

Urban Renewal Authority Subsidised Sale Flat Scheme

(Subsidised Sale Flat Scheme Units)

Application Form for Deletion / Addition of Family Member

Date:

To: Urban Renewal Authority
26th Floor, COSCO Tower
183 Queen's Road Central
Hong Kong

For Office Use:

Ref. : _____

Priority No. in SSF Scheme:

Property Address: Tower _____, _____ /F, Flat _____ of 煥然壹居 (the "Property")

I/ We as the owner and/or family member(s) apply to the Urban Renewal Authority ("URA") for deletion / addition* of family member in respect of the "Property" on the following reasons:

Part 1: Details of the Owner and existing family member(s)

	Name <small>Please use BLOCK LETTERS (Please fill in the information according to HK Identity Card or Birth Certificate) in both Chinese and English</small>		Sex *	Date of Birth			Relationship with Owner	Hong Kong Identity Card No. <small>For Children who have not obtained HK Identity Card, please fill in HK Birth Certificate No.</small>	Marital Status *
				Year	Month	Day			
1	Chinese		M / F				Owner		Unmarried / Married / Divorced / Widowed
	English								
2	Chinese		M / F						Unmarried / Married / Divorced / Widowed
	English								
3	Chinese		M / F						Unmarried / Married / Divorced / Widowed
	English								
4	Chinese		M / F						Unmarried / Married / Divorced / Widowed
	English								

Hong Kong Contact Telephone No. of Owner:	Home:	Mobile:	Office:
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Part 2: Details of the deletion / addition of family member(s)

	Name <small>Please use BLOCK LETTERS (Please fill in the information according to HK Identity Card or Birth Certificate) in both Chinese and English</small>		Sex *	Date of Birth			Type of Application *	Hong Kong Identity Card No. <small>For Children who have not obtained HK Identity Card, please fill in HK Birth Certificate No.</small>	Marital Status *
				Year	Month	Day			
1	Chinese		M / F				Deletion / Addition		Unmarried / Married / Divorced / Widowed
	English								
2	Chinese		M / F				Deletion / Addition		Unmarried / Married / Divorced / Widowed
	English								
3	Chinese		M / F				Deletion / Addition		Unmarried / Married / Divorced / Widowed
	English								

To facilitate the process of application, I/we attach (i) copies of H.K. Identity Card of owners(s) and family member(s) proposed-to-be-deleted or proposed-to-be-added; (ii) copies of relevant supporting documents, i.e. assignment / Marriage Certificate / Death Certificate.

I/We understand that if I/we fail to provide sufficient documentary proof to substantiate the application for deletion / addition of family member(s), the application may not be processed.

I/We understand and agree that URA may provide all necessary information and my/our personal data contained in this application to other sections of URA to Housing Department and Hong Kong Housing Society for carrying out the application.

(Applicable to application for deletion of family member)

I/We understand that the family member(s) proposed-to-be-deleted shall move out from the "Property" as stated in this application.

(Applicable to application for addition of family member)

I/We understand that the family member(s) proposed-to-be-added shall live in the "Property" as stated in this application.

(Signature of Owner)

Name: _____

HKID No. : _____

Correspondence Address:

(Signature of Family Member proposed to be deleted / proposed to be added)

Name: _____

HKID No. : _____

(if different from the above)

Notes for Applicants on Application For Deletion / Addition of Family Member

All applicant(s) and their family member(s) included in the application must supply their personal data to Urban Renewal Authority (URA) when so requested. Please ensure that the data provided are accurate. If there is any change in the data provided, URA must be notified immediately. URA may not process or approve any application for deletion or addition of family member if the requested personal data are not duly supplied or the personal data supplied are not or do not remain to be true and accurate. If false or misleading information or data are provided, the provider(s) may have other legal consequences.

1. Purposes of Collection

The personal data provided will be used by URA for the purposes of:

- (a) considering or processing the application for a Deletion / Addition of Family Member;
- (b) ensuring that benefits relating to housing offered by the Government of the HKSAR including but not limited to Housing Department, Hong Kong Housing Authority and/or Hong Kong Housing Society will only be offered or made available to eligible persons;
- (c) for statistical survey, research and audit; and
- (d) any other purposes directly related to any of the aforesaid purposes.

2. Classes of Transferees

The personal data provided will be transferred or made available to any of the parties listed below in respect of any of the aforesaid purposes:

- (a) Any persons and corporations employed or retained by URA.
- (b) Any departments or constituents of the Government of the HKSAR (including but not limited to Housing Department) that maintain any systems or records relating to the purpose mentioned in paragraph 1 (b) above.
- (c) Any departments or constituents of the Government of the HKSAR, any private or public organisations, corporations and bodies and any other persons that may have access to the information or personal data stored or contained in the systems or records mentioned in sub-paragraph (b) above.
- (d) Any law enforcement department or constituents of the government of the HKSAR (including but not limited to HK Police Force and ICAC).
- (e) Persons the disclosure to whom is authorized by or consented to by the data subject.
- (f) Persons the disclosure to whom is authorized or required by law.

3. Kind of Personal Data Required

The Applicant should submit application form together with copies of relevant supporting documents. For example –

- (a) Photocopies of Decree Nisi Absolute (Divorce) and Court Order/Deed of Separation in divorce/separation cases.
- (b) Photocopies of Marriage Certificate of the family member proposed-to-be-deleted who has married and moved out from the property to join his / her spouse.
- (c) Photocopies of Marriage Certificate of the owner and his/her spouse's personal identification documents.
- (d) Photocopies of approval letter issued by the Treasury/Departmental Secretary/the employer if family member is eligible for civil service housing benefits or housing package provided by the employer. or
- (e) Photocopies of Birth Certificate of the proposed-to-be added family member.

Remarks

1. If the application form has not been properly completed, URA may reject the application.
2. The signature(s) of owner(s)/ family member(s) proposed to be deleted should be the same as the one on statutory declaration(s) made during the purchase of subsidised sale flat.
3. The family member proposed-to-be-deleted shall move out from the subsidised sale flat as stated in the application form (for application of deletion of family member).
4. The family member proposed-to-be-added shall live in the subsidised sale flat as stated in the application form (for application of addition of family member).
5. Pursuant to the Personal Data (Privacy) Ordinance, the owner(s) / family member(s) / agent for owner(s) are entitled to request access to and correction of his/her personal particulars contained in the application form. Any such requests should be made in writing and directed by post or fax (Fax No. 2827 0176 / 2827 0085) to the Urban Renewal Authority, 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong. A fee may be charged for such requests including correction.

6. Please read carefully and sign the separate Authorization Form for Personal Data Collection when returning the application form.
7. The duly completed application form should be delivered to URA office at 26/F COSCO Tower, 183 Queen's Road Central, Hong Kong.
8. In general, you will receive written notice of the result of your application within six weeks from the date on which all the required documents have been received by URA.