

**THE UNIVERSITY OF HONG KONG**

**Statement on Housing and Housing Related Benefits Received**

*To be completed by staff members who intend to apply for housing and housing related benefits or who have changed their personal or family data since they first received any housing and housing related benefits. Please read the Prevention of Double Housing Benefits Rules in the Staff Manual before completing this form. Completed forms should be returned to the Personnel Unit, Human Resource Section, Registry.*

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**SECTION I PERSONAL PARTICULARS**

**(A) PARTICULARS OF APPOINTEE**

Name : (Professor/Dr./Mr./Mrs./Miss) \_\_\_\_\_ Staff No.: \_\_\_\_\_

Post : \_\_\_\_\_ Department : \_\_\_\_\_

Status of appointment :  substantive  probationary  temporary  
 contract (current contract period from \_\_\_\_\_ to \_\_\_\_\_)

Marital status :  Single  Married  Separated  Divorced  Widowed

**(B) PARTICULARS OF SPOUSE**

Name of spouse : (Professor/Dr./Mr./Mrs./Miss) \_\_\_\_\_ HKID No. : \_\_\_\_\_

Employing organisation : \_\_\_\_\_

Post : \_\_\_\_\_ Staff No. : \_\_\_\_\_ (if a HKU appointee)

**(C) PARTICULARS OF EX-SPOUSE (who has received housing benefits from Government or public-funded organisations during marriage)**

Name of spouse : (Professor/Dr./Mr./Mrs./Miss) \_\_\_\_\_ HKID No. : \_\_\_\_\_

Employing organisation : \_\_\_\_\_

Post : \_\_\_\_\_ Staff No. : \_\_\_\_\_ (if a HKU appointee)

**SECTION II PARTICULARS OF CURRENT ACCOMMODATION & HOUSING BENEFITS**

**(A) PARTICULARS OF CURRENT ACCOMMODATION**

Address : \_\_\_\_\_

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Ownership :  self-owned or owned by family relations  rented  
 provided by employer  public housing

**(B) PARTICULARS OF HOUSING BENEFITS RECEIVED BY APPOINTEE AND SPOUSE**

\* I / I and my spouse \*am / are not receiving and have not received any form of housing benefits provided by the Government, public-funded organisations or private employer.

\* I / I and my spouse \*am / are receiving / have received the following forms of housing benefits provided by the Government, public-funded organisations or private employer :

Civil Service/Public-Funded Organisations Housing Benefits :

- \*Quarter / Operational Post-tied Quarter (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*Private Tenancy Allowance / Accommodation Allowance (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*Home Financing Scheme / Home Purchase Scheme / Housing Loan Scheme (from \_\_\_\_\_ to \_\_\_\_\_ )
- House Allowance (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*Mortgage Interest Subsidy Scheme / Home Loan Interest Subsidy Scheme (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*Hotel / Hostel Allowance (from \_\_\_\_\_ to \_\_\_\_\_ )
- Cash Allowance which includes a housing component (from \_\_\_\_\_ to \_\_\_\_\_ )
- Government's Local Officer's Co-operative Building Society/Government Built Housing Scheme (from \_\_\_\_\_ to \_\_\_\_\_ )

Public Housing Benefits :

- \*Middle Income Housing Project / Sale of Flats to Sitting Tenants Scheme / Urban Improvement Scheme / Flat for Sale Scheme (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*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 (from \_\_\_\_\_ to \_\_\_\_\_ )
- \*Sandwich Class Housing Loan / Sandwich Class Housing Scheme Flat / Home Starter Loan Scheme (from \_\_\_\_\_ to \_\_\_\_\_ )

Others :

Please specify : \_\_\_\_\_

**SECTION III DECLARATION**

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 University. I undertake to inform the University of any change to the information given in this statement which may affect my entitlement to University housing benefits.
2. \*My / Our consent is hereby given to the University, in assessing my eligibility for University housing benefits, to check and match \*my / our personal data on the statement and other relevant documents submitted with \*my / our personal data collected for any other purpose. \*I / We hereby authorise the University to approach other government departments, public/private organisations or employer(s) concerned and expressly agree that they may give access to the University \*my / our personal data they possess, so that the University can use such data for the purpose of processing my application for University housing 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 University in activities relating to the administration of housing benefits 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 provided.

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Signature of Appointee's Spouse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* Please delete as appropriate

Please tick as appropriate

**Notes about Personal Data**

1. The personal data provided by means of this form will be used by the Personnel Unit for the purpose of processing your application.
2. It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.
3. The personal data provided in this form may be disclosed to other University offices authorised to process this application.
4. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the University Data Protection Officer, Registry, The University of Hong Kong.