



**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**

Notes to Applicants

Funded by the Community Care Fund, this Programme provides relocation allowance to residents who have to move out of illegal domestic premises in industrial buildings (IB) within a short period of time so as to assist them to pay for the necessary removal expenses. The amounts of the relocation allowance are listed in Appendix A.

A. Conditions of Application

1. The applicant and his/her family members¹ listed in the application form must be residents of illegal domestic premises in an IB who have to move out due to enforcement action by the Buildings Department (BD). The Programme will not be applicable to the illegal domestic premises in IB if relocation allowance has previously been released under the Programme with respect of such premises. In addition, the owner of the illegal domestic premises should have received statutory orders issued by BD requiring the irregularities to be rectified within a specified period.
2. When enforcement action is taken, staff of BD will visit the premises on the first two working days upon the issuance of the statutory orders, to conduct registration for the residents, distribute application forms² to them and provide assistance to those in need regarding the application. The residents should contact staff of BD within 5 working days starting from the date when preliminary registration is conducted on site, and submit application together with the relevant documents required. For residents not recorded in the registration exercise, their application should be provided with documentary proof (e.g. rental receipts and letters) that they have been residing in the illegal domestic premises on or before the date of issuing the statutory orders by BD.

¹ The “family members” refer to the applicant’s father, mother, son, daughter, husband or wife residing with the applicant as a family and holding a Hong Kong Identity Card/Hong Kong birth certificate, and the applicant’s legally-recognised adoptive parents/adopted children and illegitimate children with proof of parentage are also included.

² The application form can be downloaded from Buildings Department’s website at www.bd.gov.hk.

3. Except single persons, the applicant and his/her family members should submit the application for this relocation allowance on household basis.
4. The applicant and his/her family members listed in the application form should meet the “Eligibility for Application” listed in Part B below.
5. Together with the application form with the specified declaration, the application should also include a copy of the following documents from the applicant and his/her family members listed in the application form:
 - (a) their identity cards/birth certificates;
 - (b) documentary proof of the relationship of the applicant with his/her family members (or statutory declarations of their family relationship); if the applicant is Hong Kong resident under 18 but his/her parents are not Hong Kong residents, documents should prove the relationship of the applicant with his/her adult father/mother/legal guardian who is not Hong Kong resident and acts on behalf of the applicant in the application;
 - (c) documentary proof of their income in the past 3 months³; or
 - Income declaration by the applicant in writing (see Appendix B) on average monthly household income in the past 3 months; if only the child/children under 18 in the family is Hong Kong resident(s) but his/her parent are not Hong Kong residents, the adult father/mother/legal guardian residing with the applicant should sign the income declaration; or
 - valid supporting documents for the Comprehensive Social Security Assistance Scheme; or
 - valid supporting documents for the Hospital Authority Medical Fee Waiving Mechanism (excluding one-off waiver); or
 - application results for the Student Financial Assistance Schemes under the Student Financial Assistance Agency in the current year; or

³ The “monthly household income” refers to the average income of the 3 months prior to the submission of the application. Such income includes two of the following items:

- (a) earnings from employment: salary, double pay/leave pay, job allowance, bonus/commission/tips, fees for rendering services, profits from business, etc.
- (b) other income : contribution from children/relatives, alimony, monthly pension/widow’s and children’s compensation, profits from investment, interests from fixed deposits, dividends from stocks and shares, rental income, etc.

The income, however, does not include the contribution paid by the applicant and family members residing with the applicant in Hong Kong to a Mandatory Provident Fund Scheme, payment under the Government’s “Scheme \$6,000”, financial assistance provided by the Government, charitable donations and financial assistance from other assistance programmes of the Care Community Fund, etc.

- valid application results for the Work Incentive Transport Subsidy Scheme;

(d) documentary proof of the applicant/family renting illegal domestic premises served with statutory orders by BD.

6. After submitting the application form, declaration and all the necessary documents, the applicant/family will be issued a receipt by BD confirming the completion of the first phase of the application procedures.
7. If the applicant/family has applied for other relocation allowance(s) or charitable trust fund(s) from the Social Welfare Department or other welfare organisations for the purpose of moving out of the illegal domestic premises concerned, there will be a possibility that the relocation allowance under this Programme will be reduced or not granted as similar allowance has already been provided. No further allowance will be granted if the applicant and his/her family members move into illegal domestic premises again after receiving an allowance under the Programme.
8. After receiving an allowance under the Programme, the applicant and his/her family members should move out of the illegal domestic premises as soon as possible for safety's sake and should not move into any illegal domestic premises in other IBs again.
9. The applicant/family will be notified of the application result in writing upon the completion of the vetting procedures.
10. The successful applicant/family will be notified in writing by BD to come to collect a crossed cheque for the allowance on the specified date, time and place.
11. For objection to the application result, the applicant/family may submit justifications for review to BD in writing within 14 days from the date of being notified of the result. The decision following the review of BD shall be final.
12. For enquiries on the relocation allowance, please call the staff responsible or the social workers of the social services teams stationed in BD as per the notices posted at the illegal domestic premises concerned by BD.
13. BD will conduct audit checks on the applications and may request further detailed information from the applicant/family concerned to facilitate the vetting

work.

B. Eligibility for Application

1. The applicant and his/her family members listed in the application form must be holder(s) of a Hong Kong Identity Card/Hong Kong birth certificate. If only minor child in the family is Hong Kong resident but his/her parents are not Hong Kong residents, adult father/mother/legal guardian residing with the applicant should act on behalf of the applicant in the application. In calculating the household income and the amount of allowance, the adult father/mother/legal guardian who is a non-Hong Kong resident will be excluded from the number of resident(s).
2. The applicant and his/her family members should be residing together in the illegal domestic premises served with statutory orders by BD, and no residents of such illegal domestic premises in the IB have been granted an allowance under the Programme before. **(If allowance under the Programme has been granted to the resident(s) of an illegal domestic premises in IBs, the residents newly moved in such premises are not eligible for application of the relocation allowance under the Programme.)**
3. The applicant and his/her family members should be residing in the illegal domestic premises concerned on or before the date of BD issuing the statutory orders and is/are still residing in that illegal domestic premises when applying for this relocation allowance.
4. The applicant and his/her family members have never been granted a relocation allowance under the Programme.
5. For one-person household, the average total monthly household income in the past 3 months should not exceed 100% of the monthly median household income of the people in Hong Kong (excluding foreign domestic helpers) as stated in the Census and Statistics Department's latest Report on General Household Survey. For two-or-more-person household, the average total monthly household income in the past 3 months should not exceed 75% of the above-mentioned monthly median household income (comparing to families of the same size). The income limits would be based on the latest figures available as at the date of submission of application form. The current income limit is at Appendix C.
6. Applicant/family members passed the family-based/household-based means test

of one of the following specified assistance schemes is/are still eligible for such assistance and no documentary proof of income is required:

- (a) Comprehensive Social Security Assistance Scheme;
- (b) Hospital Authority Medical Fee Waiving Mechanism (excluding one-off waiver);
- (c) Student Financial Assistance Schemes under the Student Financial Assistance Agency; or
- (d) Work Incentive Transport Subsidy Scheme.

7. The applicant and his/her family members should duly complete the application form for the Programme and submit documents required in Part A above.

Relocation Allowance

No. of resident(s)	Allowance
1 person	\$ 6,210
2 to 3 persons	\$ 10,782
4 persons or above	\$ 15,198

Income Declaration

Warning: Any person, who knowingly or willfully makes any false statement or withholds any information or otherwise misleads the Buildings Department (BD) and/or In-house Social Services Teams (SST) for the purpose of obtaining allowance under the Programme, is liable to prosecution. The deliberate provision of false information or omission of information in order to obtain allowance under the Programme by deception is a criminal offence. In addition to the consequence of being ineligible for the allowance under the Programme, the person may be liable to prosecution and on conviction to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).

If documentary proof of income in the past 3 months is not submitted by the applicant/all the family members, the applicant has to declare that average monthly household income in the past 3 months (see Note 1) is below the specified income limit (see Part B item 5 of “Notes to Applicants” and Appendix C) as follows:

1. I, the undersigned, declare that I am:

- * (i) the holder of Hong Kong Identity Card/Birth Certificate as given in Part 1 of the Application Form.
- * (ii) the adult father/mother/legal guardian residing with the the holder of Hong Kong Identity Card/ Birth Certificate as given in Part 1 of the Application Form.

2. I hereby declare that:

- (i) I and family members, who hold Hong Kong Identity Card/ Birth Certificate, residing with me (see Note 2) add up to _____ persons;
- (ii) The average monthly household income made by me and family members(see Note 2), who hold Hong Kong Identity Card/Birth Certificate, residing with me in the past 3 months is HK\$ _____ , which is below the specified income limit applicable to my household size (including me and family members residing with me) (see Part B item 5 of “Notes to Applicants” and Appendix C).

3. I understand that if I knowingly or willfully make any false statement or withhold any information or otherwise mislead BD and/or SST, for the purpose of obtaining allowance under the Programme, it will render me liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain allowance under the Programme by deception is a criminal offence. In addition to the consequence of being 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 : _____

Appendix B

(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 : Sex : _____

Type of Identity : _____ Identity Document No. : _____

Signature: _____ Relationship with applicant :

Date: _____ *father/ *mother/ *legal guardian
residing with the applicant

Note 1: The “monthly household income” refers to the average income of the 3 months of the applicant his/her the family members residing in the illegal domestic premises prior to the submission of the application. Such income includes earnings from employment and other income including salary, double pay/leave pay, job allowance, bonus/commission/tips, fees for rendering services, profits from business, alimony, contribution from children/relatives, profits from investment, interests from fixed deposits, dividends from stocks and shares, rental income, monthly pension/widow’s and children’s compensation, etc. The income, however, does not include the contribution paid by the applicant and family members residing with the applicant in Hong Kong to a Mandatory Provident Fund Scheme, payment under the Government’s “Scheme \$6,000”, financial assistance provided by the Government, charitable donations and financial assistance from other assistance programmes of the Care Community Fund, etc.

Note 2: The “family members” refers to the applicant’s father, mother, son, daughter, husband or wife residing with the applicant as a family and holding a Hong Kong Identity Card/Hong Kong birth certificate; the applicant’s legally-recognized adoptive parents/adopted children and illegitimate children with proof of parentage are also included.

***delete if inapplicable**

Household Income Limit

No. of family member(s)	Income limit
1 person	\$ 10,000
2 persons	\$ 17,250
3 persons	\$ 29,700
4 persons	\$ 38,025
5 persons	\$ 38,025
6 persons or above	\$ 40,350