



**Hong Kong Housing Authority
Home Ownership Scheme Sales Unit**

Application for Addition/Deletion of Family Member(s)

(For Use **before** Execution of Deed of Assignment)

To: Home Ownership Scheme Sales Unit,
Podium Level 1,
HKHA Customer Service Centre,
3 Wang Tau Hom South Road,
Kowloon.

Fax No. : 2339 6680

(If you have faxed your form, please do not post it again. If you do not receive any reply within 2 weeks from the date you fax the form, please call our staff at 2339 6667.)

#I am / We are applying for #addition / deletion of the following member(s) #to / from the household register of the following Home Ownership Scheme flat due to the change in the family living condition:

Phase _____ Priority number : _____

Address of the Home Ownership Scheme
(hereinafter called HOS) flat : Flat _____, _____ / F, Block _____
_____ #Court / Garden

Name(s) of the person(s)
seeking for #addition / deletion : _____

#HKIC / Birth Certificate No(s). of the person(s)
seeking for #addition / deletion : _____

Reason for #Addition / Deletion : _____

*Signature(s) of the person(s)
seeking for #addition / deletion : _____

Declaration on Personal Data Privacy

I/We agree that the HA or the HD may send my/our personal data in respect of this purchase to the designated solicitor's firm, the Rating and Valuation Department, the Land Registry and the property management agent concerned for the purpose of executing the conveyancing documents and completing the intake formalities.

Name of Purchaser 1 : _____ * Signature : _____

Name of Purchaser 2 : _____ * Signature : _____

@ Name of Purchaser 3 : _____ * Signature : _____

Daytime Contact Tel. No. : _____ Date : _____

Please read the Points to Note overleaf.

Note: # Please delete as appropriate.

‡ Not applicable for those below 18 years of age or the deceased.

* The signature must be identical with the one appeared in the Agreement for Sale and Purchase and Application Form for "Sale of Home Ownership Scheme Flats".

@ Applicant joining the "Priority Scheme for Families with Elderly Members" in the Application Form for "Sale of Home Ownership Scheme Flats" may choose to have 3 purchasers.

*** * * Home Ownership Scheme Sales Unit * * ***

**Points to Note on the
Application for Addition / Deletion of Family Members**

Before execution of the Deed of Assignment of HOS flat, the purchaser(s) with the intention to add or delete the family member(s) may do so by first submitting a written application in which the address of the HOS flat, daytime contact telephone number(s), and the reasons for making such application have to be specified. It should then be signed by the purchasers and all those (except for addition of the minors or deletion of the deceased) who intend to have their names added / deleted.

For application for deletion of family member(s), please attach a copy of the Certificate of Marriage or Death Certificate (for the deceased), etc. The crucial members may apply for deletion from the household register concerned after 2 years (as from the date of execution of the Deed of Assignment). Special consideration will be given for applications submitted within the 2-year debarment period on grounds of marriage or entitlement of housing benefit provided by their employer. A crucial member is defined as a member included in an application form for: (a) meeting the requirement of the minimum number of 2 qualified persons; or (b) satisfying that at least one family member has been living in Hong Kong for not less than seven years.

For application for addition of family member(s), please attach copy/copies of the Certificate of Marriage, Birth Certificate and Hong Kong Identity Card, etc.

Green Form applicants who are tenants of public rental housing units should first apply for addition / deletion of family members to / from the respective Tenancy Agreement / Tenancy Card at the District Tenancy Management Office concerned.