取的所有其他公務員房屋福利。如未備有關人事記錄，部門應視乎情況而向有關申請人查明資料，以及須信納申請表及通用表格第 551 號所載的資料真確無誤。提供虛假／誤導性資料者，其申請可被取消，而有關方面亦可向申請人採取法律行動(下文第 17 段)及／或紀律行動。

12. 每份申請表均須由決策局常任秘書長／部門首長所指定的一級行政主任職級或以上或同等職級的人員核實和簽署作實。指定人員不能只就部分資料作出核實和簽署作實。申請人或核實人員不得在申請表任何部分加入有關符合資格的附註。申請表填報的資料如有任何更改，須由申請人核實和簽署作實，再由指定人員核實和簽署確認。

房署處理申請

重新遞交有錯漏的申請

13. 房署在收到決策局／部門提交已核實的申請後，會初步篩選所有申請，然後進行登記。如發現申請表尚未填妥，該署會把申請表退回相關決策局／部門跟進。相關決策局／部門如未能在指定限期內向房署重新提交修訂的申請表，或再次提交的申請表仍未填妥，則房署不會再處理，並會把申請表退回有關決策局／部門。倘若相關決策局／部門希望重新處理申請，必須糾正所有欠妥的地方，並重新向房署提交申請。有關申請須連同由部門主任秘書親自簽署的隨文便箋，提供充分理據解釋先前申請所出現的任何延誤／不當之處。

發出認收函件予申請租住公屋配額人員

14. 經初步登記後，房署會把註有編號的認收函件寄予每名已登記的申請人。凡與房署書信往來，均須註明該編號。但發出認收函件並不表示申請資格已被核實或申請已獲批准。成功獲配暫定配額的租住公屋申請人稍後將獲書面通知。

遞交申請後情況改變

15. 當局在核實申請人在申請表上填報的資料是否準確時，會把申請人的最新資料與申請表上的資料互相比較核對。因此，如果申請人的情況其後有任何改變，以致可能影響申請表所載資料的準確性，申請人(透過其所屬決策局／部門)及所屬決策局／部門(視乎情況而定)須即時把有關改變通知房署。申請人情況改變的例子包括(但不限於)以下各項：

- (a) 紀律處分(以致申請人被解僱)；
- (b) 申請人因刑事訴訟而被判處監禁／還押羈留(申請人如被判處監禁，便無法遵守房署所訂的公共房屋入住規定)；
- (c) 晉升(申請人在晉升後的薪金或會超逾資格準則所定的最高薪點)後不符合資格申請公務員公共房屋配額計劃；
- (d) 職級改變(所屬的配額類別有所轉變，例如由初級警務人員轉為總薪級表的人員)；
- (e) 已遷出部門宿舍[對部分類別的合資格人員(例如現居於部門宿舍的退休公務員)而言，在整段申請期間居於部門宿舍是資格準則之一]；以及
- (f) 辭職或退休或終止聘用(除某些特殊情況外，申請人在截止申請時必須為在職人員)。

就(e)及(f)項的情況而言，決策局／部門在獲悉申請人遷出部門宿舍或離職的日期後，須盡快通知房署。至於(a)至(d)項的情況，由於可能涉及敏感的個人資料，決策局／部門只須在得悉申請人確實被解僱、被判處監禁或還押羈留，或獲委員會推薦晉升(出任較高職級，以致不再符合資格申請公務員公共房屋配額)或職級改變後，才通知房署。[決策局／部門應以載於附件 E 的記錄表通知房署有關申請人情況的改變。]

16. 房署會根據編配配額當日的情況，排列合資格申請人獲編配配額的優先次序。申請人按其優先次序及選擇獲編配暫定配額，稍後會收到書面通知。

17. 如果申請人的情況有任何改變，以致其申請公務員公共房屋配額計劃的資格也受影響，房署完全有權取消其申請。如果申請人在房署得悉其情況改變(如上文第 15 段所開列者)前已獲編配公共房屋，而有關改變令他在編配公共房屋[即簽訂租住公屋租約或簽訂居屋第二市場計劃單位的臨時買賣合約／居屋單位買賣協議(視屬何種情況而定)]時，不再符合資格申請公務員公共房屋配額計劃，房署保留絕對權利，收回編配給他的公共房屋福利，而申請人亦須即時無條件交還按照公務員公共房屋配額計劃獲編配的公共房屋。此外，根據《房屋條例》第 26 條，任何人就申請房屋福利一事，明知而向香港房屋委員會作出虛假陳述或提供誤導性資料，即屬犯罪，一經定罪，可被判處罰款及監禁。

二零一八年十月

香港房屋委員會(房委會)規定

所有申請人及其家庭成員在截止申請日期(或通函第 17 段所述情況下的遞交申請日期)及至簽訂租住公屋租約或居者有其屋(居屋)單位買賣協議／居屋第二市場單位的臨時買賣合約時(視屬何種情況而定)，必須符合房委會下列**全部**規定—

- (a) 申請人必須年滿 18 歲；
- (b) 任何 18 歲以下的家庭成員必須與父母或合法監護人一同申請；
- (c) 申請人及所有家庭成員必須現居於香港並擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。未獲香港入境權人士不能包括在申請內；
- (d) 申請表內所有已婚人士必須與配偶一同申請(已離婚、配偶未獲香港入境權或已去世者除外)；
- (e) 申請人與其他家庭成員的關係，以及家庭成員之間的關係，必須為夫婦、父母、子女、祖父母及孫，申請人只可選擇與父母／祖父母**或**配偶的父母／祖父母一同申請。申請人如與已婚子女／孫一同申請，只可與一名已婚子女／孫及該名子女／孫的核心家庭¹一同申請；
- (f) 在分配配額時，申請內必須有至少一半成員在香港住滿 7 年及所有成員仍在香港居住。18 歲以下子女在以下情況一律視作已符合 7 年居港年期規定：
 - (i) 不論在何處出生，只要父母其中一人居港滿七年；或
 - (ii) 在香港出生並已確立香港永久性居民身分。
- (g) 申請人本身及其名列申請表的所有家庭成員，不得：
 - (i) 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(包括但不限於擁有香港任何住宅

¹ 核心家庭是指

- (a) 一對沒有子女的夫婦；
- (b) 有一名或以上未婚子女的夫婦；或
- (c) 有一名或以上未婚子女的單親家長(父親或母親)。

物業權益的產業受託人、遺囑執行人、管理人或受益人)；或

- (ii) 已簽訂任何協議(包括臨時協議)購買香港的住宅物業；或
- (iii) 持有任何直接或透過附屬公司擁有香港住宅物業的公司 50%以上的股權。

住宅物業包括但不限於在香港的任何住宅樓宇、未落成的私人住宅樓宇、經建築事務監督認可的天台構築物、用作居住用途的屋地及由地政總署批出的小型屋宇批地(包括丁屋批地)。

- (h) 申請人及其家庭成員必須表明，同意房委會及房屋署(房署)人員在審核其申請資格時，根據《個人資料(私隱)條例》的規定，核對申請表內所載的個人資料。

2. 下列人士不得提出申請或名列申請表：

- (a) 來自整個公屋租戶家庭(包括一人家庭)；
- (b) 各項資助房屋計劃購得物業的業主／聯名業主及其配偶或受惠於該些計劃的人士。這些計劃的例子包括：

居者有其屋計劃(居屋計劃)、私人機構參建居屋計劃、居屋第二市場計劃、自置居所貸款計劃、置業資助貸款計劃、市區改善計劃、住宅發售計劃、中等入息家庭房屋計劃——美樂花園、重建置業計劃、租者置其屋計劃、可租可買計劃、夾心階層住屋計劃、夾心階層住屋貸款計劃、首次置業貸款計劃、置安心資助房屋計劃²、綠表置居先導計劃(綠置居)、資助出售房屋項目、資助出售房屋計劃³。

不過，各項資助房屋計劃的業主／聯名業主及其配偶或受惠於該些計劃的人士，如在截止申請日期前已獲取批准刪除有關戶籍紀錄並符合其他所有申請資格，可申請公共房屋。(就此事而言，已獲房署／有關機構同意更改業權的業主、聯名業主或受惠於該些計劃的人士，該署／機構可能批准刪除戶籍。業權的更改必須通過轉讓契據進行，並且不涉任何金錢代價，而擬議的承讓人須為有關物業的認可住戶)；

² 置安心資助房屋計劃指香港房屋協會的綠悠雅苑項目。

³ 資助出售房屋計劃指市區重建局的煥然壹居項目。

- (c) 曾經根據上文第 2(b)段所述任何一項資助房屋計劃購得物業的前業主或前聯名業主及其配偶或曾受惠於該些計劃的人士。

就本規則而言，公務員公共房屋配額申請人因下述情況確實遇到困難或家庭發生重大轉變，房署會特別考慮以下情況：

- (i) 經法庭裁定破產；
- (ii) 陷入經濟困境以致需領取綜合社會保障援助金；
- (iii) 家庭環境逆轉，例如離婚、家庭經濟支柱身故等；
- (iv) 家庭收入銳減，以致難以償還按揭貸款；或
- (v) 家庭面對健康或個人問題，但嚴重程度不足以令他們符合接受體恤安置的資格。

申請人必須提供有關文件以證明屬上述何種情況，並提供有關資助物業的土地註冊處前業主和現時業主紀錄，以供房署考慮。如申請人的申請獲特別考慮，他們只可選擇租住公屋，而不可選擇居屋計劃／居屋第二市場計劃(離婚個案除外)；

- (d) 名列上文第 2(b)段所述任何一項資助房屋計劃購得單位(包括已出售的物業)戶籍內的家庭成員。不過，名列有關戶籍內的家庭成員如在截止申請日期前獲房署批准刪除其戶籍，並符合所有其他申請資格，則可提出申請；
- (e) 凡因九龍城寨清拆而獲得政府發給根據居屋價格訂定的補償並選擇自行安排居所的人士及其配偶；
- (f) 受房委會轄下屋邨清拆／重建計劃影響，或受香港房屋協會(房協)明華大廈重建計劃影響而選擇以現金津貼代替安置的一人戶或二人戶，在其相關租約終止日期起計兩年內。受寮屋區清拆影響而已選擇領取現金津貼代替安置的一人或二人家庭，於領取津貼後兩年內。另受政府或其他機構(如市區重建局)的清拆影響而選擇領取現金津貼代替安置的家庭，於相關指定期內；或
- (g) 受興建廣深高速鐵路香港段收地、蓮塘／香園圍口岸工程及清拆影響而選擇領取「僅特惠現金津貼選項」的合資格住戶，由領取津貼日期起的三年內，不合資格申請。

3. 若申請人及家庭成員透過公務員公共房屋配額計劃申請獲配公屋單位或成為各項資助房屋計劃物業的業主或登記住戶，他／他們的其他公營房屋申請會被取消。申請人或家庭成員在接受新編配公屋單位或購得各項資助房屋計劃單位後，必須在60天內將現時居住的公屋／中轉房屋單位騰空交回房委會／房協及／或刪除現時的公屋／中轉房屋戶籍。

(本附錄的規定會根據房委會隨時作出的修改而修訂。申請人不會獲發個別通知。)

二零一八年十月

二零一八／二零一九年度公務員公共房屋配額計劃
可供申請的租住公屋屋邨／地區及單位數目

地區	屋邨	適合下列人數的家庭* (單位面積)	單位 數目	預計落成 日期
新屋邨				
九龍	石硤尾邨^ (第6期) (第一座至二座)	2人(21.50平方米) ^^ 3-4**人(30.20平方米) ^^ 4**-5人(35-35.20平方米) ^^	60 50 90	二零一九年 六月
沙田	駿洋邨※ (第一座至三座)	2人(21.46平方米) ^^ 3-4**人(30.52平方米) ^^ 4**-5人(35.20-35.98平方米) ^^	65 165 80	二零一九年 四月
上水	寶石湖邨@ (第三座)	2人(21.45平方米) ^^ 3-4**人(30.17平方米) ^^ 4**-5人(35-35.15平方米) ^^	20 40 30	二零一九年 四月
翻新單位[見註(a)]				
香港	各屋邨的 翻新單位	2人或以上	50	—
九龍@@	同上	同上	225	—
沙田 (包括馬鞍山)	同上	同上	25 ^{註(a)}	—
荃灣 (包括青衣及 葵涌)	同上	同上	25 ^{註(a)}	—
屯門 (包括元朗及 天水圍)	同上	同上	25 ^{註(a)}	—
各地區 (香港／ 將軍澳／ 大埔／ 離島／ 東涌除外)	同上	1人單位## (供合資格的單身行將退休/退休人員)	26	—
		1人單位## (供合資格的單身在職人員)	24	—
		總數	1 000	

- 註： (a) 在各非市區的翻新單位中(一人單位除外)，有 50%預留給根據“任何可提供的單位”選擇獲編配配額的申請人。詳情見通函第 21 段。在特別配額下，為上述目的預留的單位數目，會視乎選擇“任何可提供的單位”的合資格申請人實際需求而調整。如預留單位供過於求，未編配的配額會撥歸原有組別作編配。
- (b) 當局將根據申請人的編配次序，其選擇的地區／屋邨及有否合適面積的單位而編配房屋。申請人只可在他其中一個選擇地區／屋邨中獲編配配額。若資源許可，房屋署(房署)會按申請獲批人員獲編配配額的地區／屋邨(“任何可提供的單位”的選擇除外)，編配最多三次單位。就選擇“任何可提供的單位”作為其第三選擇的最後一次申請的人員而言，如他按“任何可提供的單位”的選擇取得配額，他只會獲編配單位一次。詳情見通函第 21 段。
- (c) 翻新單位指因現有住客遷出而在再次出租前曾進行翻新的單位。
- (d) 在截止申請日期時超過 16 個星期的未出生嬰兒，在申請人選擇地區／屋邨時，可算作一名成員。
- * 編配標準只供參考，房署在實際編配單位時，會按申請人的家庭人數及當時所批核的編配標準處理。
- ** 視乎相關類型單位的供應，房署會根據家庭人數的編配標準編配合適單位予申請獲批的人員。如四人家庭的申請人欲選擇新建屋邨的三至四人家庭單位，應於申請表上註明選擇。選擇一經作出，即不得撤回。
- ^^ 提供的室內樓面面積為約數，只供參考，與單位落成後的實際樓面面積可能有差異。
- ^ 有關石硤尾邨單位的資料，請參閱附錄 III(a)。
- ※ 有關駿洋邨單位的資料，請參閱附錄 III(b)。
- @ 有關寶石湖邨單位的資料，請參閱附錄 III(c)。
- @@ 申請人可在兩個分區中選擇一個：九龍東(九龍城區及觀塘區)及九龍西(油尖旺區、深水埗區及黃大仙區)，兩個分區同屬九龍區的配額。
- ## 1 人單位包括“長者住屋”單位。“長者住屋”單位設施包括個人房間、緊急援助警報系統、公用廚房及洗手間，並由舍監管理。平均面積由約 10 平方米至 19 平方米。

石硤尾邨簡介

1. 屋邨簡介

石硤尾邨第六期位處九龍深水埗窩仔街與石硤尾街交界，共有兩座樓高 33 層屬非標準式設計的樓宇，分別為美禧樓及美柏樓，合共提供 1 056 個租住公屋單位。單位類別為二至三人單位、三至四人單位及四至五人單位。

2. 單位設備

各住宅單位的基本設備與一般租住屋邨大致相同，包括煤氣喉、公共電視天線、電話線等基本設備。

3. 商業設施

石硤尾邨第六期設有商舖。此外，石硤尾邨亦設有商場及街市，提供各類店舖、食肆、超級市場、醫務所及街市檔位等，為居民提供日常生活所需。

4. 停車場設施

石硤尾邨第六期地庫提供 3 個貨車位、8 個電單車位及 1 個傷殘人士私家車位。石硤尾邨亦設有停車場，提供時租及月租私家車位及貨車位。

5. 屋邨保安

石硤尾邨第六期設有周全的保安設施。各座大堂入口均安裝防盜閘門及對講機，住戶可使用單位內的對講機與大堂入口之訪客通話，每部升降機內亦裝有閉路電視接駁到由護衛員 24 小時當值的大堂警衛室。住戶亦可調較電視頻道，收看大堂入口處及升降機內的情況。此外，屋邨護衛員亦會在邨內巡邏，加強保安。

6. 教育、康樂設施及福利設施

石硤尾邨第六期內設有一個羽毛球場、兒童遊樂場及平台花園，並有學前幼兒復康服務。石硤尾邨第六期旁是石硤尾健康院，該健康院將進行重建，待重建工程完成後，將為社區提供現代化公共醫療服務。另位於落成多年的石硤尾邨第二及五期亦設有一座服務設施大樓，樓高 7 層，提供多項設施，包括長者中心、護養院及日間護理、綜合復康中心、公共圖書館及青少年中心。除此之外，石硤尾邨還設有小學、中學、社區會堂、足球場、排球場及籃球場，以及不同類型福利設施，包括幼稚園、幼兒中心、自閉症人士福利會、失明者中心、綜合家庭服務中心、綜合家居照顧服務、兒童之家、釋囚服務、居民協會、街坊福利會、三行工人就業支援中心及無喉者／喉癌患者服務。

7. 交通設施

石硤尾邨第六期交通便捷，步行數分鐘便到達港鐵石硤尾站，附近有專線小巴經石硤尾邨接駁旺角站，並有多條公共巴士線經石硤尾邨前往香港島、九龍及新界東。

駿洋邨簡介

1. 屋邨簡介

駿洋邨位處火炭黃竹洋街新發展區，鄰近桂地新村，共有五座非標準式設計的樓宇，第一座樓高 37 層；第二座樓高 38 層；第三及第四座樓高 40 層；第五座則樓高 35 層，合共提供 4 846 個租住公屋單位。單位類別為二至三人單位、三至四人單位及四至五人單位。

2. 單位設備

各單位內已鋪設有煤氣喉、公共電視和電台收音天線、電話線等基本設備，與一般租住公屋大致相同。

3. 商業設施

駿洋商場設有 17 個商舖及一個整體出租街市提供 43 個乾濕貨或熟食檔位，為居民提供日常生活所需。

4. 停車場設施

駿洋邨及駿洋商場共提供 196 個私家車位、14 個輕型貨車位、31 個電單車位及 5 個供福利團體使用之車位。

5. 屋邨保安

駿洋邨設有周全的保安設施。各座大堂入口均安裝防盜閘門及對講機，住戶可使用單位內的對講機與大堂入口的訪客通話，每部升降機內亦裝有閉路電視接駁到由護衛員 24 小時當值的大堂警衛室。住戶亦可調較電視頻道，收看大堂入口處及升降機內的情況。此外，屋邨護衛員亦會在邨內巡邏，加強保安。

6. 教育及社區康樂設施

駿洋邨內設有籃球場、羽毛球場及休憩場所，並提供多項福利設施，包括長者日間護理中心、特殊幼兒中心、早期教育訓練中心、安老院舍、兒童之家等，駿洋商場並設有幼稚園。

7. 交通設施

駿洋邨位處黃竹洋街及桂地街，邨內有公共巴士及新界區綠色專線小巴接駁沙田市中心及火炭港鐵站。

寶石湖邨簡介

1. 屋邨簡介

寶石湖邨位處新界上水彩園路 21 及 23 號，毗鄰彩園邨。寶石湖邨有三座屬非標準式設計的樓宇，分別是珊瑚樓、紫晶樓及碧玉樓，合共提供 1 144 個租住公屋單位。單位類別為二至三人單位、三至四人單位及四至五人單位。

2. 單位設備

各住宅單位的基本設備與一般租住屋邨大致相同，包括煤氣喉、公共電視天線、電話線等。

3. 商業設施

寶石湖邨的公眾停車場近碧玉樓的地下位置將會提供少量食肆及店舖。鄰近的彩園廣場，亦備有各類店舖、食肆、超級市場及醫務所等，為居民提供日常生活所需。

4. 停車場設施

寶石湖邨公眾停車場共提供 221 個私家車位(包括月租及時租)，而邨內的露天停車場亦共提供 26 個私家車位、3 個輕型貨車位及 10 個電單車位。

5. 屋邨保安

寶石湖邨設有周全的保安設施。各座大堂入口均安裝防盜閘門及密碼鎖。寶石湖邨的三座樓宇均於地下及平台花園設有入口大堂。地下大堂設有對講機，住戶可使用單位內的對講機與地下大堂入口之訪客通話。每部升降機及各大堂入口處亦裝有閉路電視接駁到由護衛員 24 小時當值的地下大堂警衛室。住戶亦可調較電視頻道，收看地下及平台大堂入口處及升降機內的情況。此外，屋邨護衛員亦會在邨內巡邏，加強保安。

6. 教育及社區康樂設施

寶石湖邨內設有兒童遊樂場地及乒乓球桌。第三期的地盤將興建一座服務設施大樓，樓高 5 層，提供多項福利設施，包括幼稚園、長者日間護理中心、長者鄰舍中心及安老院舍等，地下沿彩園路單車徑亦會提供少量食肆及店舖，預計在 2020 年尾完成。

7. 交通設施

寶石湖邨鄰近上水港鐵站，附近的彩園邨及上水廣場亦分別設有巴士總站和小巴站，方便居民轉乘其他交通工具往返香港島、九龍及新界各區。

編配香港房屋委員會(房委會)單位後的租金及其他安排

租金和入息及資產申報

房屋署(房署)會按個別家庭的人數，編配不同面積的租住公屋單位。住戶除繳納相當於一個月租金的按金外，還須繳付一個月上期租金。租戶退租遷出時，如單位內設備完整無缺，可獲退還租金按金。

2. 根據公屋住戶資助政策及維護公屋資源的合理分配政策（統稱「富戶政策」），在公屋居住滿十年的住戶，須每兩年進行一次申報。若住戶的家庭入息超過公屋入息限額五倍，或家庭總資產淨值¹超過公屋入息限額 100 倍，便須遷離其公屋單位。在本港擁有私人住宅物業的住戶，不論其家庭入息或資產水平為何，亦須遷離其公屋單位。在本港沒有私人住宅物業，而家庭入息和資產未超出指定的人息或資產水平的住戶，可繼續居於其單位。但家庭入息若相等於公屋入息限額兩至三倍之間，須繳交倍半淨租金另加差餉；家庭入息若相等於公屋入息限額三至五倍之間，則須繳交雙倍淨租金另加差餉。

3. 未住滿十年的住戶無須申報，但房署若接獲舉報並證實他們在本港擁有私人住宅物業，則不論其居住年期，仍須遷離其公屋單位。須遷出公屋單位而有暫時住屋需要的住戶，可申請暫准居住證居住於該單位，為期不得超逾 12 個月。在暫居期間，須繳交相等於雙倍淨租金另加差餉或市值租金的暫准證費，以較高者為準。

4. 公屋住戶如遇有經濟困難並符合所有其他申請資格，可申請租金援助。不過，申請人獲配的單位如屬於新大廈類別，申請人只有在入住單位滿兩年或受加租影響或家庭狀況劇變時，方可申請租金援助。遞交申請表時，申請人須同時簽妥夾附於申請表的聲明書，以表示同意有關政策。

5. 公屋住戶必須遵守房委會當時的政策，而房委會有權隨時修訂有關政策。

¹ 根據截至本通函發出日期的「富戶政策」，住戶於強積金計劃、職業退休保障計劃、公務員長俸下收取的一筆過退休金會於計算總資產淨值時獲扣除。

水費、電費及氣體燃料費

6. 單位均設有獨立水錶及電錶。住戶須自行向水務署及相關電力公司繳納按金及水電費用。如有關單位使用氣體燃料，租戶須自行向相關氣體燃料公司繳納按金及費用。

租約

7. 獲配租住公屋單位的申請人，均須簽訂租約，承諾遵守租約規定，例如遵守房委會所訂定的一切規則及規例、按時交租、保持單位完好及不得分租等。如該員遭解僱、退休或辭職，其租約權益將不受影響[不過，如出現附錄 I 第 15 段所述的改變，而申請人在獲配公共房屋時不再符合公務員公共房屋配額的申請資格，必須即時無條件放棄已簽訂的租約]。因此，人員如繼續遵守租約規定，在離職後仍可保留其租住權。如該員身故，房署可酌情決定是否批出新租約予該員的遺孀／鰥夫／家庭成員。如果住戶嚴重違反租約規定，房署有權終止其租約。

二零一八年十月

發放紀律部隊房屋津貼及搬遷津貼的程序

紀律部隊房屋津貼

- (a) 房屋署會把獲得編配租住公屋的申請人姓名、應繳租金，以及開始繳納租金日期通知有關部門；如租金調整，或該員的租約有變(例如終止租約、轉換單位以致該員應繳租金金額有變)，房屋署亦應知會有關部門。
- (b) 有關部門應根據薪俸記錄系統用戶手冊第 III 部第 3 章所載的管制程序，透過庫務署薪俸記錄系統輸入／更新津貼及扣減款額資料。

搬遷津貼

有關部門應根據薪俸記錄系統用戶手冊第 III 部第 3 章所載的管制程序，透過庫務署薪俸記錄系統輸入／更新搬遷津貼資料。

二零一八年十月

**二零一六／二零一七年度及二零一七／二零一八年度
公務員公共房屋配額計劃下接受公共房屋編配的人員最低服務年資比較
(截至二零一八年五月三十一日)**

[重要註釋：下述資料只供一般參考用，而由於計劃的編配工作尚在進行，有關情況最終可能有所改變。此外，每一年度公務員公共房屋配額計劃的編配工作均是獨立進行，個別年度計劃的實際編配情況(包括根據計劃獲得公共房屋的申請人最低服務年資)可能會有差異。]

二零一六／二零一七年度公務員公共房屋配額計劃

租住公屋單位	初級警務人員	其他紀律部隊 員佐級人員
新單位:		
安泰邨(2 人單位)	退休人士	退休人士
安泰邨(3-4 人單位)	退休人士	退休人士
安泰邨(4-5 人單位)	退休人士	退休人士
迎東邨(2 人單位)	退休人士	退休人士
迎東邨(3-4 人單位)	退休人士	退休人士
迎東邨(4-5 人單位)	退休人士	退休人士
欣田邨(2 人單位)	退休人士	退休人士
欣田邨(3-4 人單位)	退休人士	退休人士
欣田邨(4-5 人單位)	退休人士	退休人士
各屋邨翻新單位:		
香港(2 人或以上單位)	退休人士	退休人士
九龍(2 人或以上單位)	退休人士	退休人士
荃灣(包括青衣及葵涌)(2 人或以上單位)	退休人士	退休人士
沙田(包括馬鞍山)(2 人或以上單位)	退休人士	退休人士
屯門(包括元朗及天水圍)(2 人或以上單位)	33 年 2 個月	退休人士
大埔(包括粉嶺及上水)(2 人或以上單位)	退休人士	退休人士
一人單位 (適合一人家庭申請人)[各地區(香港、將軍澳、大埔、離島及東涌除外)]	24 年 6 個月	26 年 10 個月
居者有其屋計劃／居屋第二市場計劃	24 年 11 個月	25 年 11 個月

二零一七／二零一八年度公務員公共房屋配額計劃

居者有其屋計劃／居屋第二市場計劃	25 年 5 個月	24 年 10 個月
------------------	-----------	------------

註：截至 2018 年 5 月 31 日，二零一七／二零一八年度配額計劃下的租住公屋編配工作尚未展開，最低服務年資的統計數字尚有待提供。

二零一八／二零一九年度公務員公共房屋配額申請表
Application under the 2018/2019 Civil Service Public Housing Quota
公共租住房屋 Public Rental Housing (PRH)

(填表前，請先細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 (CSB) 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)

家庭成員個人資料 (請夾附智能身份證、出生證明書、結婚證明書、如離婚者則夾附離婚證明書及對子女的管養、照顧及管束權的法院命令[如適用]證明文件副本)

Particulars of family members (Please attach copies of Smart Identity Cards, Birth Certificates, Marriage Certificate, Divorce Certificate and Court Order for Custody or Care and Control of Children [if applicable] for divorcees)

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 For HD Use	出生日期 Date of Birth			與申請 人的關 係 Relation ship	房屋署 專用 For HD Use	身份證號碼 H.K.I.C. Number	出生證明書編號 B.C. Number 只適用於十一歲以下兒童 For children aged below 11 only	*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 Month	年 Year					未婚 Unmarried	已婚 Married	離婚 Divorced	孀居/ Widow/ 歸/寡	
1								申請人 Applicant	P							
2																
3																
4																
5																

*就本申請作出聲明當日正進行法律程序辦理離婚的人士，不符合資格提出申請。

*Persons who are undergoing divorce proceedings at the date of declaration are ineligible to apply.

若有待產嬰兒，請註明待產嬰兒數目及預產日期(請夾附醫生證明書)。 Please state the number of expected child and expected delivery date (please attach medical certificate).				待產嬰兒數目 Number of Expected Child		預產日期 Expected Delivery Date					
申請人香港聯絡電話號碼 Hong Kong Contact Tel. No. of Applicant				住宅： Home		流動電話： Mobile		辦公室： Office			
香港通訊地址 (請用英文填寫)(必須填寫) Correspondence Address in Hong Kong (must be completed)				香港居住地址 (如與通訊地址不同，請用英文填寫此欄) Residential Address in Hong Kong (must be completed if different from the Correspondence Address)							
單位/室/房 Flat/Unit/Room		層數 Floor		座數 Block No.		單位/室/房 Flat/Unit/Room		層數 Floor		座數 Block No.	
樓宇名稱 Building Name				樓宇名稱 Building Name							
屋邨名稱 Estate Name				屋邨名稱 Estate Name							
門牌號碼 Street No.		街道名稱 Street Name		門牌號碼 Street No.		街道名稱 Street Name					
地區 District		<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT <input type="checkbox"/> 離島 Islands		地區 District		<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT <input type="checkbox"/> 離島 Islands					
郵政局/郵箱編號 (如適用) Post Office/P.O. Box No. (if applicable)				房屋署專用 For H.D. use only		District		Accm. Type			

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
(請參閱二零一八／二零一九年度公務員公共房屋配額計劃通函第 19 至 24 段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 paragraphs 19 to 24 of the CSB Circular Memorandum on the 2018/2019 Civil Service Public Housing Quota (CSPHQ) exercise regarding allocation of PRH and Appendix III regarding the size of household suitable for flats available in each estate/district.)

<input type="checkbox"/> 石硤尾邨 (適合 2-5 人家庭) Shek Kip Mei Estate (Suitable for 2-5 persons 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"/> 沙田區翻新單位 Shatin Refurbished Flat	<input type="checkbox"/> 任何可提供的單位 (註三) Any Flat Available (AFA) (Note 3)
<input type="checkbox"/> 駿洋邨 (適合 2-5 人家庭) Chun Yeung Estate (Suitable for 2-5 persons households)	<input type="checkbox"/> 九龍東區翻新單位 (註一) Kowloon East Refurbished Flat (Note 1)	<input type="checkbox"/> 荃灣區翻新單位 Tsuen Wan Refurbished Flat	
<input type="checkbox"/> 寶石湖邨 (適合 2-5 人家庭) Po Shek Wu Estate (Suitable for 2-5 persons households)	<input type="checkbox"/> 九龍西區翻新單位 (註二) Kowloon West Refurbished Flat (Note 2)	<input type="checkbox"/> 屯門區翻新單位 Tuen Mun Refurbished Flat	

☐ 四人家家庭如選擇新建屋邨(翻新單位除外)三至四人單位，請在方格內加上✓號。沒有✓號的四人家家庭一概當作選擇四至五人單位處理。(注意：此項一經選定，不得在呈交申請後予以更改。) For 4-person households that choose 3-4 persons flats in new PRH estates (except refurbished flats), please put a tick in the box. Those 4-person households that do not put a tick in the box will be considered as choosing 4-5 persons flats. (The selection is irrevocable upon submission of the application form.)

註一：以區議會分區界定，九龍東區包括九龍城區及觀塘區
Note 1: Following the District Council demarcation, Kowloon East refers to Kowloon City district and Kwun Tong district
註一/註二：九龍東及九龍西區同屬九龍區的配額
Note 1/Note 2: Kowloon East and Kowloon West are under the same quota of Kowloon district.
註三：只適用於符合有關通函第 21 段規定的合資格申請人 (一人家家庭申請者除外)
Note 3: Only applicable to eligible applicants meeting the criteria set out in paragraph 21 of the relevant Circular Memorandum (exclude 1-person applicant)

房屋署專用 For H.D. use only											
Applicant Type		Pay Scale		Retirement Scheme		Quota Category	S	Department Code		Rank Code	
Date Joined/Retired/Deceased						Choice of Estate	E		E		1-B Flat Opted
Due Date for Signing up T/A (Retiring w/o DQ/ Reaching MPS Pt.22)								Remarks			

第二部 由申請人 _____ (請填上姓名) 以正楷填寫適當部分
Part II Appropriate sections to be completed by applicant _____ (please fill in name) in Block Letters

A. 申請人或任何名列申請表的家庭成員，在截止申請日期時有否：

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

- (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（包括但不限於擁有香港任何住宅物業權益的產業受託人、遺囑執行人、管理人或受益人）；或
owned or co-owned or have an interest in any domestic property in Hong Kong (including but not limited to trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong); or
- (b) 已簽訂任何協議（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 any domestic property in Hong Kong; or
- (c) 持有任何直接或透過附屬公司擁有香港住宅物業的公司 50% 以上的股權。
held more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong.

住宅物業包括但不限於在香港的任何住宅樓宇、未落成的私人住宅樓宇、經建築事務監督認可的天台構築物、用作居住用途的屋地及由地政總署批出的小型屋宇批地(包括丁屋批地)。

Domestic property includes but not limited to any domestic property, uncompleted private domestic property, rooftop structure approved by the Building 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計劃，部門主任秘書不可以轉介此申請至房屋署。)
(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

B. 除申請人外，在第一部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」，請在下表填寫屬公務員的家庭成員資料，並夾附香港政府僱員身份證(或近期電腦計算薪俸表)及近期薪俸結算書副本。

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 (or the latest Annual Return of Payroll Emoluments) 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	薪級表 Pay Scale	現時薪點及薪金 Present Salary Point & Salary		毋須升級而可遞增至的最高薪點及薪金 Maximum Salary Point and Salary without the Need of Promotion		符合二零一八／二零一九年度通函第 13 段的規定 The Requirements Stipulated in Paragraph 13 of 2018/2019 Circular Memorandum are Fulfilled
中文 (in Chinese)	英文 (in English)					現時薪點 Present Salary Point	現時薪金 Present Salary	最高薪點 Maximum Salary Point	最高薪金 Maximum Salary	
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計劃，部門主任秘書不可以轉介此申請至房屋署。)
(If the answer is "No", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

D. 在第一部居住地址欄所列的建築物是

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

- ☐ * 租住樓宇
Rented Flat.
- ☐ * 寮屋。若經本申請獲配公屋或獲發任何形式的公屋資助，本人及名列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 receiving any form of public housing benefit which derives from this application.
- ☐ * 宿舍 Quarters.
- ☐ * 公共租住房屋住戶 Public rental housing residents.
- ☐ * 私人樓宇/居屋住戶
Private housing/HOS flats residents.
- ☐ * 其他 Others.

請註明業主與申請人的關係（必須填寫）：Please state the relationship between property owner and applicant (must be filled):

- E. 申請人曾否根據公務員公共房屋配額計劃，或為初級公務員提供一次過公共房屋特別編配（一次過特別編配）而購得任何資助房屋，或根據一九九一／一九九二年度或其後的公務員公共房屋配額計劃，或一次過特別編配而獲編配公共租住房屋單位並已簽訂租約，或其配偶／前配偶曾否在他們的婚姻期間領取有關房屋福利，或申請人（或其家庭成員）是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函第 14 段的情況？

Has the applicant purchased any subsidised housing under CSPHQ exercise or Special One-off Housing Allocation for Junior Civil Servants (SOA), or been allocated a public rental housing unit and signed the tenancy agreement through the 1991/1992 CSPHQ exercise or subsequent exercises or SOA, or has his spouse/ex-spouse received such housing benefit during their marriage, or does the applicant (or his family members as appropriate) falls under any of the descriptions set out in paragraph 14 of CSB Circular Memorandum on the 2018/2019 CSPHQ exercise?

☐ *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計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- F. 請註明你曾否接受現時僱主／前僱主任何房屋福利，因而永久喪失享用其他公務員房屋福利的資格，或你的配偶／前配偶曾否在你們的婚姻期間領取有關房屋福利：

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

☐ *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務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- G. 請註明你或名列申請表的家庭成員曾否或是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函附錄 II 第 2 段列明的各項資助房屋計劃物業的業主／聯名業主或其配偶／受惠於該些計劃的人士：

State whether you or any of your family members listed on the application form has/have been or is/are owners/joint owners or their spouses/recipients of the subsidised housing schemes stipulated in paragraph 2 of the Appendix II of the CSB Circular Memorandum on the 2018/2019 CSPHQ exercise:

[請注意：如你及／或名列申請表的家庭成員已獲房屋署／有關機構同意透過轉讓契據以不涉任何金錢代價轉讓業權給有關物業的認可住戶，你及／或你的家庭成員必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。]

[Please note: Should you and/or your family member(s) listed on the application form 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, you and/or your family member(s) should complete deletion formalities from the relevant household register before the closing date of applications, failing which the application will be cancelled without prior notification.]

☐ *是 Yes 請註明 Please specify : _____

☐ *否 No

(若答案為「是」，而申請人沒有夾附任何證明文件，以證明屬於上述已轉讓業權並刪除戶籍紀錄的情況或有關通函附錄 II 第 2(c) 段的特別情況，申請人便不符合資格申請公務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes" and the applicant does not attach any supporting documents to substantiate change of ownership and deletion from relevant household register mentioned in the above paragraph or special circumstances as mentioned in paragraph 2(c) of Appendix II of the relevant circular memorandum, the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- H. 請註明你或名列申請表的家庭成員是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函附錄 II 第 2 段列明的各項資助房屋計劃物業(包括已出售的物業)戶籍內的家庭成員：

State whether you or any of your family members listed on the application form is/are family members listed on the household register of the subsidised housing schemes (including sold property) stipulated in paragraph 2 of Appendix II of the CSB Circular Memorandum on the 2018/2019 CSPHQ exercise:

[請注意：如你及／或名列申請表上的家庭成員是任何一項資助房屋計劃物業(包括已出售的物業)的登記住戶，你及／或你的家庭成員必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。]

[Please note: Should you and/or your family member(s) listed on the application form be the registered occupants of the flats (including sold property) acquired under any of subsidised housing schemes, you and/or your family member(s) should complete deletion formalities from the relevant household register before the closing date of applications, failing which the application will be cancelled without prior notification.]

☐ *是 Yes 請註明 Please specify : _____

☐ *否 No

(若答案為「是」，申請人便不符合資格申請公務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

I. 請註明你是否現正／將會接受政府的新一項公務員聘任；並承諾如你在申請的處理期間（即有關公務員事務局通函註腳 1 所述的期間）接受政府或其他僱主的新一項聘任，你會通知所屬政策局／部門：

State whether you are currently/will be under re-employment by the Government, and confirm your undertaking to inform your Bureau/Department in case you, during the processing period of your application (as defined in footnote 1 of the relevant CSB Circular Memorandum), take up a new employment offered by the Government or other employer:

- ☐ * 我現正獲政府的新一項公務員聘任（或將會在截止申請日期或之前獲政府的新一項公務員聘任），並會透過新一項聘任的所屬政策局／部門（請註明政策局／部門：_____）遞交申請。

I am being re-employed by the Government on civil service terms (or will be re-employed by the Government on civil service terms on or before the closing date for applications) and will submit this application through my serving Bureau/Department under the re-employment (Please specify the Bureau/Department:_____).

- ☐ * 我現時沒有獲政府的新一項公務員聘任，亦不會在截止申請日期或之前獲政府的新一項公務員聘任。如我在申請的處理期間獲政府或其他僱主的新一項聘任，我承諾會立即通知現在所屬政策局／部門（請註明政策局／部門：_____）。我明白我的所屬政策局／部門有需要時（例如：我的新一項聘任使我不再符合配額計劃的申請資格），會把我的新一項聘任資料通知房屋署以作跟進）。

I am not under re-employment currently, and will not be re-employed by the Government on civil service terms on or before the closing date for applications. I will inform my current Bureau/Department (Please specify the Bureau/Department:_____) immediately in case I accept or take up, during the processing period of my application, a new employment offered by the Government or other employer. I understand that my current Bureau/Department will notify the Housing Department of my new employment for follow-up actions if necessary (e.g. when my new employment does not fulfill the eligibility criteria of CSPHQ application).

(此申請只可透過上列註明政策局／部門的部門主任秘書提交至房屋署。)

(This application can only be submitted to the Housing Department by the Departmental Secretary of the Bureau/Department specified above.)

* 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（所有名列在第一部未足 18 歲而有收入及年滿 18 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)

本申請表上所填報的事項，全部屬實，正確無訛。我／我們明白，根據《房屋條例》（第 283 章）第 26(1) 條的規定，任何人於申請公共房屋時明知而向房屋委員會作出虛假陳述，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 級罰款及監禁 6 個月（在修訂本申請表當日，第 5 級的最高罰款為港幣 50,000 元）。我／我們如在申請公共房屋時作出虛假陳述或提供虛假資料，不論是否因此被起訴或定罪，或不論有關虛假陳述／虛假資料對我／我們公屋申請資格是否構成影響，房屋委員會均可取消我／我們已登記的公屋申請。房屋委員會亦可根據《房屋條例》所賦予的權力終止我／我們藉虛假陳述／虛假資料而獲得編配公共房屋的租約。

All the above particulars furnished in this Application Form are true and correct. I/We understand that by virtue of Section 26(1) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement to Housing Authority in respect of an application for a public housing unit 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 Application Form, the maximum fine at Level 5 is HK\$50,000). If I/we make false statement or furnish false information when applying for PRH, irrespective of whether I/we shall be prosecuted for or convicted of the offence, or whether the false statement/false information has any impact on the eligibility of the PRH application, Housing Authority may cancel the registered PRH application. Housing Authority may also terminate the tenancy agreement acquired through making false statement/furnishing false information by virtue of its powers conferred under the Housing Ordinance.

我／我們明白，根據《房屋條例》（第 283 章）第 26(2) 條的規定，任何人士就任何與購買單位有關的申請或就該等申請向房屋委員會提供任何資料時，向房屋委員會作出任何陳述，而明知該項陳述是虛假或具誤導性的，即屬違法，一經定罪，可判罰款 50 萬元及監禁 1 年，根據《房屋條例》（第 283 章）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)將所購得的單位轉讓予房屋委員會；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 under Section 26(2) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement or provides any misleading information to the Housing Authority in respect of an application for purchasing a flat shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year. According to Section 26A of the Housing Ordinance (Cap. 283), any person who is found guilty by the Court of contravening the said provisions will be ordered to (a) assign the purchased flat to the Housing Authority; or (b) pay to the Housing Authority a sum equivalent to the difference between the original purchase price and the full market value of the flats as at the date of the conviction.

我／我們亦明白，若有人違反《房屋條例》（第 283 章）第 26(2) 條的規定，而該違例事項是與我／我們購樓有關，則法庭可根據《房屋條例》（第 283 章）第 26B 條的規定，判令我／我們(a)把所購得的單位轉讓予房屋委員會；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令發出日十足市值的差額。

I/We also understand that if anyone breaches Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/ our purchase of a flat, the Court may, according to Section 26B of the Housing Ordinance (Cap. 283), order me/ us to (a) assign the purchased flat to the Housing Authority; or (b) pay to the Housing Authority a sum equivalent to the difference between the original purchase price and the full market value of the flat as at the date of issue of the Court Order.

我／我們並明白，一旦接受經本申請表所編配的公屋單位後，我／我們及申請表上各家庭成員的其他公共房屋申請會被取消。

I/We also understand that if I/we have accepted an allocation of a PRH flat through this application, all other public housing applications of mine/us and family members included in this application will be cancelled.

我／我們明白，一旦透過公務員公共房屋配額接受新編配公屋單位後，必須在新租約生效期起計 60 天內將現時居住的公共租住房屋／中轉房屋單位騰空交回房委會／香港房屋協會及／或刪除現時的公屋／中轉房屋戶籍，並承諾在新租約租賃期開始後 1 個月內全部遷入獲編配公屋單位居住，以及經常持續居住於該單位內。

I/We undertake that if I/we accept an allocation of a PRH flat through CSPHQ, I/we will vacate and surrender the present PRH flat(s)/Interim Housing unit(s) to HA/Hong Kong Housing Society and/or delete the name(s) from the existing household register of the PRH flat(s)/Interim Housing unit(s) within 60 days from the execution of the new tenancy agreement. I/We should also undertake to move together into the allocated PRH flat within one month after the commencement of the new tenancy agreement, and thereafter retain regular and continuous residence therein.

[下文(i)至(vii)項只適用於特別配額之下的申請] [(i) to (vii) below are for applications under the Special Quota only]

- (i) 我確認明白，任何我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，須全由我承擔。

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／或搬遷津貼發給我，我現把所有薪金、退休金、酬金、津貼、福利、其他政府應支付或發放給我或我的遺產的款項（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）就發放給我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，我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) 我授權政府在任何情況下(包括但不限於我無力償債的情況)，有絕對酌情決定權，不時及在其認為適合的時間，從我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，我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我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) 即使本申請表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) 我謹此聲明，在提出此申請當日，

I declare that at the date of this application form,

- ☐ *A. 我並沒有受任何破產法律程序(包括我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，我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) 我被送達法定要求償債書，或
am served with any statutory demand, or
(b) 我受破產法律程序的規限，或
become subject to any bankruptcy proceedings, or
(c) 我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) 我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. 我正受破產法律程序(包括我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		

[* 請按情況在上文 A 或 B 的方格劃上✓號。Please tick **either A or B** above as appropriate.]

如我的財政狀況出現任何重大改變，包括我的資本(包括權益淨額)或收入或我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，以致對我向政府履行清償債項責任的能力有負面影響，我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 documents as may be required.

我／我們同意房屋委員會及房屋署人員在審核我／我們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（包括但不限於公務員事務局、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比對有關資料，並明文同意上述各方可將他們所持有關於我／我們的個人資料，提供給房屋委員會及房屋署，作處理本申請之用。

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 (including but not limited to 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.

我／我們明白並同意，本申請表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，以評定我／我們享用政府或有關公營／私人機構僱主所提供的其他房屋福利的資格，及作為考慮我／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。在獲配公屋單位時及辦理簽訂公屋單位租約後，有關個人資料將會被轉移給有關屋邨辦事處(包括外判物業管理服務公司)作為辦理公屋入伙手續、執行房屋政策／規定，及執行獲配公屋單位租約條款的用途。

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. At the time of allocation of PRH unit and upon the completion of signing of tenancy formalities, my/our personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Office (including outsourced property services agents) for the purposes of processing intake formalities of PRH, implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.

我／我們謹此聲明，本申請表上所填報的資料均全部真實，正確無訛，並符合有關二零一八／二零一九年度公務員公共房屋配額計劃的公務員事務局通函的規定。我／我們承諾如我／我們所填報的情況有任何改變，因而有可能影響我／我們透過公務員公共房屋配額獲取公共房屋福利的資格，我／我們會立即通知房屋署署長。我／我們明白，如我／我們在本申請表上提供任何虛假、不準確或不完整的資料／聲明，我／我們將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, and in compliance with the requirements of the Civil Service Bureau Circular Memorandum on the 2018/2019 Civil Service Public Housing Quota exercise. 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' signatures

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

日期

Date

第四部
Part IV

轉介部門的證明
Certification by Referring Department

PRH

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.

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 (a) serving officers;
(b) retirees occupying departmental quarters who are in receipt of retirement benefits;
(c) serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within 6 months of the closing date for applications and will receive retirement benefits with effect from the date of retirement;
(d) serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within 6 months of their applications and will receive retirement benefits with effect from the date of retirement;
(e) single officers not occupying departmental quarters who are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of the closing date for applications; or
(f) single officers not occupying departmental quarters who are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of their applications.

(For applicants of (b) to (f), please attach copy of document confirming retirement)

Name of officer _____

Post and rank *held/last held before retirement _____

Rank code _____

*Present salary point and salary/salary point and salary prior to retirement:

Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m.

Maximum salary point of present rank _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC

Date of joining government service (dd/mm/yyyy) _____

Commencement date of pre-retirement leave (dd/mm/yyyy) _____

Effective date of retirement (dd/mm/yyyy) _____

(If a retirement date is filled, please ensure that it is exactly the same as the one shown on the retirement document attached.)

Retirement Scheme: *Old Pension Scheme / New Pension Scheme / Mandatory Provident Fund Scheme / Civil Service Provident Fund Scheme

The officer occupying departmental quarters and all the family members listed in the application *are/are not authorised occupants of the departmental quarters in question. (Not applicable to the category of "Serving Officers" in General Quota)

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 to I) & IV *A/B 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 applicant ***is/ is not** currently residing in a departmental/post-tied quarters ***as a principal tenant/as a family member**. 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 confirm below (by putting a tick in the appropriate box) if the applicant falls within the following categories of last-time applicants as defined in paragraph 21 of CSB Circular Memorandum No. 16/2018 (General Quota) or 17/2018 (Special Quota) **(this part is not applicable to 1-person applicants)** –

- (a) serving officers who meet the eligibility criteria set out in paragraph 4 of CSB Circular Memorandum No. 16/2018 and will retire on or before 31 March 2020 (Note: “Retire” here includes cases where the actual retirement date of an applicant falls on or before 31 March 2020 and other cases where an applicant’s statutory retirement date falls on or before 31 March 2020); or
- (b) retirees occupying departmental quarters who meet the eligibility criteria set out in paragraph 7 of CSB Circular Memorandum No. 16/2018 or 17/2018 and retired between 1 April 2017 and 31 March 2018.

☐ Yes. The applicant’s date of retirement/statutory date of retirement is: _____ (must be filled)

☐ No

#Mandatory field where a tick should be put in one of the boxes.

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

Signature _____ Date _____

Name in Block Letters _____ Office Tel _____

Post/Rank _____ Office Address _____

Department _____

* Delete as appropriate

二零一八／二零一九年度公務員公共房屋配額計劃

致房屋署：

有關租金援助計劃聲明書

有關上述公共租住房屋申請表的單位編配，我_____ (身份證號碼_____) 現謹此聲明，我明白在我的申請表到達編配階段時，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#的公共租住房屋單位。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共租住房屋單位的合理期望。如我最終獲編配屬新大廈類別的單位，我只會在入住有關單位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導致家庭入息下降時，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。

申請人姓名：_____

申請人簽署：_____

日 期：_____

新大廈類別指和諧式和前身為居屋計劃／私人機構參建居屋計劃／可租可買計劃的大廈，以及在一九九二年或之後落成的其他大廈。舊大廈類別指非和諧式和前身並非為居屋計劃／私人機構參建居屋計劃／可租可買計劃的大廈，以及在一九九二年前落成的其他大廈。

2018/2019 Civil Service Public Housing Quota Exercise

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.

Name of applicant : _____

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.

二零一八／二零一九年度公務員公共房屋配額計劃

致房屋署：

申請公共房屋聲明書

我／我們明白，公務員公共房屋配額申請人及名列申請表的家庭成員只可選擇循一種途徑取得公共房屋福利／入住公共房屋。因此，我／我們同意，以公務員公共房屋配額申請取得公共房屋福利／入住公共房屋後，我及我的家庭成員的所有其他公共房屋申請會被取消。我／我們亦同意，如以其他公共房屋申請取得公共房屋福利／入住公共房屋後，我及我的家庭成員的公務員公共房屋配額申請會被取消。

公務員公共房屋配額
申請人姓名：

公務員公共房屋配額
申請人簽署：

(簽署樣式須與公務員公共房屋配額申請表相同)

名列公務員公共房屋配額申請表的家庭成員
(簽署樣式須與公務員公共房屋配額申請表相同)：

姓名： _____

簽署： _____

姓名： _____

簽署： _____

姓名： _____

簽署： _____

姓名： _____

簽署： _____

日期： _____

2018/2019 Civil Service Public Housing Quota Exercise

To: Housing Department

Declaration on Application of Public Housing

I/We understand that applicant or family member(s) listed on the application form may acquire public housing benefit/ public housing through one channel only. I/We agree that all other public housing applications submitted by me or my family member(s) will be cancelled if I/we acquire public housing benefit/public housing through Civil Service Public Housing Quota (CSPHQ). I/We also agree that if I/we acquire public housing benefit/public housing through other public housing applications, my/our CSPHQ application will be cancelled.

Name of **CSPHQ applicant**:

Signature of **CSPHQ applicant**:

(The signature should be identical
as that in CSPHQ application
form)

Family members listed on the CSPHQ application form

(The signatures should be identical as that in CSPHQ application form :

Name : _____

Signature : _____

Name : _____

Signature : _____

Name : _____

Signature : _____

Name : _____

Signature : _____

Date : _____

公務員公共房屋配額 申請須知

- (A) 填表前，請向所屬部門人事科或福利部索閱由公務員事務局發出的關於二零一八／二零一九年度公務員公共房屋配額計劃的通函，以清楚了解申請要求細則及申請資格。
- (B) 申請表上已婚的家庭成員，必須與配偶一同申請(已離婚、配偶未獲香港入境權或已去世者除外)。18 歲以下的子女，必須與其父母或合法監護人一同申請。
- (C) 申請人與其他家庭成員的關係，以及家庭成員之間的關係，必須為夫婦、父母、子女、祖父母及孫，申請人只可選擇與父母／祖父母或配偶的父母／祖父母一同申請。申請人如與已婚子女／孫一同申請，只可與一名已婚子女／孫及該名子女／孫的核心家庭[∞]一同申請。
- (D) 申請人及／或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／有關機構同意透過轉讓契據以不涉任何金錢代價轉讓業權給有關物業的認可住戶，必須在截止申請日期前辦妥刪除戶籍紀錄的手續，否則房屋署會取消有關申請而不作預先通知。請連同申請表遞交土地註冊處就有關資助物業備存的前業主及現業主紀錄。
- (E) 如申請人及／或名列於申請表第一部的家庭成員是任何一項資助房屋計劃物業的登記住戶，他們必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。
- (F) 申請人及其家庭成員必須現居香港並擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。未獲香港入境權的家庭成員不能包括在申請表上。
- (G) 申請表格〔CSPHQ 411A (rev 10/2018)〕須與下列文件一同遞交：
— 申請人及名列申請表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">● 香港智能身份證(年滿 11 歲或以上的人士)。● 出生證明書(11 歲以下的人士)。● 來港未滿 7 年、並非在香港出生或在香港出生但未確定為永久性居民身份的人士，須同時提交由內地政府機構簽發的有效單程證／旅遊證件／護照或相關證明文件，以顯示他們的香港入境權、居留身分和首次獲准入境日期的官方印章。
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”但配偶未獲香港入境權人士，除上述文件外，須遞交填妥的有關聲明書(請向部門索取)及其配偶所在地身份證副本(包括底面兩面)。
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，即暫准判令轉為絕對判令證明書(離婚案)(表格 6 或表格 7B)〕副本。● 如與未滿 18 歲的子女一同申請，須附上對子女的管養、照顧及管束權的法院命令副本。● 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。● 如在遞交申請後才辦理離婚手續，在分配配額時，房屋署會暫緩處理該申請，直至申請人通知房屋署其離婚手續已辦妥〔須提交法庭判令離婚文件(如在香港辦理離婚，即暫准判令轉為絕對判令證明書(離婚案)(表格 6 或表格 7B)〕，惟需視乎該年度配額計劃會否已完結及所選擇的配額類別／屋邨／地區是否有剩餘配額可供編配。
喪偶人士的證明文件	結婚證書副本及配偶死亡證副本。如配偶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)。

[∞] 核心家庭是指

- (a) 一對沒有子女的夫婦；
- (b) 有一名或以上未婚子女的夫婦；或
- (c) 有一名或以上未婚子女的單親家長(父親或母親)。

非婚生子女的證明文件	申請人如有 18 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；男方則須提交對子女的管養、照顧及管束權的法院命令副本。
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副本。待嬰兒出生後，須交回出生證明書副本。

- 填妥的通用表格第 551 號，通用表格簽名樣式須與申請表〔CSPHQ 411A (rev 10/2018)〕相同；及
- 如(i)申請人的配偶為在職人士，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，並在受僱期間享用該部門／機構任何房屋福利／與房屋相關的福利，須遞交填妥並由有關僱主簽署的“公務員房屋福利申請人及／或其配偶已享用的房屋福利及與房屋相關的福利”表格(附件 A 或附件 B)。

(H) 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。

(I) 如申請人未能連同申請表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。

(J) 申請人如獲配屬新大廈類別的單位，申請人只會在入住有關單位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導致家庭入息下降時，方可申請租金援助。申請人必須簽署隨申請表夾附的有關租金援助計劃聲明書(RCSU5-1)。

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) 與處理公務員公共房屋配額申請有關的工作；
- (b) 與編配公共租住房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) 覆核任何公共房屋的申請書(包括但不限於公共租住房屋、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，若申請人沒有提供足夠資料，房屋署可能無法處理有關申請。

轉移個人資料

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(包括但不限於公務員事務局、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，及作為考慮申請人／其家庭成員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。在獲配公共租住房屋單位時及辦理簽訂公共租住房屋單位租約後，有關個人資料將會被轉移給有關屋邨辦事處(包括外判物業管理服務公司)作為辦理公屋入伙手續、執行房屋政策／規定，及執行獲配公共租住房屋單位租約條款的用途。

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保障主任。有關申請可能須繳付費用。

Civil Service Public Housing Quota

Application Guide

- (A) Before completing the application form, please read the Circular Memorandum on the 2018/2019 Civil Service Public Housing Quota exercise issued by the Civil Service Bureau, 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) Married family members included in the application must apply together with their spouses (except for divorcee, persons whose spouses have not been granted the right to land in Hong Kong or widowed persons). Children aged below 18 must apply with their parents or legitimate guardians.
- (C) The relationship between the applicant and other family members, and between family members must be either husband and wife, parent and child, grandparent and grandchild. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law. For applicants who apply with their children/ grandchildren, only one of their married children or grandchildren together with his child/grandchild's nuclear family⁺ can be included in the application.
- (D) If the applicant and/or 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, they have to complete deletion formalities from the relevant household register before the closing date for applications, failing which the application will be cancelled without prior notification. Records of ex-owner and current owner of the relevant subsidised properties registered with the Land Registry should be submitted together with the application form.
- (E) Should applicant and/or family member(s) listed in Part I of the application form be the registered occupants of the flats acquired under any of subsidised housing schemes, they have to complete deletion formalities from the relevant household register before the closing date for applications, failing which the application will be cancelled without prior notification.
- (F) 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 the limit of stay). Family members who do not have the right to land in Hong Kong should not be included in the application.
- (G) Applicants should submit the application form [CSPHQ 411A (rev 10/2018)] together with the following documents:

- The applicant and family members in the application form have to submit the following supporting documents according to their family status:

Status	Document Required
Copies of identity documents of individual family members	<ul style="list-style-type: none">• Hong Kong Smart Identity Card (for persons aged 11 or above).• Birth Certificate (for persons aged below 11).• Persons who have arrived in Hong Kong for less than 7 years, not born in Hong Kong or born in Hong Kong but the status of permanent resident not established, are also required to submit their valid One-way Permits issued by the Mainland authorities/travel document/ passport or relevant supporting documents permitting them to land in Hong Kong, indicating their residential status in Hong Kong and with the official stamp showing their initial date of entry to Hong Kong.
If a name shown in the application form is different from that shown in the supporting documents, or alias has been used	Copy of deed poll, notarial certificate or documents issued by the Registration of Persons Office.
Copies of relationship proof	Birth certificate, notarial certificate or documents issued by the Registration of Persons Office.
Documents on marital status for married persons	<ul style="list-style-type: none">• Copy of Certificate of Marriage or copy of the notarial 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 whose spouses have not been granted the right to land in Hong Kong, apart from the above-mentioned relevant documents, they should also submit completed declaration form (the form can be obtained from the Department) and copy of identity document of their spouses' domicile (including the front and back sides).
Documents of divorced persons	<ul style="list-style-type: none">• Copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or Form 7B).

⁺ "a nuclear family" means

- (a) a married couple without children;
(b) a married couple with one or more unmarried child(ren); or
(c) a single parent (father or mother) with one or more unmarried child(ren).

	<ul style="list-style-type: none"> • For applications including children under the age of 18, copy of the court order for the custody, care and control of children. • Applications will not be accepted if the divorce proceedings have not been completed before the closing date for applications. • For persons who are undergoing divorce proceedings after submission of applications, the Housing Department will suspend processing of these applications and resume after being informed by the applicants that they have completed the divorce proceedings [with copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce)(From 6 or Form 7B)], provided that the CSPHQ exercise concerned has not been closed and subject to the availability of quota places under the respective choices of quota type/estate/district.
Documents of widowed persons	Copy of the marriage certificate and the death certificate of the deceased spouse. If the spouse passed away outside Hong Kong and the death certificate has been lost and replacement is not possible, a copy of notarial 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 or care and control of child(ren).
With pregnancy of 16 weeks or more	Copy of medical proof issued by registered medical practitioners to certify the expected date of confinement and weeks of pregnancy. Copy of the birth certificate has to be submitted upon the birth of the child.

- Duly completed G.F. 551 [Please use uniform signature to sign CSPHQ 411A (rev 10/2018) 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].

- (H) **No change/addition/deletion of choice is allowed after the closing date for applications.**
- (I) **The application form will be returned or cancelled if the applicant fails to provide relevant supporting documents together with the application form, or cannot fulfill all the eligibility criteria for application.**
- (J) **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 (RCSU5-1) 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:
- activities related to applications under Civil Service Public Housing Quota;
 - 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
 - duplication check on applications for public housing (including but not limited to public 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 the applicant does not provide sufficient information, the Housing Department may not be able to process the relevant application.

Transfer of Personal Data

2. The personal data provided by means of this form may be disclosed to other government departments (including but not limited to 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 the applicant/his family members' future related matters regarding the flat allocation where necessary and enforcing the "Prevention of Double Housing Benefits" rules. At the time of allocation of PRH unit and upon the completion of signing of tenancy formalities, my/our personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Office (including outsourced property services agents) for the purposes of processing intake formalities of PRH, implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.

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 Protection 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.

二零一八／二零一九年度公務員公共房屋配額申請表
Application under the 2018/2019 Civil Service Public Housing Quota
居者有其屋計劃 Home Ownership Scheme (HOS) /
居屋第二市場計劃 HOS Secondary Market Scheme (SMS)

房屋署專用 For H.D. use only

11

Date Registered

Application Number

(填表前，請先細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 (CSB) 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)
家庭成員個人資料 (請夾附智能身份證、出生證明書、結婚證明書、如離婚者則夾附離婚證明書及對子女的管養、照顧及管束權的法院命令[如適用]證明文件副本)
Particulars of family members (Please attach copies of Smart Identity Cards, Birth Certificates, Marriage Certificate, Divorce Certificate and Court Order for Custody or Care and Control of Children [if applicable] for divorcees)

中文 In Chinese	英文 In English		性別 Sex	房屋署 專用 For HD Use	出生日期 Date of Birth			與申請 人的關 係 Relation ship	房屋署 專用 For 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 Month	年 Year					只適用於十一歲以下兒童 For children aged below 11 only		未婚 Unmarried	已婚 Married	離婚 Divorced	遺孀/ Widow
1								申請人 Applicant	P								
2																	
3																	
4																	
5																	

*就本申請作出聲明當日正進行法律程序辦理離婚的人士，不符合資格提出申請。
*Persons who are undergoing divorce proceedings at the date of declaration are ineligible to apply.

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

待產嬰兒數目
Number of Expected Child

預產日期
Expected Delivery Date

申請人香港聯絡電話號碼
Hong Kong Contact Tel. No. of Applicant

住宅：
Home

流動電話：
Mobile

辦公室：
Office

香港通訊地址 (請用英文填寫) (必須填寫)
Correspondence Address in Hong Kong (must be completed)

香港居住地址 (如與通訊地址不同，請用英文填寫此欄)
Residential Address in Hong Kong (must be completed if different from the Correspondence Address)

單位/室/房
Flat/Unit/Room

層數
Floor

座數
Block No.

單位/室/房
Flat/Unit/Room

層數
Floor

座數
Block No.

樓宇名稱
Building Name

樓宇名稱
Building Name

屋邨名稱
Estate Name

屋邨名稱
Estate Name

門牌號碼
Street No.

街道名稱
Street Name

門牌號碼
Street No.

街道名稱
Street Name

地區
District

☐香港 HK ☐九龍 KLN ☐新界 NT ☐離島 Islands

地區
District

☐香港 HK ☐九龍 KLN ☐新界 NT ☐離島 Islands

郵政局/郵箱編號 (如適用)
Post Office/P.O. Box No (if applicable)

房屋署專用 For H.D. use only

District

Accm. Type

房屋署專用 For H.D. use only

Applicant Type

Pay Scale

Retirement Scheme

Quota Category

Department Code

Rank Code

Date Joined/Retired/ Deceased

Choice of Estate

Due Date for Signing up T/A (Retiring w/o DQ/ Reaching MPS Pt.22)

Remarks

第二部 由申請人 _____ (請填上姓名) 以正楷填寫適當部分
Part II Appropriate sections to be completed by applicant _____ (please fill in name) in Block Letters

A. 申請人或任何名列申請表的家庭成員，在截止申請日期時有否：

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

- (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（包括但不限於擁有香港任何住宅物業權益的產業受託人、遺囑執行人、管理人或受益人）；或
owned or co-owned or have an interest in any domestic property in Hong Kong (including but not limited to trustee, executor, administrator or beneficiary having an interest in any domestic property in Hong Kong); or
- (b) 已簽訂任何協議（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 any domestic property in Hong Kong; or
- (c) 持有任何直接或透過附屬公司擁有香港住宅物業的公司 50% 以上的股權。
held more than 50% of shares in a company which owns, directly or through its subsidiaries, any domestic property in Hong Kong.

住宅物業包括但不限於在香港的任何住宅樓宇、未落成的私人住宅樓宇、經建築事務監督認可的天台構築物、用作居住用途的屋地及由地政總署批出的小型屋宇批地(包括丁屋批地)。

Domestic property includes but not limited to any domestic property, uncompleted private domestic property, rooftop structure approved by the Building 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計劃，部門主任秘書不可以轉介此申請至房屋署。)
(If the answer is “Yes”, the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

B. 除申請人外，在第一部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」，請在下表填寫屬公務員的家庭成員資料，並夾附香港政府僱員身份證(或近期電腦計算薪俸表)及近期薪俸結算書副本。

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 (or the latest Annual Return of Payroll Emoluments) 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	薪級表 Pay Scale	現時薪點及薪金 Present Salary Point & Salary		毋須升級而可遞增至的最高薪點及薪金 Maximum Salary Point and Salary without the Need of Promotion	符合二零一八／二零一九年度通函第 13 段的規定 The Requirements Stipulated in Paragraph 13 of 2018/2019 Circular Memorandum are Fulfilled
中文 (in Chinese)	英文 (in English)					現時薪點 Present Salary Point	現時薪金 Present Salary	最高薪點 Maximum Salary Point	
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計劃，部門主任秘書不可以轉介此申請至房屋署。)
(If the answer is “No”, the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

D. 在第一部居住地址欄所列的建築物是

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

- ☐ * 租住樓宇
Rented Flat.
- ☐ * 寮屋。若經本申請獲發綠表資格證明書，並成功購買各項資助物業計劃的物業或獲發任何形式的公屋資助，本人及名列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 acquiring Green Form Certificates and successfully purchased a flat under various subsidised housing schemes or receiving any form of public housing benefit which derives from this application.
- ☐ * 宿舍 Quarters.
- ☐ * 公共租住房屋住戶 Public rental housing residents.
- ☐ * 私人樓宇/居屋住戶
Private housing/HOS flats residents.
- ☐ * 其他 Others.
- 請註明業主與申請人的關係（必須填寫）：Please state the relationship between property owner and applicant (must be filled):

- E. 申請人曾否根據公務員公共房屋配額計劃，或為初級公務員提供一次過公共房屋特別編配（一次過特別編配）而購得任何資助房屋，或根據一九九一／一九九二年度或其後的公務員公共房屋配額計劃，或一次過特別編配而獲編配公共租住房屋單位並已簽訂租約，或其配偶／前配偶曾否在他們的婚姻期間領取有關房屋福利，或申請人（或其家庭成員）是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函第 14 段的情況？

Has the applicant purchased any subsidised housing under CSPHQ exercise or Special One-off Housing Allocation for Junior Civil Servants (SOA), or been allocated a public rental housing unit and signed the tenancy agreement through the 1991/1992 CSPHQ exercise or subsequent exercises or SOA, or has his spouse/ex-spouse received such housing benefit during their marriage, or does the applicant (or his family members as appropriate) falls under any of the descriptions set out in paragraph 14 of CSB Circular Memorandum on the 2018/2019 CSPHQ exercise?

☐ *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計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- F. 請註明你曾否接受現時僱主／前僱主任何房屋福利，因而永久喪失享用其他公務員房屋福利的資格，或你的配偶／前配偶曾否在你們的婚姻期間領取有關房屋福利：

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

☐ *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務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- G. 請註明你或名列申請表的成員曾否或是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函附錄 II 第 2 段列明的各項資助房屋計劃物業的業主／聯名業主或其配偶／受惠於該些計劃的人士：

State whether you or any of your family members listed on the application form has/have been or is/are owners/joint owners or their spouses/recipients of the subsidised housing schemes stipulated in paragraph 2 of the Appendix II of the CSB Circular Memorandum on the 2018/2019 CSPHQ exercise:

[請注意：如你及／或名列申請表的成員已獲房屋署／有關機構同意透過轉讓契據以不涉任何金錢代價轉讓業權給有關物業的認可住戶，你及／或你的家庭成員必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。]

[Please note: Should you and/or your family member(s) listed on the application form 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, you and/or your family member(s) should complete deletion formalities from the relevant household register before the closing date of application, failing which the application will be cancelled without prior notification.]

☐ *是 Yes 請註明 Please specify : _____

☐ *否 No

(若答案為「是」，而申請人沒有夾附任何證明文件，以證明屬於上述已轉讓業權並刪除戶籍紀錄的情況或有關通函附錄 II 第 2(c)段的特別情況，申請人便不符合資格申請公務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes" and the applicant does not attach any supporting documents to substantiate change of ownership and deletion from relevant household register mentioned in the above paragraph or the special circumstances as mentioned in paragraph 2(c) of Appendix II of the relevant circular memorandum, the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

- H. 請註明你或名列申請表的成員是否屬於二零一八／二零一九年度公務員公共房屋配額計劃通函附錄 II 第 2 段列明的各項資助房屋計劃物業(包括已出售的物業)戶籍內的家庭成員：

State whether you or any of your family members listed on the application form is/are family members listed on the household register of the subsidised housing schemes (including sold property) stipulated in paragraph 2 of Appendix II of the CSB Circular Memorandum on the 2018/2019 CSPHQ exercise:

[請注意：如你及／或名列申請表上的成員是任何一項資助房屋計劃物業(包括已出售的物業)的登記住戶，你及／或你的家庭成員必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。]

[Please note: Should you and/or your family member(s) listed on the application form be the registered occupants of the flats (including sold property) acquired under any of subsidised housing schemes, you and/or your family member(s) should complete deletion formalities from the relevant household register before the closing date of applications, failing which the application will be cancelled without prior notification.]

☐ *是 Yes 請註明 Please specify : _____

☐ *否 No

(若答案為「是」，申請人便不符合資格申請公務員公共房屋配額計劃，部門主任秘書不可以轉介此申請至房屋署。)

(If the answer is "Yes", the applicant is ineligible for CSPHQ exercise, and the Departmental Secretary should NOT refer this application to the Housing Department.)

I. 請註明你是否現正／將會接受政府的新一項公務員聘任；並承諾如你在申請的處理期間(即有關公務員事務局通函註腳 1 所述的期間)接受政府或其他僱主的新一項聘任，你會通知所屬政策局／部門：

State whether you are currently/will be under re-employment by the Government, and confirm your undertaking to inform your Bureau/Department in case you, during the processing period of your application (as defined in footnote 1 of the relevant CSB Circular Memorandum), take up a new employment offered by the Government or other employer:

- ☐ * 我現正獲政府的新一項公務員聘任(或將會在截止申請日期或之前獲政府的新一項公務員聘任)，並會透過新一項聘任的所屬政策局／部門(請註明政策局／部門：_____)遞交申請。

I am being re-employed by the Government on civil service terms (or will be re-employed by the Government on civil service terms on or before the closing date for applications) and will submit this application through my serving Bureau/Department under the re-employment (Please specify the Bureau/Department:_____).

- ☐ * 我現時沒有獲政府的新一項公務員聘任，亦不會在截止申請日期或之前獲政府的新一項公務員聘任。如我在申請的處理期間獲政府或其他僱主的新一項聘任，我承諾會立即通知現在所屬政策局／部門(請註明政策局／部門：_____)。我明白我的所屬政策局／部門有需要時(例如：我的新一項聘任使我不再符合配額計劃的申請資格)，會把我的新一項聘任資料通知房屋署以作跟進)。

I am not under re-employment currently, and will not be re-employed by the Government on civil service terms on or before the closing date for applications. I will inform my current Bureau/Department (Please specify the Bureau/Department:_____) immediately in case I accept or take up, during the processing period of my application, a new employment offered by the Government or other employer. I understand that my current Bureau/Department will notify the Housing Department of my new employment for follow-up actions if necessary (e.g. when my new employment does not fulfill the eligibility criteria of CSPHQ application).

(此申請只可透過上列註明政策局／部門的部門主任秘書提交至房屋署。)

(This application can only be submitted to the Housing Department by the Departmental Secretary of the Bureau/Department specified above.)

* 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（所有名列在第一部未足 18 歲而有收入及年滿 18 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)

本申請表上所填報的事項，全部屬實，正確無訛。我／我們明白，根據《房屋條例》（第 283 章）第 26(1) 條的規定，任何人於申請公共房屋時明知而向房屋委員會作出虛假陳述，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 級罰款及監禁 6 個月（在修訂本申請表當日，第 5 級的最高罰款為港幣 50,000 元）。我／我們如在申請公共房屋時作出虛假陳述或提供虛假資料，不論是否因此被起訴或定罪，或不論有關虛假陳述／虛假資料對我／我們公屋申請資格是否構成影響，房屋委員會均可取消我／我們已登記的公屋申請。房屋委員會亦可根據《房屋條例》所賦予的權力終止我／我們藉虛假陳述／虛假資料而獲得編配公共房屋的租約。

All the above particulars furnished in this Application Form are true and correct. I/We understand that by virtue of Section 26(1) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement to Housing Authority in respect of an application for a public housing unit 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 Application Form, the maximum fine at Level 5 is HK\$50,000). If I/we make false statement or furnish false information when applying for PRH, irrespective of whether I/we shall be prosecuted for or convicted of the offence, or whether the false statement/false information has any impact on the eligibility of the PRH application, Housing Authority may cancel the registered PRH application. Housing Authority may also terminate the tenancy agreement acquired through making false statement/furnishing false information by virtue of its powers conferred under the Housing Ordinance.

我／我們明白，根據《房屋條例》（第 283 章）第 26(2) 條的規定，任何人士就任何與購買單位有關的申請或就該等申請向房屋委員會提供任何資料時，向房屋委員會作出任何陳述，而明知該項陳述是虛假或具誤導性的，即屬違法，一經定罪，可判罰款 50 萬元及監禁 1 年，根據《房屋條例》（第 283 章）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)將所購得的單位轉讓予房屋委員會；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 under Section 26(2) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement or provides any misleading information to the Housing Authority in respect of an application for purchasing a flat shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year. According to Section 26A of the Housing Ordinance (Cap. 283), any person who is found guilty by the Court of contravening the said provisions will be ordered to (a) assign the purchased flat to the Housing Authority; or (b) pay to the Housing Authority a sum equivalent to the difference between the original purchase price and the full market value of the flats as at the date of the conviction.

我／我們亦明白，若有人違反《房屋條例》（第 283 章）第 26(2) 條的規定，而該違例事項是與我／我們購樓有關，則法庭可根據《房屋條例》（第 283 章）第 26B 條的規定，判令我／我們(a)把所購得的單位轉讓予房屋委員會；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令發出日十足市值的差額。

I/We also understand that if anyone breaches Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/ our purchase of a flat, the Court may, according to Section 26B of the Housing Ordinance (Cap. 283), order me/ us to (a) assign the purchased flat to the Housing Authority; or (b) pay to the Housing Authority a sum equivalent to the difference between the original purchase price and the full market value of the flat as at the date of issue of the Court Order.

我／我們並明白，一旦接受經公務員公共房屋配額購得各項資助房屋計劃單位後，我／我們及申請表上各家庭成員的其他公共房屋申請會全部被取消。

I/We also understand that if I /we successfully purchase a flat under various subsidised housing schemes through CSPHQ, all other public housing applications of mine/us and family members included in this application will be cancelled.

我／我們明白，一旦透過公務員公共房屋配額購得各項資助房屋計劃單位，必須在(i)接收有關單位的日期；或(ii)於轉讓契據的日期起的第 10 個工作天開始計算，以較早者為準，在 60 天內將現時居住的公共租住房屋／中轉房屋單位騰空交回房委會／香港房屋協會及／或刪除現時的公屋／中轉房屋戶籍。

I/We undertake if I/we successfully purchase a flat under various subsidised housing schemes through CSPHQ, I must vacate and surrender the present PRH flat(s)/Interim Housing unit(s) to HA/Hong Kong Housing Society and/or delete the name(s) from the tenancy at PRH flat(s)/Interim Housing unit(s) within 60 days upon (i) the date of taking over the newly purchased flat; or (ii) the 10th working day from the date of assignment inclusively, whichever is earlier.

[下文(i)至(vii)項只適用於特別配額之下的申請] [(i) to (vii) below are for applications under the Special Quota only]

- (i) 我確認明白，任何我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，須全由我承擔。

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／或搬遷津貼發給我，我現把所有薪金、退休金、酬金、津貼、福利、其他政府應支付或發放給我或我的遺產的款項（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）就發放給我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，我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) 我授權政府在任何情況下(包括但不限於我無力償債的情況)，有絕對酌情決定權，不時及在其認為適合的時間，從我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，我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我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) 即使本申請表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) 我謹此聲明，在提出此申請當日，

I declare that at the date of this application form,

- ☐ *A. 我並沒有受任何破產法律程序(包括我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，我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) 我被送達法定要求償債書，或
am served with any statutory demand, or
- (b) 我受破產法律程序的規限，或
become subject to any bankruptcy proceedings, or
- (c) 我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) 我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. 我正受破產法律程序(包括我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		

[* 請按情況在上文 A 或 B 的方格劃上✓號。Please tick either A or B above as appropriate.]

如我的財政狀況出現任何重大改變，包括我的資本(包括權益淨額)或收入或我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，以致對我向政府履行清償債項責任的能力有負面影響，我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 documents as may be required.

我／我們同意房屋委員會及房屋署人員在審核我／我們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(包括但不限於公務員事務局、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比對有關資料，並明文同意上述各方可將他們所持有關於我／我們的個人資料，提供給房屋委員會及房屋署，作處理本申請之用。

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 (including but not limited to 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.

我／我們明白並同意，本申請表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，以評定我／我們享用政府或有關公營／私人機構僱主所提供的其他房屋福利的資格，及作為考慮我／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。在獲配公屋單位時及辦理簽訂公屋單位租約後，有關個人資料將會被轉移給有關屋邨辦事處(包括外判物業管理服務公司)作為辦理公屋入伙手續、執行房屋政策／規定，及執行獲配公屋單位租約條款的用途。

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. At the time of allocation of PRH unit and upon the completion of signing of tenancy formalities, my/our personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Office (including outsourced property services agents) for the purposes of processing intake formalities of PRH, implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.

我／我們謹此聲明，本申請表上所填報的資料均全部真實，正確無訛，並符合有關二零一八／二零一九年度公務員公共房屋配額計劃的公務員事務局通函的規定。我／我們承諾如我／我們所填報的情況有任何改變，因而有可能影響我／我們透過公務員公共房屋配額獲取公共房屋福利的資格，我／我們會立即通知房屋署署長。我／我們明白，如我／我們在本申請表上提供任何虛假、不準確或不完整的資料／聲明，我／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, and in compliance with the requirements of the Civil Service Bureau Circular Memorandum on the 2018/2019 Civil Service Public Housing Quota exercise. 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
Part IV

轉介部門的證明
Certification by Referring Department

HOS/SMS

- 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.

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 (a) serving officers;
(b) retirees occupying departmental quarters who are in receipt of retirement benefits;
(c) serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within 6 months of the closing date for applications and will receive retirement benefits with effect from the date of retirement;
(d) serving officers occupying departmental quarters who are going to retire or commence pre-retirement leave within 6 months of their applications and will receive retirement benefits with effect from the date of retirement;
(e) single officers not occupying departmental quarters who are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of the closing date for applications; or
(f) single officers not occupying departmental quarters who are going to retire at the age of 55 or above and will receive retirement benefits with effect from the date of retirement, and are certified by their departments that they are going to retire or commence pre-retirement leave within 6 months of their applications.

(For applicants of (b) to (f), please attach copy of document confirming retirement)

Name of officer _____

Post and rank *held/last held before retirement _____

Rank code _____

*Present salary point and salary/salary point and salary prior to retirement:

Point _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC \$ _____ p.m.

Maximum salary point of present rank _____ on *MPS/MOD.1/PPS/GDS(R&F)/ICAC

Date of joining government service (dd/mm/yyyy) _____

Commencement date of pre-retirement leave (dd/mm/yyyy) _____

Effective date of retirement (dd/mm/yyyy) _____

(If a retirement date is filled, please ensure that it is exactly the same as the one shown on the retirement document attached.)

Retirement Scheme: *Old Pension Scheme / New Pension Scheme / Mandatory Provident Fund Scheme / Civil Service Provident Fund Scheme

The officer occupying departmental quarters and all the family members listed in the application *are/are not authorised occupants of the departmental quarters in question. (Not applicable to the category of "Serving Officers" in General Quota)

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 to I) & IV *A/B 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 applicant *is/ is not currently residing in a departmental/post-tied quarters *as a principal tenant/as a family member. 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 the Housing Department for consideration under the category of ***General Quota / Special Quota**.

Signature _____ Date _____

Name in Block Letters _____ Office Tel _____

Post/Rank _____ Office Address _____

Department _____

* Delete as appropriate

二零一八／二零一九年度公務員公共房屋配額計劃

致房屋署：

申請公共房屋聲明書

我／我們明白，公務員公共房屋配額申請人及名列申請表的家庭成員只可選擇循一種途徑取得公共房屋福利／入住公共房屋。因此，我／我們同意，以公務員公共房屋配額申請取得公共房屋福利／入住公共房屋後，我及我的家庭成員的所有其他公共房屋申請會被取消。我／我們亦同意，如以其他公共房屋申請取得公共房屋福利／入住公共房屋後，我及我的家庭成員的公務員公共房屋配額申請會被取消。

公務員公共房屋配額

申請人姓名：

公務員公共房屋配額

申請人簽署：

(簽署樣式須與公務員公共房屋配額申請表相同)

名列公務員公共房屋配額申請表的家庭成員

(簽署樣式須與公務員公共房屋配額申請表相同)：

姓名： _____

簽署： _____

姓名： _____

簽署： _____

姓名： _____

簽署： _____

姓名： _____

簽署： _____

日期： _____

2018/2019 Civil Service Public Housing Quota Exercise

To: Housing Department

Declaration on Application of Public Housing

I/We understand that applicant or family member(s) listed on the application form may acquire public housing benefit/ public housing through one channel only. I/We agree that all other public housing applications submitted by me or my family member(s) will be cancelled if I/we acquire public housing benefit/ public housing through Civil Service Public Housing Quota (CSPHQ). I/We also agree that if I/we acquire public housing benefit/ public housing through other public housing applications, my/our CSPHQ application will be cancelled.

Name of **CSPHQ** applicant:

Signature of **CSPHQ** applicant:

(The signature should be identical as that in CSPHQ application form)

Family members listed on the CSPHQ application form

(The signatures should be identical as that in CSPHQ application form :

Name : _____

Signature : _____

Name : _____

Signature : _____

Name : _____

Signature : _____

Name : _____

Signature : _____

Date : _____

公務員公共房屋配額 申請須知

- (A) 填表前，請向所屬部門人事科或福利部索閱由公務員事務局發出的關於二零一八／二零一九年度公務員公共房屋配額計劃的通函，以清楚了解申請要求細則及申請資格。
- (B) 申請表上已婚的家庭成員，必須與配偶一同申請(已離婚、配偶未獲香港入境權或已去世者除外)。18 歲以下的子女，必須與其父母或合法監護人一同申請。
- (C) 申請人與其他家庭成員的關係，以及家庭成員之間的關係，必須為夫婦、父母、子女、祖父母及孫，申請人只可選擇與父母／祖父母或配偶的父母／祖父母一同申請。申請人如與已婚子女／孫一同申請，只可與一名已婚子女／孫及該名子女／孫的核心家庭[∞]一同申請。
- (D) 申請人及／或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／有關機構同意透過轉讓契據以不涉任何金錢代價轉讓業權給有關物業的認可住戶，必須在截止申請日期前辦妥刪除戶籍紀錄的手續，否則房屋署會取消有關申請而不作預先通知。請連同申請表遞交土地註冊處就有關資助物業備存的前業主及現業主紀錄。
- (E) 如申請人及／或名列於申請表第一部的家庭成員是任何一項資助房屋計劃物業的登記住戶，他們必須在截止申請日期前辦妥刪除戶籍紀錄的手續，才可提出申請，否則房屋署會取消有關申請而不作預先通知。
- (F) 申請人及其家庭成員必須現居香港並擁有香港入境權，其在香港的居留不受附帶逗留條件所限制(與逗留期限有關的條件除外)。未獲香港入境權的家庭成員不能包括在申請表上。
- (G) 申請表格〔CSPHQ 411B (rev 10/2018)〕須與下列文件一同遞交：

— 申請人及名列申請表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">香港智能身份證(年滿 11 歲或以上的人士)。出生證明書(11 歲以下的人士)。來港未滿 7 年、並非在香港出生或在香港出生但未確定為永久性居民身份的人士，須同時提交由內地政府機構簽發的有效單程證／旅遊證件／護照或相關證明文件，以顯示他們的香港入境權、居留身分和首次獲准入境日期的官方印章。
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”但配偶未獲香港入境權人士，除上述文件外，須遞交填妥的有關聲明書(請向部門索取)及其配偶所在地身份證副本(包括底面兩面)。
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，即暫准判令轉為絕對判令證明書(離婚案)(表格 6 或表格 7B)〕副本。如與未滿 18 歲的子女一同申請，須附上對子女的管養、照顧及管束權的法院命令副本。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。如在遞交申請後才辦理離婚手續，在分配配額時，房屋署會暫緩處理該申請，直至申請人通知房屋署其離婚手續已辦妥〔須提交法庭判令離婚文件(如在香港辦理離婚，即暫准判令轉為絕對判令證明書(離婚案)(表格 6 或表格 7B)〕，惟需視乎該年度配額計劃會否已完結及所選擇的配額類別／屋邨／地區是否有剩餘配額可供編配。

[∞] 核心家庭是指

- (a) 一對沒有子女的夫婦；
- (b) 有一名或以上未婚子女的夫婦；或
- (c) 有一名或以上未婚子女的單親家長(父親或母親)。

喪偶人士的證明文件	結婚證書副本及配偶死亡證副本。如配偶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 18 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；男方則須提交對子女的管養、照顧及管束權的法院命令副本。
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副本。待嬰兒出生後，須交回出生證明書副本。

- 填妥的通用表格第 551 號，通用表格簽名樣式須與申請表〔CSPHQ 411B (rev 10/2018)〕相同；及
- 如(i)申請人的配偶為在職人士，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，並在受僱期間享用該部門／機構任何房屋福利／與房屋相關的福利，須遞交填妥並由有關僱主簽署的“公務員房屋福利申請人及／或其配偶已享用的房屋福利及與房屋相關的福利”表格(附件 A 或附件 B)。

(H) 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。

(I) 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。

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) 與處理公務員公共房屋配額申請有關的工作；
 - (b) 與編配公共租住房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) 覆核任何公共房屋的申請書(包括但不限於公共租住房屋、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，若申請人沒有提供足夠資料，房屋署可能無法處理有關申請。

轉移個人資料

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(包括但不限於公務員事務局、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，及作為考慮申請人／其家庭成員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。在獲配公共租住房屋單位時及辦理簽訂公共租住房屋單位租約後，有關個人資料將會被轉移給有關屋邨辦事處(包括外判物業管理服務公司)作為辦理公屋入伙手續、執行房屋政策／規定，及執行獲配公共租住房屋單位租約條款的用途。

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保障主任。有關申請可能須繳付費用。

Civil Service Public Housing Quota

Application Guide

- (A) Before completing the application form, please read the Circular Memorandum on the 2018/2019 Civil Service Public Housing Quota exercise issued by the Civil Service Bureau, 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) Married family members included in the application must apply together with their spouses (except for divorcee, persons whose spouses have not been granted the right to land in Hong Kong or widowed persons). Children aged below 18 must apply with their parents or legitimate guardians.
- (C) The relationship between the applicant and other family members, and between family members must be either husband and wife, parent and child, grandparent and grandchild. Applicants may choose to apply with either their parents/grandparents **or** parents-in-law/grandparents-in-law. For applicants who apply with their children/ grandchildren, only one of their married children or grandchildren together with his child/grandchild's nuclear family⁺ can be included in the application.
- (D) If the applicant and/or 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, they have to complete deletion formalities from the relevant household register before the closing date for applications, failing which the application will be cancelled without prior notification. Records of ex-owner and current owner of the relevant subsidised properties registered with the Land Registry should be submitted together with the application form.
- (E) Should applicant and/or family member(s) listed in Part I of the application form be the registered occupants of the flats acquired under any of subsidised housing schemes, they have to complete deletion formalities from the relevant household register before the closing date for applications, failing which the application will be cancelled without prior notification.
- (F) 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 the limit of stay). Family members who do not have the right to land in Hong Kong should not be included in the application.
- (G) Applicants should submit the application form [CSPHQ 411B (rev 10/2018)] together with the following documents:
- The applicant and family members in the application form have to submit the following supporting documents according to their family status:

Status	Document Required
Copies of identity documents of individual family members	<ul style="list-style-type: none">● Hong Kong Smart Identity Card (for persons aged 11 or above).● Birth Certificate (for persons aged below 11).● Persons who have arrived in Hong Kong for less than 7 years, not born in Hong Kong or born in Hong Kong but the status of permanent resident not established, are also required to submit their valid One-way Permits issued by the Mainland authorities/travel document/passport or relevant supporting documents permitting them to land in Hong Kong, indicating their residential status in Hong Kong and with the official stamp showing their initial date of entry to Hong Kong.
If a name shown in the application form is different from that shown in the supporting documents, or alias has been used	Copy of deed poll, notarial certificate or documents issued by the Registration of Persons Office.
Copies of relationship proof	Birth certificate, notarial certificate or documents issued by the Registration of Persons Office.
Documents on marital status for married persons	<ul style="list-style-type: none">● Copy of Certificate of Marriage or copy of the notarial 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 whose spouses have not been granted the right to land in Hong Kong, apart from the above-mentioned relevant documents, they should also submit completed declaration form (the form can be obtained from the Department) and copy of identity document of their spouses' domicile (including the front and back sides).
Documents of divorced persons	<ul style="list-style-type: none">● Copy of court order of divorce (for proceedings in Hong Kong, the

⁺ "a nuclear family" means

- (a) a married couple without children;
(b) a married couple with one or more unmarried child(ren); or
(c) a single parent (father or mother) with one or more unmarried child(ren).

	<p>certificate of making Decree Nisi Absolute (Divorce) (Form 6 or Form 7B).</p> <ul style="list-style-type: none"> For applications including children under the age of 18, copy of the court order for the custody, care and control of children. Applications will not be accepted if the divorce proceedings have not been completed before the closing date for applications. For persons who are undergoing divorce proceedings after submission of applications, the Housing Department will suspend processing of these applications and resume after being informed by the applicants that they have completed the divorce proceedings [with copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or Form 7B)], provided that the CSPHQ exercise concerned has not been closed and subject to the availability of quota places under the respective choices of quota type/estate/district.
Documents of widowed persons	Copy of the marriage certificate and the death certificate of the deceased spouse. If the spouse passed away outside Hong Kong and the death certificate has been lost and replacement is not possible, a copy of notarial 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 or care and control of child(ren).
With pregnancy of 16 weeks or more	Copy of medical proof issued by registered medical practitioners to certify the expected date of confinement and weeks of pregnancy. Copy of the birth certificate has to be submitted upon the birth of the child.

- Duly completed G.F. 551 [Please use uniform signature to sign CSPHQ 411B (rev 10/2018) 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].

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

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

Purpose of Collection of Personal Data

- The personal data provided by means of this form will be used by the Housing Department for the following purposes:
 - activities related to applications under Civil Service Public Housing Quota;
 - 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
 - duplication check on applications for public housing (including but not limited to public 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 the applicant does not provide sufficient information, the Housing Department may not be able to process the relevant application.

Transfer of Personal Data

- The personal data provided by means of this form may be disclosed to other government departments (including but not limited to 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 the applicant/his family members' future related matters regarding the flat allocation where necessary and enforcing the "Prevention of Double Housing Benefits" rules. At the time of allocation of PRH unit and upon the completion of signing of tenancy formalities, my/our personal data and all correspondences relating to PRH application will be transferred to the relevant Estate Office (including outsourced property services agents) for the purposes of processing intake formalities of PRH, implementation of public housing policy and enforcement of tenancy conditions for the allocated flat.

Access to Personal Data

- 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 Protection 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.

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： ()

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： ()

部門(如為公務員)： _____

僱主名稱及地址(如非公務員)： _____

僱主屬 ☐ 私人機構 ☐ 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： ()

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

☐ 未獲任何房屋津貼的私人樓宇

☐ *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

☐ *自行租屋津貼／住所津貼

☐ *自置居所資助計劃／居所資助計劃／購屋貸款計劃

☐ 部門宿舍

☐ 高級公務員宿舍

☐ 為職位工作需要而設的部門宿舍

☐ 私有房屋津貼

☐ *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

公務員房屋福利申請人及／或其配偶 已享用的房屋福利及與房屋相關的福利

註 1：本表格適用於下列情況：

- (i) 申請人為**醫院管理局**的**前**僱員，並在受僱期間享用該局任何房屋福利／與房屋相關的福利；
- (ii) 申請人的**配偶**為 —
 - 醫院管理局的**前**僱員，並在受僱期間享用該局任何房屋福利／與房屋相關的福利；或
 - 醫院管理局的**現職**僱員；或
- (iii) 申請人的**前度配偶**為醫院管理局的**現職**／**前**僱員，並在與申請人的婚姻期間享用該局任何房屋福利／與房屋相關的福利。

每人須各自填寫一份表格。

醫院管理局僱員姓名：_____

(香港身份證號碼：_____)

註 2：填表前，請先參閱下頁的“填表須知”。

□ 在適當的方格內加上✓號

(1) 上述人士在本局任職期間／任職至今仍然享用下列福利 —

(a) 購屋貸款利息津貼計劃	有	沒有
----------------	---	----

如有，請註明開始和停止享用上述福利的日期：

□	□
---	---

(b) 代替購屋貸款利息津貼計劃的現金津貼	有	沒有
-----------------------	---	----

如有，請註明開始和停止享用上述福利的日期：

□	□
---	---

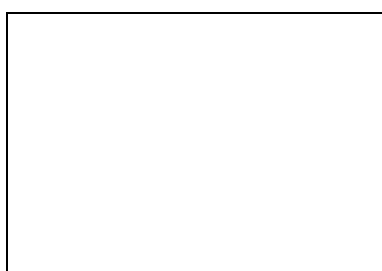
(c) 彈性津貼	有	沒有
----------	---	----

如有，請註明開始和停止享用上述福利的日期：

□	□
---	---

(d) 其他房屋福利及／或與房屋相關的福利(如有，請註明該項福利的名稱和性質，以及開始和停止享用該項福利的日期)	有 <input type="checkbox"/>	沒有 <input type="checkbox"/>
--	-------------------------------	--------------------------------

(2) 根據有關的聘用條款，上述人士已永久喪失資格享用本局提供的房屋福利及／或與房屋相關的福利。	是 <input type="checkbox"/>	否 <input type="checkbox"/>
--	-------------------------------	-------------------------------



(機構蓋章)

負責人簽署：

姓名

(請以正楷書寫)：

職位：

機構名稱：

醫院管理局

電話號碼：

日期：

填表須知

- (1) 就執行政府有關防止公務員享用雙重房屋福利的規定而言，“房屋福利”指就房屋而言或為協助僱員應付住屋需要，由僱主向僱員提供屬任何性質的福利，包括但不限於協助僱員租用或購置住所或購置物業，不論有關福利的種類為何，有關福利是否實報實銷和是否須要課稅，以及有關福利是否須由僱員申請才提供。
- (2) 本表格所提供的個人資料，政府將用於處理向有關公務員（即上述人士或其配偶）提供公務員房屋福利及／或與房屋相關福利的事宜，包括受理其就公務員房屋福利及／或與房屋相關福利提出的申請，以及確定其有否遵循有關享用該項公務員房屋福利及／或與房屋相關福利的條款和條件。如有需要，政府或會向其他相關機構(例如相關政府部門、其他公營／私人機構等)披露本表格所載資料。如公務員未能提供一切所需資料，政府將無法受理其申請或需要終止向其提供公務員房屋福利及／或與房屋相關的福利。

二零一八年十月

Receipt of housing and housing-related benefits by an applicant of civil service housing benefits and/or his spouse

Note 1: This form is for:

- (i) **applicants** who are **former** employees of the **Hospital Authority** (HA) and have received housing benefits/housing-related benefits from HA during the employment period;
- (ii) **spouses** of the applicants who are –
 - **former** employees of HA and have received housing benefits/housing-related benefits from HA during the employment period; or
 - **current** employees of HA; or
- (iii) **ex-spouses** of applicants who are **current/former** employees of HA and have received housing benefits/housing-related benefits from HA during marriage with the applicants .

One form should be used for each person.

Name of the Hospital Authority's Employee : _____
(Bearer of HKID No. _____)

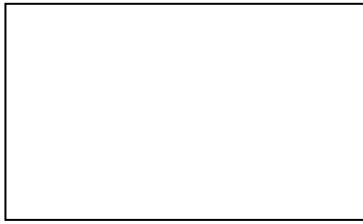
Note 2: Please read the "Points to note for completing this form" below before completing this form.

☐ Tick as appropriate

(1) The above person has received/has been receiving the following benefits since his/her appointment in our organisation –

(a) Home Loan Interest Subsidy Scheme (HLISS)	<u>Yes</u>	<u>No</u>
If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____	<input type="checkbox"/>	<input type="checkbox"/>
 (b) Cash allowance paid in lieu of HLISS	<u>Yes</u>	<u>No</u>
If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____	<input type="checkbox"/>	<input type="checkbox"/>
 (c) Flexi-allowance	<u>Yes</u>	<u>No</u>
If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____	<input type="checkbox"/>	<input type="checkbox"/>
 (d) Other kinds of housing and/or housing-related benefits <i>(if yes, please specify the name, nature and the commencement & end date(s) of the benefit)</i>	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

- (2) The above person has permanently ceased to be eligible for housing and/or housing-related benefits under the terms of our employment. Yes No
☐ ☐



(Official Chop)

Signature of responsible person: _____

Name in block letters: _____

Position held : _____

Organisation : Hospital Authority

Telephone No. : _____

Date : _____

Points to note for completing this form

- (1) For the purpose of enforcement of the rules on prevention of double housing benefits in the civil service, housing benefits mean benefits of any nature granted by an employer for the purpose of housing or to assist his employees in meeting their housing needs, including but not limiting to assistance for renting or acquiring accommodation or purchasing property, irrespective of the description of the benefits, whether the benefits are accountable or non-accountable, taxable or non-taxable, and whether the benefits are provided with or without employee's application.
- (2) The personal data provided in this form will be used by the Government in activities relating to the provision of civil service housing and/or housing-related benefits to the civil servant concerned (i.e. the above person or his/her spouse), including processing his/her application for civil service housing and/or housing-related benefits and ascertaining his/her compliance with the terms and conditions of respective civil service housing and/or housing-related benefits schemes. The information in this form may be disclosed to other connected bodies, for example, relevant government departments, other public/private organisations, etc, if necessary. The Government will not be able to process the civil servant's application or will cease his/her civil service housing and/or housing-related benefits if not all of the required information is provided.

October 2018

公務員房屋福利申請人及／或其配偶 已享用的房屋福利及與房屋相關的福利

註 1：本表格適用於下列情況：

- (i) 申請人為政府部門的**前**僱員(例如受聘擔任非公務員職位者)或公帑資助機構的**前**僱員(醫院管理局除外，有關人員須填寫附件 A)，並在受僱期間享用該部門／機構的任何房屋福利／與房屋相關的福利；
- (ii) 申請人的**配偶**為 —
 - 政府部門的**前**僱員(例如受聘擔任非公務員職位者)或公帑資助機構的**前**僱員(醫院管理局除外，有關人員須填寫附件 A)，並在受僱期間享用該部門／機構的任何房屋福利／與房屋相關的福利；或
 - 政府部門(例如受聘擔任非公務員職位者)、公帑資助機構(醫院管理局除外，有關人員須填寫附件 A)或私人公司的**現職**僱員；或
- (iii) 申請人的**前度配偶**為政府部門的**現職**／**前**僱員(例如受聘擔任非公務員職位者)或公帑資助機構的**現職**／**前**僱員(醫院管理局除外，有關人員須填寫附件 A)，並在與申請人婚姻期間享用該部門／機構的任何房屋福利／與房屋相關的福利。

每人的每位僱主須各自填寫一份表格。

僱員姓名：_____

(香港身份證號碼：_____)

註 2：填表前，請先參閱下頁的“填表須知”。

□ 在適當的方格內加上✓號 *刪去不適用者

- (1) 上述人士在本機構任職期間／任職至今仍然享用下列福利 [見“填表須知”(a)段] —

(a) 免租金或特惠租金住所	有	沒有
----------------	---	----

如有，請註明開始和停止享用上述福利的日期：

□	□
---	---

(b) 房屋貸款或用以協助購置本地或海外物業的任何形式的補貼或資助、按揭利息資助計劃或優惠利率貸款	有	沒有
---	---	----

如有，請註明開始和停止享用上述福利的日期：

□	□
---	---

(c) 用於租用住所或購置物業的津貼	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
如有，請註明開始和停止享用上述福利的日期： <hr/>		
(d) 代替房屋福利的現金津貼（即用以取代房屋福利的現金津貼）	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
如有，請註明開始和停止享用上述福利的日期： <hr/>		
(e) 包含房屋福利成分或以現金支付附帶福利（包括房屋福利）的現金津貼	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
如有，請註明開始和停止享用上述福利的日期： <hr/>		
(f) 在報稅表上列明從薪酬福利中實際領得作為發還租金的任何款項(例如省減課稅計劃)	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
如有，請註明開始和停止享用上述福利的日期： <hr/>		
(g) 其他房屋福利及／或與房屋相關的福利（如有，請註明該項福利的名稱和性質，以及開始和停止享用該項福利的日期）	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
<hr/> <hr/>		
(2) 上述人士曾經／現正享用的上述房屋福利或與房屋相關的福利，是否設有最長享用期？	有 <input type="checkbox"/>	<u>沒有</u> <input type="checkbox"/>
如有，請註明該項福利的種類和享用期上限： <hr/> <div style="text-align: right;">*個月／年</div>		

- (3) 上述人士已永久喪失資格領取本機構／公司提供的房屋福利及／或與房屋相關的福利。
[如僱主為政府(包括非公務員聘任)或公帑資助機構，才須填寫本項。]
- 是 否
☐ ☐



(公司蓋章)

負責人簽署：_____

姓名
(請以正楷書寫)：_____

職位：_____

機構／公司名稱：_____

電話號碼：_____

日期：_____

填表須知

- (a) 就執行政府有關防止公務員享用雙重房屋福利的規定而言，“房屋福利”指就房屋而言或為協助僱員應付住屋需要，由僱主向僱員提供屬任何性質的福利，包括但不限於協助僱員租用或購置住所或購置物業，不論有關福利的種類為何，有關福利是否實報實銷和是否須要課稅，以及有關福利是否須由僱員申請才提供。有關房屋福利的例子，包括上文第(1)(a)至第(1)(f)項所述。
- (b) 本表格所提供的個人資料，政府將用於處理向有關公務員（即上述人士或其配偶）提供公務員房屋福利及／或與房屋相關福利的事宜，包括受理其就公務員房屋福利及／或與房屋相關福利提出的申請，以及確定其有否遵循有關享用該項公務員房屋福利及／或與房屋相關福利的條款和條件。如有需要，政府或會向其他相關機構(例如相關政府部門、其他公營／私人機構等)披露本表格所載資料。如公務員未能提供一切所需資料，政府將無法受理其申請或需要終止向其提供公務員房屋福利及／或與房屋相關的福利。

Receipt of housing and housing-related benefits by an applicant of civil service housing benefits and/or his spouse

Note 1: This form is for:

- (i) **applicants** who are **former** employees of government departments (e.g. under non-Civil Service appointment) or publicly-funded organisations (PFO) (except the Hospital Authority (HA) for which Annex A should be used), and have received housing benefits/housing-related benefits from these departments/organisations during the employment period;
- (ii) **spouses** of the applicants who are -
 - **former** employees of government departments (e.g. under non-Civil Service appointment) or PFO (except HA for which Annex A should be used), and have received housing benefits/housing-related benefits from these departments/organisations during the employment period; or
 - **current** employees of government departments (e.g. under non-Civil Service appointment), PFO (except HA for which Annex A should be used) or private companies; or
- (iii) **ex-spouses** of applicants who are **current/former** employees of government departments (e.g. under non-Civil Service appointment) or PFO (except HA for which Annex A should be used), and have received housing benefits/housing-related benefits from these departments/organisations during marriage with the applicants.

One form should be used for each employer of each person.

Name of the Employee : _____
(Bearer of HKID No. _____)

Note 2: Please read the “Points to note for completing this form” below before completing this form.

☐ Tick as appropriate * Delete as appropriate

- (1) The above person has received/has been receiving the following benefits [see (a) under “Points to note for completing this form”] since his/her appointment in our organisation –

- | | | |
|--|--------------------------|--------------------------|
| (a) Accommodation provided rent free or at concessionary rent | <u>Yes</u> | <u>No</u> |
| If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| (b) A housing loan or any form of subsidy or assistance for purchasing local or overseas property, mortgage interest subsidy schemes or loans at concessionary interest rates | <u>Yes</u> | <u>No</u> |
| If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| (c) An allowance for renting accommodation or purchasing property | <u>Yes</u> | <u>No</u> |
| If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|---|--|---|
| <p>(d) A cash allowance provided in lieu of housing benefits, i.e. a cash allowance intended as a substitute for housing benefits</p> <p>If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
| <p>(e) A cash allowance which includes a housing element or which is provided to encash fringe benefits, including housing</p> <p>If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
| <p>(f) Any portion of a pay package actually claimed by the employees as rental reimbursement for tax purposes in their tax returns, such as tax efficiency schemes</p> <p>If yes, please specify the commencement and end date(s) for the provision of the above benefit: _____</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
| <p>(g) Other kinds of housing and/or housing-related benefits <i>(if yes, please specify the name, nature and the commencement & end date(s) of the benefit)</i></p> <p>_____</p> <p>_____</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
-
- | | | |
|---|--|---|
| <p>(2) Is there any maximum entitlement period for any of the above housing or housing-related benefits received/being received by the above person?</p> <p>If yes, please specify the type and the maximum entitlement period for such benefits: _____*months/years.</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
|---|--|---|
-
- | | | |
|--|--|---|
| <p>(3) The above person has permanently ceased to be eligible for housing and/or housing-related benefits provided by our organisation/company.</p> <p>[This item should be completed only if the employer is the Government (including non-Civil Service appointment) or a publicly-funded organisation.]</p> | <u>Yes</u>

<input type="checkbox"/> | <u>No</u>

<input type="checkbox"/> |
|--|--|---|



(Official Chop)

Signature of
responsible person : _____

Name in block letters: _____

Position held : _____

Organisation/Company : _____

Telephone No. : _____

Date : _____

Points to note for completing this form

- (a) For the purpose of enforcement of the rules on prevention of double housing benefits in the civil service, housing benefits mean benefits of any nature granted by an employer for the purpose of housing or to assist his employees in meeting their housing needs, including but not limiting to assistance for renting or acquiring accommodation or purchasing property, irrespective of the description of the benefits, whether the benefits are accountable or non-accountable, taxable or non-taxable, and whether the benefits are provided with or without employee's application. Examples of housing benefits include those set out in (1)(a) to (1)(f) above.
- (b) The personal data provided in this form will be used by the Government in activities relating to the provision of civil service housing and/or housing-related benefits to the civil servant concerned (i.e. the above person or his/her spouse), including processing his/her application for civil service housing and/or housing-related benefits and ascertaining his/her compliance with the terms and conditions of respective civil service housing and/or housing-related benefits schemes. The information in this form may be disclosed to other connected bodies, for example, relevant government departments, other public/private organisations, etc, if necessary. The Government will not be able to process the civil servant's application or will cease his/her civil service housing and/or housing-related benefits if not all of the required information is provided.

October 2018

致： 香港海關職員關係課

遷出部門宿舍通知書

本人_____，職級/編號_____

現居於_____

_____（宿舍地址）

的部門宿舍，並已申請 2018/19 年度公務員公共房屋配額（特別配額），現正等候有關編配結果。此外，本人承諾於日後簽署租住公屋租約或簽訂居屋正式買賣合約日期起兩個月的寬限期內遷離及交還上述宿舍。

如本人未能於 2018/19 年度成功獲編配租住公屋或購買居屋單位，此報告將會作廢。特此通知。

簽署：_____

日期：_____

聯絡電話：_____