

URBAN RENEWAL AUTHORITY
SUBSIDISED SALE FLAT SCHEME /
STARTER HOMES PILOT PROJECT FOR HONG KONG RESIDENTS
Addition / Deletion of Family Member(s)

Note to Applicants

1. Change of Household Particulars on the Resident's Register

- 1.1 Subsidised Sale Flat Scheme / Starter Homes Pilot Project for Hong Kong Residents flat owners should inform Urban Renewal Authority ("URA") of any change of family composition, whether it is an addition or deletion.

2. Addition of Family Member(s)

- 2.1. The person(s) proposed to be added is / are confined to the spouse and children under the age of 18 of the owner / joint-owner(s). The added family member(s) shall live in the property as stated in the application.
- 2.2. Photocopies of supporting documents (such as marriage certificate, identity card, birth certificate etc.) should be provided to prove the relationship between the owner / joint owner(s) and the family member(s) proposed to be added.

3. Deletion of Family Member(s)

- 3.1. Unless legally divorced or deceased, the spouse of the owner / joint owner(s) shall not be deleted from relevant records.
- 3.2. Normally, the deletion of a crucial member (a member other than the owner, included in an application form to satisfy the eligibility criteria for joining Subsidised Sale Flat Scheme / Starter Homes Pilot Project for Hong Kong Residents as family application) can only be effected after 2 years from the date of assignment. The status of a crucial member is defined in the application form at the time of application and may subsequently be changed upon addition of family member(s).
- 3.3. In processing the application of deletion of family member(s), URA may require applicant to provide supporting documents if necessary.
- 3.4. After deletion, the family member(s) proposed to be deleted shall move out from the property as stated in the application and is/are not allowed to request reinstatement in future.

4. Application and Remarks

- 4.1. Please send the completed and signed application form with the supporting documents to :-
Urban Renewal Authority
26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong
Attn: General Manager, Property & Land
(Please indicate "Addition / Deletion of Family Member(s)" on the envelope)
Tel: 2588 2222
- 4.2. Each application form should be used for the purpose of either addition or deletion of family member(s). In case both addition and deletion of family member(s) are required, please complete two separate application forms, i.e. one for addition and another for deletion respectively.
- 4.3. The application should be endorsed by the owner / joint owner(s) (in case the property is jointly owned). The signature(s) of owner / joint owner / family member(s) proposed to be deleted should be the same as the one(s) on statutory declaration(s) made during the purchase of Subsidised Sale Flat / Starter Home Unit.
- 4.4. Please read carefully **Collection / Transfer of Personal Data / Information** in paragraph 5 below before signing and returning the application form.
- 4.5. If the application form has not been properly completed or the requested information is incomplete, the application will not be processed.

- 4.6. In general, you will receive written notice of the result of your application within 6 weeks from the date on which all the required documents have been received by URA.

5. Collection / Transfer of Personal Data / Information

5.1. Purpose and Method of Collecting Personal Data / Information

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

- (a) considering or processing the application for an Addition / Deletion of Family Member(s);
- (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, Hong Kong Housing Society and/or URA will only be offered or made available to eligible persons and undertaking the necessary verification;
- (c) carrying out household record management, correct and update relevant records; and
- (d) any other purposes directly related to any of the aforesaid purposes.

The personal data / information contained in the application form is provided on a voluntary basis. However, URA may not be able to process the application if insufficient information is provided.

5.2. 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 by URA;
- (b) Any departments or constituents of the Government of the HKSAR (including but not limited to Hong Kong Housing Authority and Housing Department), any private or public organizations and bodies (including but not limited to Hong Kong Housing Society, Hospital Authority) and any other third party who may hold or provide any information or personal data of any of the owner(s) or family member(s) (such as employers, management company of the related subsidised housing project);
- (c) Persons the disclosure to whom is authorized by or consented to by the data subject.

5.3. Kind of Personal Data Required

Copies of relevant supporting documents should be submitted with the application form. For example :-

- (a) Photocopies of Decree Absolute (Divorce) and Court Order / Deed of Separation in divorce / separation case;
- (b) Photocopies of Marriage Certificate of the family member(s) 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(s) who aged under 18.

5.4. Access to Personal Data

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. A fee may be charged on requests for access of relevant personal information and obtaining copy(ies) thereof. The request for access and correction should be made in writing and addressed to :-

Urban Renewal Authority
26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong
Attn: General Manager, Property & Land
(Please indicate "Request for Personal Data" on the envelope)
Tel: 2588 2222

URBAN RENEWAL AUTHORITY
SUBSIDISED SALE FLAT SCHEME /
STARTER HOMES PILOT PROJECT FOR HONG KONG RESIDENTS
Application Form for Addition / Deletion of Family Member(s)

Date:

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

Property Address: Flat _____, _____/F, Tower _____, _____ (the "Property")

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

Details of the Proposed Addition / Deletion 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 | | | 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 | | | | | | Single / Married / Divorced / Widowed |
| | English | | | | | | | |
| 2 | Chinese | M / F | | | | | | Single / Married / Divorced / Widowed |
| | English | | | | | | | |
| 3 | Chinese | M / F | | | | | | Single / Married / Divorced / Widowed |
| | English | | | | | | | |
| 4 | Chinese | M / F | | | | | | Single / Married / Divorced / Widowed |
| | English | | | | | | | |

To facilitate the process of application, I / we attach (i) copies of HK Identity Card of owner(s) and family member(s) proposed to be added / proposed to be deleted; (ii) copies of relevant supporting documents, e.g. Marriage Certificate, Birth Certificate, Death Certificate, etc.

I / We understand that if I / we fail to provide sufficient documentary proof to substantiate the application, the application may not be processed.

(Applicable to application for addition of family member(s))

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

(Applicable to application for deletion of family member(s))

I / We understand that the family member(s) proposed to be deleted shall move out from the Property as stated in this application and is/are not allowed to request reinstatement in the future.

I / We have read the **Note to Applicant** including the **Collection / Transfer of Personal Data / Information** in paragraph 5 and understand the contents therein. I / We agree that the application form(s) will be used for the purpose of processing the application for Addition / Deletion of Family Member(s) including but not limited to URA's disclosure and verification of the information concerned with Hong Kong Housing Authority, Housing Department, Hong Kong Housing Society and other government departments, public / private organization / companies, the employer concerned and/or the management company of the related subsidised housing project.

Note: This Application Form must be signed by owner / joint-owner(s) and family member(s) aged 18 or above who seek addition to / deletion from the relevant household records.

* Please delete if inapplicable

Signature of Owner

Name: _____

HKID No.: _____

Tel No.: _____ (Moblie)

Tel No.: _____ (Daytime)

Signature of Joint-Owner

Name: _____

HKID No.: _____

Tel No.: _____ (Moblie)

Tel No.: _____ (Daytime)

Signature of Family Member

Name: _____

Signature of Family Member

Name: _____

Signature of Family Member

Name: _____

Signature of Family Member

Name: _____

Correspondence Address:

(if different from the Property)