Integrated Building Rehabilitation Assistance Scheme

Application Form

(For the Pilot Scheme of Enhancing the Inspection and Testing Procedures for Handling Water Seepage in Buildings – Applicable to owners of individual units)

Building Safety Loan Scheme

Please read the **Application Notes (Pilot Scheme for Seepage)** before completing this application form

Please submit the duly completed form with the required documents by hand or by post to :

- Buildings Department: Receipt Counter at G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
  (Please indicate "Loan Application for the Pilot Scheme" on the envelope)

For additional information regarding the "Building Safety Loan Scheme" or the "Pilot Scheme of Enhancing the Inspection and Testing Procedures for Handling Water Seepage in Buildings", please visit the website (https://www.bd.gov.hk/en/safety-inspection/financial-assistance/index_bsi_loanscheme.html) or scan the QR code in the bottom right corner.

Enquiry : 2626 1579

如欲索取中文版申請表格，請致電 2626 1579

屋宇署 BUILDINGS DEPARTMENT

To be filled by receiving organisation
Date of receipt:
To be filled by Buildings Department
Application no.:

屋宇署 BUILDINGS DEPARTMENT

Building Safety Loan Scheme Application Form

[Please read the Application Notes (Pilot Scheme for Seepage) before completing this application form.]

(For the Pilot Scheme of Enhancing the Inspection and Testing Procedures for Handling Water Seepage in Buildings – Applicable to owners of individual units)

(A duly completed and signed summary of the quotation form as prescribed in the Appendix must be submitted together with this application form)

Points to Note:
(1) Please tick the appropriate boxes.
(2) Please delete as appropriate.

Section 1: Property Information

Name of Building / Estate (if any): ______________________________

Address of Unit

Flat / Room		Floor		Block	
Street No.		Street Name			
District		☐ Hong Kong ☐ Kowloon ☐ New Territories			

Building Type

☐ Residential ☐ Composite (for residential and commercial use) ☐ Commercial / Industrial

Section 2: Information of Applicant [Note 1] / Registered Owner(s)

Registered Owner(s) (Details of all registered owners must be provided. If there are more than 3 registered owners, please provide the details on an additional sheet.)

☐ The unit is **solely or jointly owned by individual(s)**

	Applicant	Co-owner (1)	Co-owner (2)
Name			
Hong Kong Identity Card no.			
Date of birth (DD / MM / YY)			
Mobile / contact no.			
Email address			
Correspondence address	☐ Same as the address in Section 1 ☐ Or: ______________________		

☐ The unit is **owned by a company**

Company name: ______________________________

Company no.: ______________ Business registration No.: ______________

Name of contact person: ______________ Mobile / contact no.: ______________

Email address: ______________________________

Correspondence address: ☐ Same as the address in Section 1
☐ Or: ______________________________

[Note 1] The applicant must be either the sole owner or one of the co-owners of the unit in respect of which this loan application is made. Please tick the relevant box in Section 2 regarding the capacity of the applicant (i.e. either as an individual or as a company) and fill in the required details correctly. If the applicant is an individual and the co-owner(s) of the unit is/are a company, please provide the details of the corporate co-owner(s) on separate sheet(s) (i.e. the same details required under the column for a unit owned by a company) and submit them along with this application form.

Section 3: Loan Amount to be Applied for Inspection and testing procedures and related repair works for handling water seepage problems in individual units ("the Procedures and Works")
(<u>Application for loan under the Building Safety Loan Scheme must be submitted prior to the commencement of any of the Procedures and Works.</u>)

[Note: Please refer to Note 2 before completing this Section 3. The applicant should also note that the loan amount to be applied for under this Section 3 may be different from the provisional loan amount under provisional approval and/or the final approved loan amount. If the applicant and/or any co-owner(s) commences any of the Procedures and Works after submitting the loan application but before obtaining any approval results (whether provisional or final), they must bear the risks and consequences in relation to any difference between (i) the loan amount applied for under this Section 3; and (ii) the provisional loan amount under provisional approval and/or the final approved loan amount.]

Have you received any orders/notices/advisory letters issued by government bureau(x)/department(s) or office(s) (such as the Food and Environmental Hygiene Department ("FEHD") or the Joint Office)?
☐ Yes ☐ No
(If yes, please specify the reference no. of the order/notice/advisory letter: ___________________________.
A copy of such order/notice/advisory letter must be submitted together with this application form.)

Quotation price of the Procedures and Works: $ ____
(A duly completed and signed summary of the quotation form as prescribed in the Appendix must be submitted together with this application form)

Name of contractor: ____

Contact no./email address of contractor: ____

Amount to be applied for [Note 3]	**$**

[Note 2] In alignment with the Joint Office for Investigation of Water Seepage Complaints ("Joint Office")'s "Pilot Scheme of Enhancing the Inspection and Testing Procedures for Handling Water Seepage in Buildings", the Building Safety Loan Scheme will facilitate the swift processing of loan applications based on the "Provisional Approval Procedure" [i.e. the giving of provisional approval to disburse the first drawdown of the provisional loan amount (i.e. no more than 30% of the provisional loan amount) to the applicant subject to the signing of all required documents and the provision of security (if required, as detailed in Note 3 below), with the final approved loan amount and the eligibility for interest-free loan (if so applied by the applicant) to be ultimately determined and adjusted following the completion of the vetting and approval procedures].

This Building Safety Loan Scheme mandates that the applicant shall provide, complete and sign or execute all required information and documents (including but not limited to security documents, loan agreements and progress reports, etc.) as required by the Government and to the Government's satisfaction, for the purpose of the Government's processing of the loan application under the "Provisional Approval Procedure". It is important to note that (i) the Government's processing period for the loan application may extend beyond the timeframe stipulated in the "Advisory/Notification Letter", "Nuisance Notice" or "Nuisance Order" issued by the Joint Office ("Joint Office's Letter/Notice/Order") within which the Procedures and Works are required to be carried out and (ii) the Government's disbursement of the provisional loan amount (subject to the approval of the loan application by the Government and the signing of the loan agreement by the relevant parties) may be made after the expiry of any of the timeframe referred to in the Joint Office's Letter/Notice/Order. For the avoidance of doubt – (a) the submission of loan application by the applicant shall not constitute a waiver of any timeframe stipulated in the Joint Office's Letter/Notice/Order, and the applicant is responsible for ensuring full compliance with the said timeframe; and (b) notwithstanding the submission of loan application by the applicant, the owner(s) of the unit (including the applicant)/relevant party(ies) to the Joint Office's Letter/Notice/Order shall remain responsible and liable for compliance with the Joint Office's Letter/Notice/Order and the costs and expenses arising therefrom, and <u>**the Government [including the Buildings Department ("BD")] shall not be held liable for any of such responsibilities and costs and expenses including any losses, costs or expenses arising from the time required for the Government to process the loan application and/or disburse any part of the loan**</u>.

Regardless of the approved loan amount (whether provisional or final), the applicant and any co-owner(s) are responsible for ensuring that all of the Procedures and Works are in full compliance with all laws, ordinances, regulations and rules, including but not limited to the Buildings (Minor Works) Regulation (Cap. 123N), as well as all safety standards set by the relevant government bureau(x)/department(s). The approval of this application for loan does not imply that any of the Procedures and Works has been authorized by BD or any government bureau(x)/department(s) or any office(s), nor does it imply that the Procedures and Works can satisfy the inspection/maintenance requirements specified in the "Advisory/Notification Letter" or "Nuisance Notice" or "Nuisance Order" issued by the Joint Office.

[Note 3] The loan amount to be applied for shall not exceed the total cost of the Procedures and Works as stated in the summary of quotation form. The applicant shall provide security for the loan. The security requirements of different loan amounts are set out in the table below:

Loan amount	Security requirements
$0 to $49,999	No security is required for individual applicant. For corporate applicant, a Deed of Indemnity shall be executed by the corporate applicant.
$50,000 to $150,000	A Deed of Indemnity shall be executed by an indemnifier other than the applicant. [An indemnifier must be a permanent resident of Hong Kong over 18 years of age, gainfully employed, able to supply an address proof and provide a tax assessment as proof of adequate financial resources.]
$150,001 to $250,000	A Deed of Indemnity shall be executed by an indemnifier other than the applicant, and the applicant shall provide the documentary proof as required by the Government, demonstrate the applicant's repayment ability to the Government's satisfaction and pass the credit checks.
More than $250,000	By execution of a legal charge registered against the title of a property in Hong Kong; or by a Letter of Guarantee issued by an "authorized institution" as defined in section 2 of the Banking Ordinance (Cap. 155) (e.g. a restricted licence bank/licensed bank) in Hong Kong.

For details of security requirements of the Building Safety Loan Scheme, please refer to Item 4 of the Application Notes (Pilot Scheme for Seepage).

Section 4: Loan Repayment Method for the Building Safety Loan Scheme

Loan repayment method [Note 4] (choose one only)

(a) ☐ **Low-interest loan** with a maximum repayment period of 36 months under BD's Building Safety Loan Scheme
(Completion of Section 5 of this application form is **NOT** required.)
To apply for a shorter repayment period, please specify: ________months

(b) ☐ **Interest-free loan** [Note 5] with a maximum repayment period of 72 months under BD's Building Safety Loan Scheme
[Requirements on assets and income limits must be met. Please **complete** Section 5 of this application form with reference to the Application Notes (Pilot Scheme for Seepage).]
To apply for a shorter repayment period, please specify: ________months

[Note 4] The approved loan amount will be grossed up by a fee of $530 for registration with the Land Registry ("LR"), which will be deducted from the first instalment of the loan.

[Note 5] Item (b) is not applicable to company applicants.

Section 5: To be Completed by Applicants for the Interest-free Loan under the Building Safety Loan Scheme

1. **Applicant's income/assets**

   (a) Is the applicant an undischarged bankrupt?
   ☐ No ☐ Yes (Completion of the rest of this Section is **NOT** required.)

   (b) Is the applicant receiving any of the following subsidies? (If yes, please provide the relevant documentary proofs and completion of item (c) of this Section is **NOT** required.)

   ☐ **Comprehensive Social Security Assistance Scheme**

   ☐ **Old Age Living Allowance**

   (c) Household financial position (for applicants aged 60 or above, only information of himself/herself and his/her spouse is required):

Name	Relationship	Monthly income	Total asset value
Applicant		$	$
Spouse		$	$
Other household members			
1.		$	$
2.		$	$

2. **Is the property subject to this loan application mortgaged?**
   ☐ No ☐ Yes (monthly mortgage repayment: $ ______________________)

Section 6: Declaration and Signature

Please read the declaration below carefully and ensure your understanding of and agreement to its contents before signing.
(**<u>All registered owners must provide their signature</u>**. If there are more than 3 registered owners, please use additional sheet(s) to be submitted together with this application form.)

In connection with my/our application under the Building Safety Loan Scheme submitted to BD, I/we hereby declare that:

(1) I/We understand the contents of this application form, the loan being applied for and the Application Notes (Pilot Scheme for Seepage), and confirm that all information in this application form (including all annexes) and the documentary proofs provided by me/us are true and correct.

(2) I/We understand and fully agree to abide by the terms and requirements for application for the loan being applied for.

(3) I/We understand and agree that BD has the right to process and approve my/our loan application and to request my/our submission of additional necessary information or documents and signing of relevant documents (including letters of undertaking). I/We shall immediately notify BD in writing, upon submission of this application form, of any change in the information provided herein by me/us or any of my/our household members.

(4) I/We understand that the submission of this application form does not constitute any guarantee or undertaking by BD in respect of the eventual approval of the loan being applied for and that each loan application is bound by its terms and requirements for approval. The decision of BD in respect of the application is final, and BD reserves the right to adjust the amount of loan to be approved/already approved and reject the application at any time without giving any reason and without incurring any liability of whatever nature to any person.

(5) I/We understand and agree that all information provided in this application form may be used by BD for the purposes set out in Section 8 of this application form and provided to third parties as listed in Section 8 herein.

(6) I/We agree that BD may arrange for an inspection of the property by its staff and/or representative(s) to assess the conditions of the property for the purpose of processing the loan application where necessary. I/We consent that BD may disclose to the public the information relating to the loan application and the Procedures and Works concerned, and publicise such information in promotional materials or other promotional channels. I/We will provide assistance to BD as appropriate to facilitate the relevant promotional activities.

Applicant / Owner (1)

Name	Signature

Co-owner (2)

Name	Signature

Co-owner (3)

Name	Signature

Date: ______________________

Points to Note:
(1) Please sign next to all parts modified, erased or altered.
(2) Any wilful misrepresentation or omission of information will lead to disqualification from application. Applicants should note that obtaining pecuniary advantage by deception is a criminal offence.
(3) For company owners, the application form shall be signed by an authorised representative and affixed with the company chop.

Section 7: Authorisation

Please read the declaration below carefully and ensure your understanding of and agreement to its contents before signing.
(**<u>All registered owners must provide their signature</u>.** If there are more than 3 registered owners, please use separate sheet(s) to be submitted together with this application form.)

I/We agree to provide all necessary information to BD for the applications covered in this application form.

I/We unconditionally approve, fully agree to and irrevocably authorise BD's enquiry to, verification with, obtainment from or disclosure to any government departments/public organisations/relevant Owners' Corporation (OC) or applicant's representative*/household members of mine/ours in respect of my/our personal data, record or application status for the purpose of processing this application and verifying my/our eligibility for the application in question by BD.

I/We agree to and authorise BD's disclosure of my/our personal data or record to LR and verification with LR of the particulars of all properties previously and currently owned by me/us in Hong Kong for the purpose of BD's recovery of my/our outstanding repayment of the loan granted by BD, regardless of whether the court's judgement with respect to the outstanding repayment of loan is in favour of BD.

* An applicant's representative refers to a person authorised by the loan applicant to act for him/her by executing a power of attorney in a law firm. The instrument creating the power of attorney should specify that the person concerned has been authorised to act for the owner in dealing with the loan application and loan repayment relating to the property.

Applicant / Owner (1)

Name	Signature

Co-owner (2)

Name	Signature

Co-owner (3)

Name	Signature

Date: ______________________

<u>Please check the Annexes after completing and signing this application form.</u>
<u>The completed application form, along with the relevant supporting documents, should be submitted to BD for approval.</u>

Points to Note:
(1) Please sign next to all parts modified, erased or altered.
(2) Any wilful misrepresentation or omission of information will lead to disqualification from application. Applicants should note that obtaining pecuniary advantage by deception is a criminal offence.
(3) For company owners, the application form shall be signed by an authorised representative and affixed with the company chop.

Section 8: Personal Data Collection Statement

Purpose of Collecting Personal Data (For personal data, the collection thereof complies with the requirements or is authorised under the Personal Data (Privacy) Ordinance.)

The personal data provided by the applicant will be used by BD for the below purposes:
(1) To vet and approve the applicant's eligibility for the scheme or other purposes related to the approval of the application;
(2) To promote and administer the relevant scheme or to provide information or services in respect of the relevant scheme;
(3) To conduct marketing research on the relevant scheme; or
(4) To conduct research on repairs of the buildings in Hong Kong.

The provision of personal data to BD is voluntary. If the applicant fails to provide sufficient personal data, BD may not be able to process his/her application, which may result in the cancellation of the application. Please ensure that all information provided is accurate and true and notify BD of any change in writing immediately.

Transfer of Personal Data
The personal data provided by the applicant will be made available to the following bodies as required:
(1) The Urban Renewal Authority and any third parties providing services related to the Integrated Building Rehabilitation Assistance Scheme;
(2) Policy bureaux and departments of the Government, including but not limited to the Development Bureau, Security Bureau, Housing Bureau, FEHD, Joint Office, BD, Fire Services Department, Electrical and Mechanical Services Department, Water Supplies Department and Drainage Services Department;
(3) Law enforcement agencies, including but not limited to the Independent Commission Against Corruption (ICAC), Hong Kong Police Force and the Competition Commission;
(4) Public bodies, including but not limited to the Hong Kong Housing Society, CLP Power Hong Kong Limited and HK Electric Investments Limited, etc.;
(5) Professional institutes and academic groups;
(6) The Building Safety Loan Scheme Advisory Committee and the Building Safety Loan Scheme Vetting Committee; or
(7) Agencies/persons to whom consent or authorisation has been provided by the applicant to disclose such data.

Access to Personal Data
The applicant has rights of access to and correction of his/her personal data kept by BD, and the right to obtain a photocopy of such data subject to payment of a fee.

Enquiry
Enquiries concerning the collection of personal data by BD including the request for access to or correction of, or other aforementioned matters should be addressed to BD via the following contact details and address:

Building Safety Loan Scheme Secretariat of the Buildings Department,
Buildings Department Headquarters,
North Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon
(Building Safety Loan Scheme Unit)
Tel: 2626 1579
Fax: 2398 3929

Points to Note:
(1) BD is a government department under the regulation the ICAC and the Office of The Ombudsman.
(2) BD is a government department prescribed in the Prevention of Bribery Ordinance. All staff members of BD are subject to the said Ordinance and are not allowed to solicit or accept advantages in pecuniary or other forms from customers, contractors, suppliers or any person.
(3) The application form and its contents are not legally binding on BD. BD is not liable to any person for any loss incurred by relying on any information contained in this application form.
(4) BD reserves the right to modify the above contents at any time without notice. The online version of the application form shall prevail.

Annex

Supporting Documents to be Submitted for Applications under the Building Safety Loan Scheme

To facilitate our effective processing of applications under the Building Safety Loan Scheme, applicants shall provide the following information and supporting documents:
(Please tick the appropriate boxes to indicate availability of relevant documents.)

(1) ☐ The completed and signed application form;

(2) Applicant’s identity document and supporting document(s) of household financial position (if applicable);

(a) Individual applicant

☐ A copy of HKID card (if HKID card is not available, please provide other valid identity document(s)).

☐ Applicants who are recipients of the Comprehensive Social Security Assistance or Old Age Living Allowance shall provide relevant supporting documents (only applicable to applicants who have completed item (b) under Section 5 of this application form)

☐ Applicants of interest-free loan with low income and limited assets shall provide the following supporting documents (only applicable to applicants who have completed item (c) under Section 5 of this application form):

(i) A letter from the employer to certify the applicant’s average monthly income in the past 12 months, or a copy of the latest tax assessment of the applicant’s annual income. An applicant aged below 60 is required to submit similar certification letter(s) from the employer(s) of other household members as their income proof. An applicant aged 60 or above is only required to submit a letter from the employer of his/her spouse as proof of their annual income; and

(ii) Copies of all the bank account book(s)/monthly bank statements (including the payroll bank account), in the possession of the applicant (and the other household member(s)) showing the details of withdrawals and deposits (including net back items) in the past 12 months. An applicant aged 60 or above is only required to submit bank account information of his/her spouse.

(b) Company applicant

☐ Valid copies of the Certificate of Incorporation and Business Registration Certificate of the company;

☐ A copy of the document showing the board resolution of the company for the loan application (including the loan amount and the person authorised to handle the loan application);

☐ A copy of the latest Annual Return (NAR1) of the company; and

☐ In case of any changes in the particulars of the secretary or the directors after the submission of the said Annual Return (NAR1) to the Companies Registry, a copy of the Notice of Changes in Particulars of the Company Secretary and Directors shall be enclosed.
(Company applicants are required to provide security for the approved loan, the details of which will be provided separately in due course.)

And

(3) Relevant supporting documents, including:

<u>For inspection and testing procedures and related repair works for handling water seepage problems in individual units</u>

- ☐ A completed and signed summary of the quotation form as prescribed in the Appendix (to be signed by the contractor and the applicant)
- ☐ A copy of the quotation (with details of the works items and a cost breakdown)
- ☐ A copy of the contractor's valid business registration certificate
- ☐ A copy of the contractor's valid minor works licence (if applicable)
- ☐ A copy of the specialist contractor's valid registration certificate (applicable removal of structures with asbestos containing material, etc.)
- ☐ Colour photographs showing the parts to undergo the Procedures and Works

Appendix – The summary of quotation form for the "Pilot Scheme of Enhancing the Inspection and

Part A：Water Seepage Investigation

Detail items for Investigation / Test	**Unit**	**Cost (HK$)**
● Moisture Content Monitoring (using moisture meter)	Set	
● Flow Meter Test for water supply pipes	No.	
● Reversible Pressure Test for water supply pipes	No.	
● Static Pressure Test for water supply pipes	No.	
● Hydrostatic Water Pressure Test for water supply pipes	No.	
● Colour Water Test on drainage outlets	No.	
● Ponding Test for floor slab	Set	
● Spray Test for wall (☐ wall surface of bath tub/ ☐ shower tray/ ☐ shower compartment/ ____________)	Set	
● Microwave Tomography (ceiling location)	Set	
● Infrared Thermography	Set	
● Radar Scanning Survey	Set	
● On-site test paper (such as test papers for Ammonia test, Chloride test, Free Chlorine test, Total Chlorine test, etc.)	Set	
	Subtotal (A)	**$**

Part B：Repair Works (<u>A separate quotation from the contractor, along with a detailed list of the project location and details, is required</u>)

Detail of Repair Works	Unit	Cost (HK$)
1. Reprovision of cold and/or hot water supply pipes (☐ Kitchen / ☐ Washroom / _______)	Set	
2. Reprovision of drainage pipes/outlets (☐ Kitchen / ☐ Washroom / _______)	Set	
3. Removal of floor/wall finishes/tiling (☐ Kitchen / ☐ Washroom / _______)	Set	
4. Application of new waterproofing layer (☐ Kitchen / ☐ Washroom / _______)	Set	
5. Reprovision of floor/wall finishes/tiling (☐ Kitchen / ☐ Washroom / _______)	Set	
(All of the <u>inspection and testing procedures and related repair works for handling water seepage problems in individual units</u> including the materials and the methods used must comply with all laws, ordinances, regulations and rules, as well as all safety standards set by the relevant government bureau(x)/department(s))	**Subtotal (B)**	**$**

Part C：Waterproof Test After Repair

		Cost (HK$)
(Please note that the applicant should arrange tests during appropriate stage of the repair works to ensure water seepage problem has been resolved satisfactorily)	**Subtotal (C)**	**$**
	Total (Part A + Part B + Part C)	**$**

_______________________________ _______________________________

Signature of Applicant

Signature of Contractor's Representative And Company Chop

Name of Applicant: ____________________

Name of Representative: ________________________

Name of Contractor：__________________________

<u>Important Notes:</u>

<u>For works items other than those as set out in Parts A to C above, separate applications must be submitted under the Building Safety Loan Scheme for maintenance/repair works at individual units. These applications will be processed according to the normal procedure and will not be expedited using the "Provisional Approval Procedure".</u>