

# 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

## Application Notes for **Loan**

Home Renovation Interest-free Loan

Number **AN5**

Building Safety Loan Scheme of Buildings Department

Number **AN3**

## Application Notes for **Hardship Grant**

Common Area Repair Works Hardship Grant

Number **HG1**

Home Renovation Hardship Grant

Number **HG2**

## Application Notes for **Grant**

Building Maintenance Grant Scheme for Elderly Owners of Hong Kong Housing Society

Number **AN4**



## Enquiry

# 31881188

Please complete the application form and return by hand or by post to the offices listed at the last page of this application form with the required documents.

**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) <input type="checkbox"/> Commercial/Industrial	

**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 (individual flat 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#	
Name of the registered owners					#①Applicable to “Building Maintenance Grant Scheme for Elderly Owners” and “Hardship Grant” application only & please attach a copy of valid HKID card ②If the applicant has no spouse, or spouse deceased, please fill in “nil” or “deceased” ③If applicant’s spouse is also the registered owner, please tick “✓” in the appropriate box on the right hand side.
HK I.D. Card No.					
Date of Birth (DD/MM/YY)	/ /	/ /	/ /	/ /	
Contact no.					
Correspondence address (if different from the address in item 1.1)					

**2.3 If the property is owned by a company (applicable to Building Safety Loan Scheme” only), please fill in the following information:**

Company name: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Company Registration No.: \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

Name of contact person &amp; telephone no.: \_\_\_\_\_

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

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

\*Please put “✓” in the appropriate 

[Effective from 1 July 2015]

**Part 4: Loan / Hardship Grant / Grant for Elderly Owners 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	Individual Unit
<b>Building Safety Loan Scheme</b>	Private building	Individual or company owners	<input type="checkbox"/> (4.3 or 4.7)	<input type="checkbox"/> (4.3 or 4.7)
<b>Home Renovation Interest-free Loan (HRIL)</b>	Residential or composite building aged 30 years or above and not exceeding prevailing ratable value limits excluding buildings not exceeding 3 storeys and New Territories Exempted Houses	Individual owners (comply with remark ①)	X	<input type="checkbox"/> (4.2)
<b>Hardship Grant for Common Area Repair Works Subsidy (CAS) / HRIL</b>		Individual owners (comply with remark ②)		<input type="checkbox"/> (4.4)
<b>Building Maintenance Grant Scheme for Elderly Owners</b>	Domestic units of residential or composite buildings	Elderly owners (comply with remark ③)	<input type="checkbox"/> (4.6)	<input type="checkbox"/> (4.6)

Remarks:

- ① Applicant should own no other property in Hong Kong in any form or manner, directly or indirectly.
- ② Old Age Living Allowance recipient / Comprehensive Social Security Assistance recipient / Aged 60 or above or disabled persons meeting the income and asset limits / Aged 60 or above or disabled persons holding Medical Fee Waiver certificate.
- ③ Valid HKID card holder, Old Age Living Allowance recipient / Aged 60 or above, Comprehensive Social Security Assistance recipient or meeting the income and asset limits and residing in the property.

#Please delete as appropriate

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

4.2	<input type="checkbox"/>	Home Renovation <b>Interest-free Loan</b>	HK\$
4.3	<input type="checkbox"/>	“Building Safety Loan Scheme” <b>Interest-bearing loan</b> provided by Buildings Department	HK\$

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

4.4	<input type="checkbox"/>	Common Area Repair Works Subsidy <b>Hardship Grant</b>	HK\$
4.5	<input type="checkbox"/>	Home Renovation <b>Hardship Grant</b>	HK\$
4.6	<input type="checkbox"/>	Building Maintenance <b>Grant Scheme</b> for Elderly Owners	HK\$
4.7	<input type="checkbox"/>	“Building Safety Loan Scheme” <b>Interest-free loan</b> provided by Buildings Department (Please complete Appendix 2 & 3)	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 Urban Renewal Authority (URA), the Hong Kong Housing Society (HKHS), and the Buildings Department (BD) or any of them. I/ We shall immediately notify in writing the organization(s) processing the application, i.e. the URA, HKHS, and/or BD (as the case may be), of any change in the information and documents, of any family members, provided during the processing period.

\* Applicable to “Building Maintenance Grant Scheme for Elderly Owners” & “Hardship Grant” application only

**(1) Name of Applicant :** \_\_\_\_\_

**Signature of Applicant :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**(2) Name of Applicant/  
Co-owners :** \_\_\_\_\_

**Signature of  
Applicant/Co-owners :** \_\_\_\_\_

**Date :** \_\_\_\_\_

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) For company owners (applicable to “Building Safety Loan Scheme” application only), the application form should be signed by the authorized representative with its company chop.
- (4) URA/HKHS/BD reserves the right to reject and/or adjust the amounts of the application, to be approved / already approved, at any time without disclosure of reasons.

## 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

For any application in this application form, I/ we, the undersigned, agree to provide all information considered necessary by the Urban Renewal Authority (URA)/ Hong Kong Housing Society (HKHS)/ Buildings Department (BD) for the processing of this loan/grant/hardship grant application.

I/ We unconditionally approve, fully agree and irrevocably authorize the URA/ HKHS/ BD 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 URA/ HKHS/ BD may consider necessary for the purpose of processing this application and verifying my/ our eligibility to my/ our loan/grant/hardship grant application.

I/ We hereby further agree and authorize the URA/ HKHS/ BD 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 URA/ HKHS/ BD under the loan/grant/hardship grant granted by the URA/ HKHS/ BD 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 URA/ HKHS/ BD.

\*Owners' representative means two or more persons duly authorized by the owners in an owners' meeting to apply Common Area Repair Works Subsidy 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 /  
Co-owners :** \_\_\_\_\_

**Signature of Applicant /  
Co-owners :** \_\_\_\_\_

**Date :** \_\_\_\_\_

\*Applicable to "Building Maintenance Grant Scheme for Elderly Owners" & "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) For company owner (applicable to "Building Safety Loan Scheme" application only), the application form should be signed by the authorized representative with its company chop.
- (4) URA/HKHS/BD reserves the right to reject and/or adjust the amounts of the application, to be approved / already approved, at any time without disclosure of reasons.

**Appendix 2 Apply for “Home Renovation Interest-free Loan” / “Building Safety Loan Scheme”**

**1. Apply for URA’s “Home Renovation Interest-free Loan” / Buildings Department’s “Building Safety Loan Scheme” loan amount intended to be used for\*:-**

(a)  Contribution for repair works/ inspection<sup>#</sup> in common areas of the building HK\$\_\_\_\_\_

- Applicable for applying “Building Safety Loan Scheme”

(b)  Repair works/ inspection<sup>#</sup> in individual unit HK\$\_\_\_\_\_

- Applicable for applying “Home Renovation Interest-free Loan and/or “Building Safety Loan Scheme”

- Application should be submitted prior to commencement of works)

Total loan amount applied:  
(Please read ⑤, ⑥ & ⑦) HK\$\_\_\_\_\_

# Please delete as appropriate.

- Remarks ⑤ If only applying for “Home Renovation Interest-free Loan” , the maximum loan amount would be the approved cost of repair of the flat interior or HK\$50,000, whichever is the lower; the total amount of the Home Renovation Interest-free Loan” and “Home Renovation Hardship Grant” should not exceed HK\$50,000.
- ⑥ For applying interest-free loan over HK\$25,000, applicant is required to execute a legal charge, in escrow, in favor of the URA.
- ⑦ For the security requirement of the “**Building Safety Loan Scheme**” provided by the **Buildings Department**, please refer to Application Notes AN3.

**2. Period for Repayment of Loan\***

**2.1 “Building Safety Loan Scheme” provided by the Buildings Department**

(a)  A maximum of 36 months repayment period (interest-bearing loan).  
If shorter period is applied for, please specify: \_\_\_\_\_ months.

(b)  A maximum of 72 months repayment period (interest-free loan).  
(Please complete Appendix 3 and refer to Application Notes AN3).  
If shorter period is applied for, please specify: \_\_\_\_\_ months;  
(The maximum of 72 months repayment period is applicable for applicant in financial hardship and meeting the income and asset limits).

Remarks : - Item (b) is not applicable if the applicant’s property is registered in name of a company  
- The approved loan amount will be grossed up by a registration fee of HK\$200, and the fee will be deducted from the first release of loan.

\*Please put “✓” in the appropriate

**Appendix 2 Apply for “Home Renovation Interest-free Loan” or “Building Safety Loan Scheme” (Continued)**

**2.2 Home Renovation Interest-free Loan\***

- (a)  A maximum of 36 months repayment period (interest-free loan).

(Please refer to Application Notes AN5)

If shorter period is applied for, please specify: \_\_\_\_\_ months.

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

- |  |  |                             |
|--|--|-----------------------------|
| (a) “Building Safety Loan Scheme” provided by the Buildings Department/ the previous “Building Safety Improvement Loan Scheme” ? | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| If yes, is there any outstanding loan?   | <input type="checkbox"/> Yes (HK\$_____) | <input type="checkbox"/> No |
| (b) “Building Rehabilitation Loan Scheme” provided by the URA?   | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| If yes, is there any outstanding loan?   | <input type="checkbox"/> Yes (HK\$_____) | <input type="checkbox"/> No |
| (c) Hardship grant provided by the URA?  | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| (d) “Home Renovation Interest-free Loan” provided by the HKHS?   | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| If yes, is there any outstanding loan?   | <input type="checkbox"/> Yes (HK\$_____) | <input type="checkbox"/> No |
| (e) “Common Area Repair Works Interest-free Loan” provided by the HKHS?  | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| If yes, is there any outstanding loan?   | <input type="checkbox"/> Yes (HK\$_____) | <input type="checkbox"/> No |
| (f) “Building Maintenance Grant Scheme for Elderly Owners” ?   | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |

\*Please put “√” in the appropriate

**Appendix 3 Apply for “Hardship Grant”/ “Building Maintenance Grant Scheme for Elderly Owners” / “Building Safety Loan Scheme” (interest-free)\***

**1. Intended usage of approved hardship grant/ grant under “Building Maintenance Grant Scheme for Elderly Owners” (BMGS):**

(a)  **Repair works in Common Areas of the building**

1. Application for “BMGS” should be submitted prior to the issue date of Practical Completion Certificate for the completion of repair works.  
(For details, please refer to Application Notes AN4)
2. Application for the hardship grant should be submitted before the first payment deadline specified in the first demand note issued by the Owners’ Corporation(OC) /Owners’ representative or within **2 months** from the issue date of the said first demand note, whichever date is the later.

Repair Cost Contribution: HK\$ \_\_\_\_\_

Name of OC : \_\_\_\_\_

Name of property management company: \_\_\_\_\_

Contact person : \_\_\_\_\_ Tel. no.: \_\_\_\_\_

Please attach a copy of the contribution notice and receipts

(b)  **Repair works inside individual unit**

(Application should be submitted prior to the commencement of works)

Quotation price HK\$ \_\_\_\_\_

Name of the contractor : \_\_\_\_\_

Address of the contractor: \_\_\_\_\_

\_\_\_\_\_ Tel. no.: \_\_\_\_\_

Bank account no. of the applicant: \_\_\_\_\_

Please attach a copy of the quotation  
Please attach a copy of the Business Registration Certificate (Form 2)

Please attach a copy of the bank account no.

(c)  **Repayment of loan to:** BD HKHS URA

(Item (c) applicable to the applicant for “Building Maintenance Grant Scheme for Elderly Owners” only. For details, please refer to the Application Notes AN4)

**2(a). Income/Asset of the Applicant**

[To be completed by the applicant for hardship grant/ “Building Maintenance Grant Scheme for Elderly Owners”/ “Building Safety Loan Scheme” (interest-free loan)]:

Name	Relationship	Monthly Income	Asset
Applicant: _____	/	HK\$ _____* <input type="checkbox"/> Recipient of Comprehensive Social Security Assistance^ <input type="checkbox"/> Recipient of Old Age Living Allowance^ <input type="checkbox"/> Recipient of Disability Allowance^ <input type="checkbox"/> Holder of Medical Fee Waiver Certificate^ <input type="checkbox"/> Has applied for or received a bankruptcy order	HK\$
Spouse #:		HK\$	HK\$
## Other household members			
1.		HK\$	HK\$
2.		HK\$	HK\$

^Please attach a copy of proof

# Applicable to “Building Maintenance Grant Scheme for Elderly Owners” and Hardship Grant application only

##Applicable to “Building Safety Loan Scheme” application only

**2 (b). Is the property to which the loan relates mortgaged\*?**

No Yes (Monthly mortgage repayment HK\$ \_\_\_\_\_)

\*Please put “√” in the appropriate



## **Notes to Applicant Relating to the Collection of Personal Data**

### **Purpose of Collection of Personal Data**

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

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

The provision of personal data to the URA/HKHS/BD is on a voluntary basis. If the applicant does not provide sufficient personal data, the URA/HKHS/BD 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 URA/HKHS/BD 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 URA/HKHS/BD 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/subsidy ; 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 URA/HKHS/BD. 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 URA/HKHS/BD 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	General Manager (Building Rehabilitation) Urban Renewal Authority Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon Tel: 2588 2333 Fax: 2588 2542	Buildings Department Building Safety Loan Scheme Secretariat Units 3901-13, Level 39, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories Tel: 2626 1579 Fax: 2398 3929
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### **Attention:**

- (1) URA/HKHS/BD are public bodies/Government Department under the regulation of the ICAC and the Ombudsman.
- (2) URA/HKHS/BD are public bodies/Government Department under the "Prevention of Bribery Ordinance". All the staff members of the URA/HKHS/BD 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 URA and 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 URA/HKHS/BD. URA/HKHS/BD are 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) URA/HKHS/BD reserves the right to amend the above contents at any time without prior notification. Please refer to Building Rehab Info Net ([www.buildingrehab.org.hk](http://www.buildingrehab.org.hk)) for the latest version; or contact the Integrated Building Maintenance Assistance Schemes Hotline at 3188 1188; or visit our district offices.

**Addresses and Contact Nos. of the Urban Renewal Authority Office /the Applications Section of the Hong Kong Housing Society/ and the Buildings Department**

**Address**

**Tel.**

**Urban Renewal Authority**

3188 1188

**Please complete the application form and return by hand or by post to the Building Rehabilitation Office with the required documents**

Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon

**For enquiry or seeking assistance in completing the application form, please visit the below district offices:**

Unit 1001, 10/F, Tower 2, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Kowloon

28/F, Pacific Plaza, 410 Des Voeux Road West, Western District, Hong Kong

Rooms 1901-02, 19/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon

Urban Renewal Resource Centre – 1/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon

Shop A, G/F, Maid Shine Court, 428 Ma Tau Wai Road, To Kwa Wan, Kowloon

Shop C, G/F, 182 Fuk Wa Street, Shamshuipo, Kowloon

**Hong Kong Housing Society**

2839 7166

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

**Buildings Department**

2626 1579

Units 3901-13, Level 39, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, New Territories