



This form is only applicable for the owners with their buildings having already been applied for Common Area Repair Works Subsidy / Common Area Repair Works Interest-free Loan from Hong Kong Housing Society on or before 30 June 2015, with a valid Approval-in-Principle granted.

Application Form

For Individual Flat Owner

(Page 1 to Page 4 should be completed by the applicant)

Please read the 'Application Notes' below as appropriate before completion of this application form

<u>Application Notes for Loan</u>	<u>Number</u>	<u>Application Notes for Hardship Grant</u>	<u>Number</u>
Common Area Repair Works Interest-free Loan	AP2	Common Area Repair Works Hardship Grant	AP-HG2

Please complete the application form and return by hand or by post to Property Management Advisory Centre (Main Office) or Applications Section of the Hong Kong Housing Society with the required documents.



**HONG KONG
HOUSING SOCIETY**
香港房屋協會

(For enquiry of the application for "Home Renovation Interest-free Loan", "Home Renovation Hardship Grant", "Building Safety Loan Scheme" of Buildings Department or "Building Maintenance Grant Scheme for Elderly Owners", please call Urban Renewal Authority at 3188 1188 for assistance.)

Part 1: Information of the Property*

1.1 Property name and address		Building age: _____ Years
1.2 Type of building	<input type="checkbox"/> Residential <input type="checkbox"/> Composite (For residential and commercial use)	

Part 2: Information of the Applicant*

2.1 Type of ownership	<input type="checkbox"/> Solely owned	<input type="checkbox"/> Jointly owned
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2.2 Information of the applicant/co-owners

(The following table should be completed by ALL registered owners. If there are more than 2 registered owners, please use separate sheet for the information and submit together with this application form.)

	Owner (1)	Spouse#	Owner (2)	Spouse#	#① Applicable to "Hardship Grant" application only & please attach a copy of valid HKID card ② If the applicant has no spouse, or spouse deceased, please fill in "nil" or "deceased" ③ If applicant's spouse is also the registered owner, please tick the appropriate box on the right hand side.
Name of the registered owner					
HK I.D. Card No.					
Date of Birth (DD/MM/YY)	/ /	/ /	/ /	/ /	
Contact no.					
Correspondence address (if different from the address in item 1.1)					

Part 3: Scope of Works / Inspection for this Application*

<input type="checkbox"/> Common area of the building (Repair) Contributed Repair Cost: HK\$ _____
<input type="checkbox"/> Common area of the building (Inspection) Contributed Inspection Cost: HK\$ _____

*Please put "✓" in the appropriate

(This page must be completed)

Part 4: Loan / Hardship Grant to be applied*

4.1 You can apply for different loans /grants at the same time if you fulfill the application criteria below.

Type of building maintenance subsidy	Application Criteria		Scope of Repair Works/Inspection#
	Types of Building	Owner	Common Area
Common Area Repair Works Interest-free Loan of the HKHS	<ul style="list-style-type: none"> ➤ Residential or composite building; ➤ Aged 20 years or above; and ➤ Not exceeding prevailing ratable value limits 	Individual owners	<input type="checkbox"/> (4.1) (comply with remark ①)
Common Area Repair Works Hardship Grant (Applicable to the applicant for Subsidy/Loan for Works in Common Areas only)		Individual owner (comply with remark ③)	<input type="checkbox"/> (4.2) (comply with remark ②)

Remarks:

- ① Owners' Corporation (OC) has been issued with AIP notification of Common Area Repair Works Interest-free Loan by the HKHS.
- ② OC has been issued with AIP notification of Common Area Repair Works Interest-free Loan or Common Area Repair Works Subsidy by the HKHS.
- ③ Valid HKID card holder, Old Age Living Allowance recipient / Comprehensive Social Security Assistance recipient / Aged 60 or above or disabled meeting the income and asset limits / Aged 60 or above or disabled holding Medical Fee Waiver certificate.

#Please delete as appropriate

Table 1 Loan to be applied* (Please complete Appendix 2)

4.1 Common Area Repair Works **Interest-free Loan** HK\$

Table 2 Owner needs financial assistance may apply* (Please complete Appendix 3)

4.2 Common Area Repair Works **Hardship Grant** HK\$

*Please put “✓” in the appropriate

Part 5: Declaration

Please read the declaration below to understand and agree to its contents before signing. (ALL registered owners must sign on this page. If more than 2 registered owners, please use separate sheet and submit together with this application form).

I/ We, the undersigned, certify that all information and supporting documents provided above by me/us are true and accurate, and I/ we clearly understand and fully agree to abide by the requirement, terms and conditions for this (these) scheme(s). In addition, I/ We consent that this application may be processed and approved by the Hong Kong Housing Society (HKHS). I/ We shall immediately notify in writing the HKHS of any change in the information and documents provided during the processing period.

(1) Name of Applicant : _____

Signature of Applicant : _____

Date : _____

(2) Name of Applicant/

Joint owner : _____

Signature of Applicant/

Joint owner : _____

Date : _____

Applicable to "Hardship Grant" application only

Name of Spouse: _____

Signature of Spouse: _____

Date: _____

Name of Spouse: _____

Signature of Spouse: _____

Date: _____

(Please also complete Appendix 1)

Attention:

- (1) Please countersign the parts with alteration.
- (2) Any intentional misrepresentation or omission of information may result in the application being rejected. Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.
- (3) HKHS reserves the right to reject and/ or adjust the amount of the application, to be approved/ already approved, at any time without disclosing the reason.

Appendix 1

Please read the declaration below to understand and agree to its contents before signing. (ALL registered owners must sign. If more than 2 registered owners, please use separate sheet and submit together with this application form).

Authorization

I/ We, the undersigned, agree to provide all information considered necessary by the Hong Kong Housing Society (HKHS) for the processing of this loan/ hardship grant application.

I/ We unconditionally approve, fully agree and irrevocably authorize the HKHS to verify with, obtain from, and disclose to any relevant Government Departments, public organizations, relevant Owners' Corporation or owners' representative*, any of my/ our family members and any other relevant persons or firms and companies, any of my/ our information, data, record or application status of myself (ourselves) as the HKHS may consider necessary for the purpose of processing this application and verifying my/ our eligibility to my/ our loan/ hardship grant application.

I/ We hereby further agree and authorize the HKHS to disclose my / our information, data, record to the Land Registry and to check with the Land Registry all the property(ies) previously and currently owned by me/ us in Hong Kong for the purpose of recovery of outstanding amount owed by me/ us to the HKHS under the loan/ hardship grant granted by the HKHS to me/ us, whether or not, pursuant to a judgment with respect to the outstanding amount has been awarded by the court in favour of the HKHS.

*owners' representative means two or more persons duly authorized by the owners in an owners' meeting to apply this loan/subsidy application for and on behalf of the owners and to sign the relevant documents for the application.

(1) Name of Applicant : _____

Signature of Applicant : _____

Date : _____

(2) Name of Applicant / Joint owner : _____

Signature of Applicant / Joint owner : _____

Date : _____

Applicable to "Hardship Grant" application only	
Name of Spouse:	_____
Signature of Spouse:	_____
Date:	_____
Name of Spouse:	_____
Signature of Spouse:	_____
Date:	_____

Attention:

- (1) Please countersign the parts with alteration.
- (2) Any intentional misrepresentation or omission of information may result in the application being rejected. Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.
- (3) HKHS reserves the right to reject and/ or adjust the amounts of the application, to be approved/ already approved, at any time without disclosing the reason.

Appendix 2 Apply for the HKHS's Common Area Repair Works Interest-free Loan

1. Apply for the HKHS's interest-free loan amount intended to be used for:-

Contribution for repair works/ inspection# in common areas of the building

For applying interest-free loan provided by the HKHS, application should be submitted: HK\$_____

- before the 1st payment deadline specified in the demand note
- within 2 months from the issue date of the first demand note (whichever date is the later).

Total loan amount applied:
(Please read ④ & ⑤) HK\$_____

Please delete as appropriate.

- Remarks
- ④ If only applying for “Common Area Repair Works Interest-free Loan” provided by the HKHS, the maximum loan amount would be the approved cost of repair of the common areas of the subject buildings or HK\$100,000, whichever is the lower; if applying both “Common Area Repair Works Interest-free Loan” and “Common Area Repair Works Hardship Grant” at the same time, the total amount should not exceed HK\$100,000.
 - ⑤ For applying interest-free loan over HK\$25,000, the applicant is required to execute a legal charge, in escrow, in favor of the HKHS.

2. Period for Repayment of Loan

Interest-free Loan

For the applicant of Interest-free Loan (Common Area Repair Works Interest-free Loan).

Please specify repayment period: _____ months. (Please refer to Application Notes **AP2** for maximum repayment period)

Appendix 2 Apply for HKHS's Interest-free Loan (Continued)

3. Have you been granted with or applied for other subsidy schemes namely*: (Excluding this application)

- (a) “Building Safety Loan Scheme” provided by the Buildings Department/ the previous “Building Safety Improvement Loan Scheme” ? Yes No
- If yes, is there any outstanding loan? Yes (HK\$_____) No
- (b) “Building Rehabilitation Loan Scheme” provided by the URA? Yes No
- If yes, is there any outstanding loan? Yes No
- (c) Hardship grant provided by the URA for the owners in need of financial assistance? Yes (HK\$_____) No
- (d) “Home Renovation Interest-free Loan” provided by the HKHS? Yes No
- If yes, is there any outstanding loan? Yes (HK\$_____) No
- (e) “Building Maintenance Grant Scheme for Elderly Owners” ? Yes No

*Please put “✓” in the appropriate

Notes to the Applicant Relating to the Collection of Personal Data

Purpose of Collection of Personal Data

The Personal data provided by the applicant to the HKHS will be used for:

- a. Assessing applicant's eligibility for the building repair loan/hardship grant and other related issues; or
- b. Promoting and implementing the loan/hardship grant or providing information, special offers and services of the scheme; or
- c. Market research relating to loan/hardship grant for building repair ; or
- d. Research relating to building repair in Hong Kong.

The provision of personal data to the HKHS is on a voluntary basis. If the applicant does not provide sufficient personal data, the HKHS may not be able to process his/her application, and this may result in delay or even rejection of the application. Please ensure that the information provided is accurate and true. If there are any changes in the information provided, please notify the HKHS in writing immediately.

Transfer of Personal Data and the Categories of Assignees

The personal data provided by the applicant will be made available to appropriate persons of the HKHS on a need-to-know basis. Apart from this, the information may be disclosed to the parties listed below:

- a. Third parties that provide service relating to the building repair loan/hardship grant; or
- b. Government Departments, such as the Development Bureau, Transport and the Housing Bureau and the Independent Commission Against Corruption (ICAC) etc; or
- c. Professional institutes, academic bodies and public bodies; or
- d. Persons/ organizations the disclosure to whom is authorized by or consented to by the applicant; or
- e. Persons/organizations the disclosure to whom is authorized or required in accordance with the Personal Data (Privacy) Ordinance.

Access to personal data

Applicant has the right of access to and correction of their personal data kept by the HKHS. The right of access includes the right to obtain a copy of the personal data subject to payment of a fee.

Enquiry

Enquiries concerning the personal data collected by the HKHS and the request for access and correction should be addressed to:

Hong Kong Housing Society
Applications Section
G/F, Dragon Centre,
23 Wun Sha Street,
Tai Hang, Hong Kong

Tel: 2839 7166

Fax: 2504 0867

Attention:

- (1) HKHS is public body under the regulation of the ICAC and the Ombudsman.
- (2) HKHS is public body under the "Prevention of Bribery Ordinance". All the staff members of the HKHS are subject to the said Ordinance and are not allowed to solicit or accept any forms of advantages from customer, contractor, supplier or any person. For the appointment of professional consultant and building contractor by OC in coordinating building repair works, staff of the HKHS would only provide OC general guidance and are prohibited from taking part in any form of introducing and influencing the selection of professional consultant and building contractor that might affect the decision of OC.
- (3) The application form and these Notes are not legally binding on the HKHS. HKHS is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in the application form and these Notes.
- (4) HKHS reserves the right to modify the contents at any time without prior notice.

Applicant should complete the application form together with supporting documents and then submit via OC/Owners' representatives to the HKHS before the 1st payment deadline specified in the demand note issued by OC/Owners' representatives, or within 2 months from the issue date of the first demand note issued by OC/ owners' representatives, whichever date is the later.

<u>Address</u>	<u>Tel</u>
G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong (Applications Section)	2839 7166
Shop 3, Shopping Arcade, June Garden, 28 Tung Chau Street, Tai Kok Tsui, Kowloon	2839 7128