



Community Care Fund Assistance Programme
Relocation Allowance for Residents of Illegal Domestic Premises in
Industrial Buildings who Have to Move out as a result of
the Buildings Department's Enforcement Action

Application Form

(Please read the Notes to Applicants before completing this application form)

Please complete this form in BLOCK LETTERS using black or blue pens.

Copies of supporting documents and income declaration (if applicable),
as listed in the Notes to Applicants, should be submitted together with this application form.

Part I Personal particulars of the applicant (must be holder of a Hong Kong Identity Card/ Birth Certificate)	For use by BD only
Name in Chinese : (Family name) (Given name)	
Name in English :	
Sex :	
Date of birth :	
HK Identity Card / Birth Certificate No. : Date of issue :	
Local residential address :	
Date of starting to reside in the above premises :	
Local contact telephone no. :	

Part II Particulars of family members residing with the applicant in the illegal domestic premises in industrial building ¹ (including only family members who are holders of a HKID Card/ Hong Kong birth certificate)						
Name of family member	Sex	Date of birth	Occupation	HKID Card/ birth certificate no.	Date of issue	Relationship with the applicant

¹ i.e. The applicant's father, mother, son, daughter, husband or wife residing with the applicant as a family (including the applicant's legally-recognized adoptive parents/adopted children or illegitimate children with proof of parentage).

Part III Particulars of the income of the applicant and family members as listed in Part II above (applicable only to family members residing with the applicant and earning an income)			For use by BD only
	Job/Occupation	Average monthly income in the past 3 months (see the footnote 3 in Part A of the Notes to Applicants)	
Applicant ()			
Family member 1 ()			
Family member 2 ()			
Family member 3 ()			

Part IV Particulars of Specified Assistance Schemes	For Use by BD only
(The applicant and/or family members as listed in Part II above has/have passed the family-/household-based means test of any of the following assistance schemes at the time of submitting this application (Please put a “✓” in the appropriate box)	
<input type="checkbox"/> Comprehensive Social Security Assistance Scheme (Name of applicant:)	
<input type="checkbox"/> Student Financial Assistance Schemes (Name of applicant:)	
<input type="checkbox"/> Work Incentive Transport Subsidy Scheme (Name of applicant:)	
<input type="checkbox"/> Hospital Authority Medical Fee Waiving Mechanism (excluding one-off Waiver) (Name of applicant:)	

Part V Disbursement of Allowance	For use by BD only
<p>The allowance will be issued in the form of a crossed cheque. The applicant shall bring along his/her identity proof in person to G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon, during the specified period and time, and collect the cheque after the completion of their identity checks and the relevant procedures. If the applicant wishes to collect an order cheque for the allowance, please provide reasons:</p> <p>_____</p> <p>_____</p>	

Part VI Written Declaration and Undertaking by the Applicant

1. I, the undersigned, declare that I am:
 - *(i) the holder of the Hong Kong Identity Card/ Birth Certificate as given in Part I of the Application Form.
 - *(ii) the adult father/ mother/ legal guardian residing with the holder of Hong Kong Identity Card/ Birth Certificate as given in Part 1 of Applicant Form.
2. I understand and accept that the Programme is for providing assistance to Hong Kong residents who are required to move out of illegal domestic premises in industrial buildings (IB) due to enforcement action by the Buildings Department (BD) but face difficulties in paying for the relocation expenses.
3. I understand and accept that this is a one-off allowance granted by the BD in respect of its enforcement action to occupants of illegal domestic premises in IBs who face difficulties in paying for the relocation expenses, and applicant and his/her family members that has received this allowance once will not be further granted an allowance under the Programme should they ever move into any illegal domestic premises in IBs again.
4. I understand, accept and undertake that upon receipt of this allowance, I, the applicant and family members residing with the applicant in illegal domestic premises of an IB shall move out of the unit concerned immediately.
5. I have read/have been read and explained about the Personal Information Collection Statement (enclosed) and I fully understand the content thereof.
6. I give consent to the BD to cross-check the applicant's data with his/ her personal data held by the relevant government departments and organisations, for the purpose of processing and vetting the application and the receipt of payment. I understand that the cross-checking procedure is conducted for ascertaining whether the applicant is eligible for the Programme and therefore he/she will not receive any payment under the Programme if ineligible.
7. I hereby authorize/give consent to the BD and departments of the Hong Kong Special Administrative Region Government ("government departments") related to the administration and operation of this allowance to use the data provided and the documents enclosed in this application form, to process and vet the application and the receipt of payment and for any other purposes directly related to the Programme. I consent to the disclosure of the data as required to the relevant government departments and any other parties concerned if the disclosure is necessary for such checking and/or investigation. I also consent to the BD obtaining the necessary data from the relevant government departments when processing this application.
8. I understand and agree that the BD and the relevant government departments and organisations related to the Programme have the right to conduct comprehensive audit checks in the course of processing my application or after the disbursement of the allowance, to verify that the information provided is true. I, the applicant and his/her family members residing with the applicant in illegal domestic premises in an IB will fully cooperate with the parties concerned, including the provision to the BD of detailed income information and any other information for

checking. Otherwise, the BD has the right, or following the suggestion of the relevant government departments and organisations related to the Programme, to disqualify the application for the allowance and/or request repayment of the allowance if the information provided cannot be verified.

9. I understand and hereby declare that the average monthly household income earned by the applicant and his/her family members residing with the applicant in illegal domestic premises in an IB in the past 3 months does not exceed the specified income limit under the Programme.
10. I confirm that I have secured the consent of the applicant and his/her family members residing with the applicant in illegal domestic premises in an IB to report and submit their personal and relevant data, as well as the enclosed documents to the BD and relevant government departments and organisations to facilitate their processing and vetting of the application.
11. I declare that all information and documents provided in this application are true and correct. I understand that if I knowingly or willfully make or fill in any false statement or withhold any information or act misleadingly in other ways, for the purpose of obtaining an allowance under the Programme, I shall be liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain an allowance under the Programme by deception is a criminal offence, the consequence of which is, in addition to being rendered ineligible for the allowance under the Programme, I/ the applicant may be liable to prosecution and on conviction to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap 210).

Signature of Applicant: _____ Date: _____

(For the application by Hong Kong resident under 18, the adult father/ mother/ legal guardian, who is non-Hong Kong resident, residing with the applicant should complete this declaration and provide the following information.)

Name in Chinese : _____ Name in English : _____

Date of birth : ____ dd ____ mm ____ yyyy Sex : _____

Type of Identity : _____ Identity Document No. : _____

Signature: _____ Relationship with applicant :

Date: _____ *father/ *mother/ *legal guardian

residing with the applicant

(10/2023)

Personal Information Collection Statement

(Applicable to applicant/ family)

Purpose of Collection

1. The information provided in this application form (“this Form”) and other information that may be provided for the purposes of the Programme (“the Data”) will be used by the Buildings Department for one or more of the following purposes and any directly related purposes in respect of the Programme:
 - (a) to process your application and receipt of payment, if applicable, under the Programme (including but not limited to the process(es) referred to in Part 6 of this Form) and, if required, to communicate with you for matters relating to the Programme;
 - (b) to conduct matching between the Data and the personal data held by the Government (including but not limited to the Immigration Department and the Correctional Services Department) to check your eligibility under the Programme;
 - (c) to administer the Programme including but not limited to effecting payment to you, issuing written notifications to you and conducting investigations referred to in paragraph 8 in Part 6 of this Form;
 - (d) for statistics purposes on the condition that the resulting statistics will not be made available in a form which will identify the data subjects or any of them; and
 - (e) any other purposes as may be required, authorised or permitted by law.
2. The provision of the Data is voluntary, but if you do not provide sufficient and accurate data, the Buildings Department may not be able to process your application and may disqualify your application.

Classes of Persons to Whom the Data may be Transferred

3. For the purpose stated in this Form, the Buildings Department may transfer the Data to relevant bureaux/departments of the Government, including but not limited to the Immigration Department, the Correctional Services Department and other transferees and any other parties as stipulated in Part 6 of this Form.

Access to Personal Data

4. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of the Data when they have not been erased. Your right of access includes the right to obtain a copy of the Data subject to the payment of a fee.

Access and Correction Requests on Personal Data

5. Requests for access and correction of data or records kept by the Buildings Department may be made by application (application form can be obtainable from the R&D Registry of the Buildings Department on G/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon or downloaded from our website: <https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>), mail, fax or email.

Address : G/F, Buildings Department Headquarters, North Tower
West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon

Hotline* : 2626 1616

Fax : 2537 4992

Email : enquiry@bd.gov.hk

* Handled by “1823”