

收表日期	:	_____
Date Received		
申請編號	:	_____
Application Number		

簡樸房認證續期申請表格  
Application Form for Renewal of Basic Housing Unit Recognition

申請須知

Notes for Application

- 請以正楷填寫本表格，並在適當方格內加上「✓」號。填寫前，請細閱本申請須知及注意事項。如有需要，請填寫附加頁，並註明附加頁數。  
Read this Notes for Application and the Matters to Note, complete this form in BLOCK LETTERS and tick (✓) the appropriate boxes. If necessary, please fill in the additional sheets and state the number of additional sheet(s).
- 除非特別註明，你必須填妥本表格的甲部至戊部並提供所要求的資料（包括所需文件核對表所列的文件）。如你未能提供所需資料或文件，可能導致我們處理你所提交的文件時出現延誤，甚或導致我們無法處理你的申請。本表格己部為選填部分，所收集的資料只用於統計用途，請根據你的了解盡量填寫。  
Unless otherwise specified, it is obligatory for you to complete Parts A to E in this form and provide the required information (including the documents listed in the checklist of required documents). If you fail to provide the required information or document, delay may be caused in processing of your submission or even render us unable to process your application. Completion of Part F of this form is optional. Details collected in Part F are for statistical purposes only, please fill in as much as possible based on your knowledge.
- 房屋局會就每間申請認證續期的簡樸房分別收取 2,400 元費用。  
A fee of \$2,400 will be charged for each basic housing unit under the application for renewal of recognition.
- 房屋局收到申請後，會向申請人發出繳費單。申請人須在限期內完成繳費，否則，申請可能會被拒絕。  
The Housing Bureau will issue a demand note to the applicant after receiving the application. The applicant must settle the payment before the deadline. Otherwise, the application may be refused.
- 房屋局會在收妥全部所需文件及完成處理申請後向申請人發出通知書告知申請結果。處理申請所需的時間視乎申請的複雜程度以及是否獲選取作審查等因素而定。  
In general, Housing Bureau will issue a notice on the result of the application to the applicant after receipt of all required documents and completion of the processing of the application. The processing time will depend on factors including the complexity of the application and whether the application has been selected for audit check.
- 請根據指明專業人士核證報告內的圖則填寫分間單位房號。  
Please fill in the room number(s) of the subdivided unit(s) according to the plan in the certification report of the specified professional.

## 注意事項

- ##1. 任何人在作出的通知中，或在與該等通知有關連的情況下，作出虛假聲明或就重要事項作出失實陳述，即屬犯罪。
2. 簡樸房認證並不會損害其他政府部門進行執法或管制行動的權利，亦不會免除或影響簡樸房或其所處的樓宇單位或建築物有關的任何合約、契約或大廈公契，擁有人／營運人須自行確保簡樸房及其所處的樓宇單位符合相關法例、法定圖則、地契條款、大廈公契及租約條件的規定。
3. 根據《防止賄賂條例》（第201章），任何人士就《簡樸房條例》（第658章）下的寬限期登記或簡樸房認證，索取、提供或接受任何利益（例如金錢或饋贈等），即屬犯罪。

## 甲. 個人資料收集聲明

### 收集的目的

1. 房屋局使用透過本表格所獲得的個人資料作下列用途：
  - (a) 處理你在本表格中所提交的文件的相關事務；
  - (b) 方便房屋局與你聯絡；
  - (c) 用作實施《簡樸房條例》；及
  - (d) 用作研究、統計或其他類似用途。研究結果或由此得出的統計數據不會以可識別個人身份的形式發布。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致我們處理你所提交的文件時出現延誤，甚或導致我們無法處理你的申請。

### 獲轉交資料的部門／人士

3. 本局可能會向其他政府決策局／部門、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。
4. 為便利分間單位住戶及公眾人士識別分間單位是否已獲簡樸房認證，簡樸房的地址、認證有效期及顯示簡樸房在樓宇單位內的位置的圖則會在簡樸房專題網站 (<https://www.bhu.gov.hk>) 上公布。

### 索閱個人資料

5. 根據《個人資料（私隱）條例》（第 486 章），你有權查閱及改正你所提交的個人資料。房屋局有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請以郵寄或傳真方式提出，收件人為九龍何文田佛光街 33 號房屋委員會總部部門資料保障主任（傳真 2761 6363）。

## 乙. 填寫表格

1. 請填妥表格所有有關的部分，並在表格上簽署。
2. 如對本表格有任何疑問，請與房屋局分間單位專責小組聯絡。

## 丙. 提交方法

1. 郵寄至房屋局分間單位專責小組[[郵寄地址稍後提供](#)]。
2. 於辦公時間內（星期一至星期五上午 9 時至下午 6 時，公眾假期除外）放入設置於房屋局分間單位專責小組辦事處的投遞箱[[地址稍後提供](#)]。
3. 如申請人士已登記「智方便+」，可前往簡樸房專題網站 (<https://www.bhu.gov.hk>) 填寫、簽署和遞交電子表格及相關文件。

## 丁. 聯絡資料

房屋局分間單位專責小組辦事處（辦公時間：星期一至星期五上午 9 時至下午 6 時，公眾假期除外）  
地址：[\[稍後提供\]](#)  
電話：3611 0248  
傳真：3702 0928  
電郵：[bhu@hb.gov.hk](mailto:bhu@hb.gov.hk)

## Matters to Note

- ## 1. Any person who in or in connection with this notification makes any false declaration or makes any statement that is false in any material particular, shall be guilty of a criminal offence.
2. Basic housing unit (BHU) recognition will not prejudice the power of other government departments to take enforcement or regulatory actions, or release or affect any contract covenant or deed of mutual covenant in respect of the BHU or the flat or building in which the BHU is located. Owner(s)/operator(s) shall be responsible for ensuring that the BHU and the flat in which the BHU is located comply with the relevant legislations, statutory plans, land lease conditions, deed of mutual covenant and tenancy conditions.
3. It is an offence under the Prevention of Bribery Ordinance (Cap. 201) for any person to solicit, offer or accept any advantages (e.g. money, gift, etc.) in connection with grace-period registration or BHU recognition under the Basic Housing Units Ordinance (Cap. 658)..

## A. Personal Data Collection Statement

### Purposes of Collection

1. The personal data provided by means of this form will be used by the Housing Bureau for the following purposes:
  - (a) activities relating to the processing of your submission in this form;
  - (b) facilitating communication between the Housing Bureau and yourself;
  - (c) for implementing the Basic Housing Units Ordinance; and
  - (d) for carry out research or prepare statistics, or for other similar purposes. The results of the research or the resulting statistics will not be made available in a form that would enable an individual to be identified.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required information, delay may be caused in processing of your submission or even render us unable to process your application.

### Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to other government bureaux/departments, organisations or any persons for the purposes mentioned in paragraph 1 above.
4. To facilitate households of subdivided units and members of the public to ascertain whether a subdivided unit has obtained BHU recognition, the addresses of BHUs, validity period of recognition and, a layout showing their location in the flat will be uploaded to the BHU thematic website (<https://www.bhu.gov.hk>).

### Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance (Cap. 486). The Housing Bureau has the right to charge a reasonable fee for the processing of any request. If you wish to access or correct your personal data, please make a request to Departmental Data Protection Officer by post (Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong) or by fax (2761 6363).

## B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed.
2. Enquiries regarding this form should be addressed to the Dedicated Team on Subdivided Units of the Housing Bureau.

## C. Submission Methods

1. By post to Dedicated Team on Subdivided Units, Housing Bureau [[postal address to be provided later](#)].
2. Deposit in the drop-box at the office of the Dedicated Team on Subdivided Units of the Housing Bureau [[address to be provided later](#)] during office hours (from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays).
3. If the applicant has registered for "iAM Smart+", he/she may go to the BHU thematic website (<https://www.bhu.gov.hk>) to complete, sign and submit electronic forms and relevant documents.

## D. Contact Details

The office of the Dedicated Team on Subdivided Units of the Housing Bureau (office hours: 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays)  
Address: [\[to be provided later\]](#)  
Tel No.: 3611 0248  
Fax No.: 3702 0928  
Email: [bhu@hb.gov.hk](mailto:bhu@hb.gov.hk)

## 簡樸房認證續期申請所需文件核對表

### Checklist of Required Documents for Renewal Application of Basic-housing-unit Recognition

為利便盡速辦理續期申請，請夾附下列全部所需的文件。除非另有註明，如申請人未能提交齊備的文件，申請可能會被拒絕。

To expedite processing of the renewal application, please attach all the required documents as indicated below. Unless specified otherwise, the application may be refused if the applicant fails to provide all the required documents.

- ☐ (a) 申請人的身份證明文件副本（申請人如屬個別人士，須提供其香港身份證或護照副本；或如申請人屬公司（包括法人團體如有限公司、合夥；或其他不屬法團的團體），則須提供其商業登記證副本）。請於身份證明文件副本上列明「副本」二字，當申請程序完成後，該文件會被銷毀。申請人亦可選擇親臨分間位專責小組辦事處遞交表格並出示其身份證明文件正本，以供辦事處職員查閱；  
a copy of the proof of identity of the applicant(s) (copy of the HKID Card or passport if the applicant is an individual; copy of the business registration certificate if the applicant is a company (including a body corporate such as a limited company, a partnership; or other unincorporated body)). Please mark "COPY" on the copy of the proof of identity. The copy of the proof of identity will be kept until the application is completed. After which it will be destroyed. Alternatively, the applicant may submit the form in person to the office of the Dedicated Team on Subdivided Units and show the original identity document for checking by the staff;
- ☐ (b) 樓宇單位的業權證明（例如在土地註冊處取得的最新土地登記冊／業權註冊紀錄）；  
document showing the ownership of the flat (e.g. the latest land register/title register in the Land Registry);
- ☐ (c) 指明專業人士根據房屋局公佈的「簡樸房認證申請 - 指明專業人士核證報告表格」擬備及簽署的核證報告；及  
certification report prepared and endorsed by the specified professional in accordance with the "Application for Basic-housing-unit Recognition - Form of Certification Report by Specified Professional" published by the Housing Bureau; and
- ☐ (d) 擁有人的書面同意副本（如適用）。  
copy of a written consent of the owner(s) (if applicable)

## (1) 簡樸房認證編號 Basic Housing Unit Recognition No.

## (2) 申請認證續期的簡樸房數目 Number of Basic Housing Units under the Application for Renewal of Recognition

## (3) 簡樸房所處的樓宇單位的地址（土地登記冊／業權註冊紀錄所載的地址）

Address of flat in which the basic housing unit(s) is/are located (address shown in the land register / title register)

室／單位 Flat/Unit :	樓層 Floor:	座 Block:
大廈名稱 Name of Building:	屋苑名稱 Name of Estate:	
街道門牌:	街道名稱:	
Street No.:	Name of Street:	
街道門牌 2:	街道名稱 2:	
Street No. 2:	Name of Street 2:	
街道門牌 3:	街道名稱 3:	地區*:
Street No. 3:	Name of Street 3:	District*:

☐ 香港 Hong Kong
 ☐ 九龍 Kowloon
 ☐ 新界 New Territories

\* 請根據十八個區議會分區填寫樓宇單位所在的地區（香港島的中西區、灣仔區、南區與東區；九龍的觀塘區；深水埗區、油尖旺區、黃大仙區和九龍城區；新界的離島區、荃灣區、元朗區、北區、沙田區、西貢區、葵青區、大埔區及屯門區）。

\* Please fill in the district of the flat according to the 18 districts in Hong Kong (Central & Western, Wan Chai, Southern and Eastern on Hong Kong Island; Kwun Tong, Shum Shui Po, Yau Tsim Mong, Wong Tai Sin and Kowloon City in Kowloon Peninsula; Islands, Tsuen Wan, Yuen Long, North, Sha Tin, Sai Kung, Kwai Tsing, Tai Po and Tuen Mun in the New Territories).

## (4) 申請人資料 Applicant's Details

身份 Capacity ☐ 樓宇單位的唯一擁有人 Sole owner of the flat ☐ 樓宇單位的共同擁有人（已獲其餘所有共同擁有人的書面同意） A co-owner of the flat (with written consent of all remaining co-owner(s))

☐ 獲樓宇單位所有擁有人書面同意的人士 A person with the written consent of all owner(s) of the flat

姓名／公司名稱 Name / Company Name

中文 In Chinese 英文 In English (姓氏先行 Surname first)

身份證明 Proof of Identity ☐ 香港身份證號碼 HKID No. ☐ 護照號碼 Passport No. ☐ 商業登記號碼 Business Registration No.

通訊地址 Correspondence Address

室／單位 Flat/Unit :	樓層 Floor:	座 Block:
大廈名稱 Name of Building:	屋苑名稱 Name of Estate:	
街道門牌:	街道名稱:	地區:
Street No.:	Name of Street:	District:

☐ 香港 Hong Kong
 ☐ 九龍 Kowloon
 ☐ 新界 New Territories

香港流動電話號碼（用作接收短訊）：

Hong Kong Mobile Tel. No (for receiving SMS):

聯絡電話 Contact Tel. No:

電郵地址 E-mail:

**擁有人 1 Owner 1**

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English

(姓氏先行 Surname first)

身份證明

☐

香港身份證號碼

☐

護照號碼

☐

商業登記號碼

Proof of Identity

HKID No.

Passport No.

Business Registration No.




通訊地址 Correspondence Address

☐

與申請人的通訊地址相同（可無需填寫地址欄位）

Same as applicant's correspondence address (no need to fill in the address)

室／單位 Flat/Unit :

樓層 Floor:

座 Block:

大廈名稱 Name of Building:

屋苑名稱 Name of Estate:

街道門牌:

街道名稱:

地區:

Street No.:

Name of Street:

District:

☐ 香港 Hong Kong

☐ 九龍 Kowloon

☐ 新界 New Territories

香港流動電話號碼（用作接收短訊）：

Hong Kong Mobile Tel. No (for receiving SMS):

聯絡電話 Contact Tel. No:

電郵地址 E-mail:

**擁有人 2 Owner 2**

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English

(姓氏先行 Surname first)

身份證明

☐

香港身份證號碼

☐

護照號碼

☐

商業登記號碼

Proof of Identity

HKID No.

Passport No.

Business Registration No.




通訊地址 Correspondence Address

☐

與申請人的通訊地址相同（可無需填寫地址欄位）

Same as applicant's correspondence address (no need to fill in the address)

室／單位 Flat/Unit :

樓層 Floor:

座 Block:

大廈名稱 Name of Building:

屋苑名稱 Name of Estate:

街道門牌:

街道名稱:

地區:

Street No.:

Name of Street:

District:

☐ 香港 Hong Kong

☐ 九龍 Kowloon

☐ 新界 New Territories

香港流動電話號碼（用作接收短訊）：

Hong Kong Mobile Tel. No (for receiving SMS):

聯絡電話 Contact Tel. No:

電郵地址 E-mail:

附加頁 Additional ☐ 張 Page

丙部 營運人資料 (如適用)

Part C – Details of Operator(s) (if applicable)

營運人指任何將分間單位出租作居住用途或不時有權就出租分間單位收取租金的人士 (例如分間單位的擁有人、二房東、地產代理等)。

Operator means any person who lets a subdivided unit for habitation or who is from time to time entitled to receive rent for such letting (such as the owner, principal tenant, estate agent, etc.).

營運人 1 Operator 1 (分間單位房號 Room No. of Subdivided Unit(s) ) (填表須知 6 Guidance Note 6)

姓名/公司名稱 Name / Company Name

中文 In Chinese \_\_\_\_\_ 英文 In English (姓氏先行 Surname first) \_\_\_\_\_  
身份證明 ☐ 香港身份證號碼 ☐ 護照號碼 ☐ 商業登記號碼  
Proof of Identity HKID No.  Passport No.  Business Registration No.

通訊地址 Correspondence Address ☐ 與申請人的通訊地址相同 (可無需填寫地址欄位)  
Same as applicant's correspondence address (no need to fill in the address)

室/單位 Flat/Unit : \_\_\_\_\_ 樓層 Floor: \_\_\_\_\_ 座 Block: \_\_\_\_\_

大廈名稱 Name of Building: \_\_\_\_\_ 屋苑名稱 Name of Estate: \_\_\_\_\_

街道門牌: \_\_\_\_\_ 街道名稱: \_\_\_\_\_ 地區: \_\_\_\_\_  
Street No.: \_\_\_\_\_ Name of Street: \_\_\_\_\_ District: \_\_\_\_\_

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

香港流動電話號碼 (用作接收短訊) :

Hong Kong Mobile Tel. No (for receiving SMS): \_\_\_\_\_

聯絡電話 Contact Tel. No: \_\_\_\_\_

電郵地址 E-mail: \_\_\_\_\_

營運人 2 Operator 2 (分間單位房號 Room No. of Subdivided Unit(s) ) (填表須知 6 Guidance Note 6)

姓名/公司名稱 Name / Company Name

中文 In Chinese \_\_\_\_\_ 英文 In English (姓氏先行 Surname first) \_\_\_\_\_  
身份證明 ☐ 香港身份證號碼 ☐ 護照號碼 ☐ 商業登記號碼  
Proof of Identity HKID No.  Passport No.  Business Registration No.

通訊地址 Correspondence Address ☐ 與申請人的通訊地址相同 (可無需填寫地址欄位)  
Same as applicant's correspondence address (no need to fill in the address)

室/單位 Flat/Unit : \_\_\_\_\_ 樓層 Floor: \_\_\_\_\_ 座 Block: \_\_\_\_\_

大廈名稱 Name of Building: \_\_\_\_\_ 屋苑名稱 Name of Estate: \_\_\_\_\_

街道門牌: \_\_\_\_\_ 街道名稱: \_\_\_\_\_ 地區: \_\_\_\_\_  
Street No.: \_\_\_\_\_ Name of Street: \_\_\_\_\_ District: \_\_\_\_\_

☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

香港流動電話號碼 (用作接收短訊) :

Hong Kong Mobile Tel. No (for receiving SMS): \_\_\_\_\_

聯絡電話 Contact Tel. No: \_\_\_\_\_

電郵地址 E-mail: \_\_\_\_\_

附加頁 Additional ☐ 張 Page

**丁部 已委任的指明專業人士的資料****Part D - Details of Appointed Specified Professional****(1) 指明專業人士的資料 Details of Specified Professional**

中文姓名

Name in Chinese

英文姓名 Name in English

(姓氏先行 Surname first)

通訊地址 Correspondence Address

室／單位 Flat/Unit :

樓層 Floor:

座 Block:

大廈名稱 Name of Building:

屋苑名稱 Name of Estate:

街道門牌:

Street No.:

街道名稱:

Name of Street:

地區:

District:

☐ 香港 Hong Kong☐ 九龍 Kowloon☐ 新界 New Territories

香港流動電話號碼（用作接收短訊）：

Hong Kong Mobile Tel. No (for receiving SMS):

日間聯絡電話 Contact Tel. No:

電郵地址 E-mail:

**專業資格 Professional Qualification**☐ 註冊建築師

Registered Architect

☐ 註冊專業工程師

Registered Professional Engineer

(請註明界別 Please specify discipline)

☐ 建造 Building☐ 屋宇裝備 Building Services☐ 土木 Civil☐ 消防 Fire☐ 結構 Structural☐ 註冊專業測量師

(建築測量專業組別)

Registered Professional Surveyor  
(Building Surveying Division)

註冊編號 Registration No.

**戊部 申請人的聲明****Part E – Applicant's Declaration**

本人謹此聲明：

I declare that:

- (i) 本人／我們已閱讀並同意於注意事項內所列之條款。盡本人／我們所知所信，樓宇單位及申請認證續期的簡樸房，符合大廈公契的規定。

I / We hereby declare that I/we have read through the content of this application form and understand the Matters to Note. To the best of my / our knowledge and belief, the flat and the basic housing unit(s) under the application for renewal of recognition is/are in compliance with the deed of mutual covenant.

- (ii) 本人／我們已委任丁部的指明專業人士，進行所需的核證。

I / We have appointed the specified professional specified in Part D to carry out the required certification.

- (iii) 本人／我們並謹此聲明，在本表格內填報的一切資料、所作的陳述及附上的文件全屬真實無訛，完整無漏。本人／我們同意房屋局及有關政府決策局／部門亦可利用這些作統計調查及研究。

I / We declare that all particulars, statements and documents submitted in or in connection with this form are true, correct and complete. Consent is given that Housing Bureau and relevant Government Bureaux / Departments may make use of the information for statistical purposes.

申請人簽署／公司蓋印：

Signature of Applicant / Company's Chop: \_\_\_\_\_

⌋ 任何人如作出失實聲明，可能會被檢控\*\*

**Any person making a false declaration may be subject to prosecution.\*\***

日期（日／月／年）：

Date (Day/Month/Year)

己部 分間單位住戶資料 (可選擇填報)

Part F – Details of Residents of Subdivided Units (optional)

本部收集的資料只用於統計用途，請根據申請人的了解盡量填寫。

Details collected in this part are for statistical purposes only. Please fill in as much as possible based on the applicant's knowledge.

分間單位 Subdivided Unit (SDU)	分間單位房號 SDU Room No.	租賃／許可期 Tenancy/Licence Period		首租期／次租期 First Term Tenancy/ Second Term Tenancy	表格 AR2 租賃通知書檔號 (如有) Reference no. of Form AR2 - Notice of Tenancy (if available)	住戶人數 Household size	住戶年齡 Age of residents	住戶是否已申請： 1. 公屋 2. 簡約公屋 3. 過渡性房屋 (可選多於一項) Have residents applied for: 1. Public Rental Housing 2. Light Public Housing 3. Transitional Housing (may choose more than one)
		由 From 日／月／年 DD/MM/YYYY	至 To 日／月／年 DD/MM/YYYY					
(1)				<input type="checkbox"/> 首 1 <sup>st</sup> <input type="checkbox"/> 次 2 <sup>nd</sup>			/ / / / / /	是 Yes, 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 No <input type="checkbox"/>
(2)				<input type="checkbox"/> 首 1 <sup>st</sup> <input type="checkbox"/> 次 2 <sup>nd</sup>			/ / / / / /	是 Yes, 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 No <input type="checkbox"/>
(3)				<input type="checkbox"/> 首 1 <sup>st</sup> <input type="checkbox"/> 次 2 <sup>nd</sup>			/ / / / / /	是 Yes, 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 No <input type="checkbox"/>
(4)				<input type="checkbox"/> 首 1 <sup>st</sup> <input type="checkbox"/> 次 2 <sup>nd</sup>			/ / / / / /	是 Yes, 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 No <input type="checkbox"/>

附加頁 Additional ☐ 張 Page

-完-  
-End-



擁有人 ( ) Owner ( )

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English

(姓氏先行 Surname first)

身份證明

☐

香港身份證號碼

☐

護照號碼

☐

商業登記號碼

Proof of Identity

HKID No.

Passport No.

Business Registration No.

通訊地址 Correspondence Address

☐

與申請人的通訊地址相同

Same as applicant's correspondence address

室／單位 Flat/Unit :

樓層 Floor:

座 Block:

大廈名稱 Name of Building:

屋苑名稱 Name of Estate:

街道門牌:

街道名稱:

地區:

Street No.:

Name of Street:

District:

☐

香港 Hong Kong

☐

九龍 Kowloon

☐

新界 New Territories

香港流動電話號碼（用作接收短訊）：

Hong Kong Mobile Tel. No (for receiving SMS):

聯絡電話 Contact Tel. No:

電郵地址 E-mail:

擁有人 ( ) Owner ( )

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English

(姓氏先行 Surname first)

身份證明

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香港身份證號碼

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聯絡電話 Contact Tel. No:

電郵地址 E-mail:

營運人指任何將分間單位出租作居住用途或不時有權就出租分間單位收取租金的人士（例如分間單位的擁有人、二房東、地產代理等）。

Operator means any person who lets a subdivided unit for habitation or who is from time to time entitled to receive rent for such letting (such as the owner, principal tenant, estate agent, etc.).

Any person who lets an SDU for habitation or who is from time to time entitled to receive rent for such letting (such as the owner, principal tenant, estate agent, etc.) will be regarded as the “operator” of the SDU.

營運人 ( ) Operator ( ) (分間單位編房號 Room No. of Subdivided Unit(s) ) (填表須知 6 Guidance Note 6)

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English

(姓氏先行 Surname first)

身份證明

☐

香港身份證號碼

☐

護照號碼

☐

商業登記號碼

Proof of Identity

HKID No.

Passport No.

Business Registration No.

通訊地址 Correspondence Address

☐

與申請人的通訊地址相同（可無需填寫地址欄位）

Same as applicant's correspondence address (no need to fill in the address)

室／單位 Flat/Unit :

樓層 Floor:

座 Block:

大廈名稱 Name of Building:

屋苑名稱 Name of Estate:

街道門牌:

街道名稱:

地區:

Street No.:

Name of Street:

District:

☐ 香港 Hong Kong

☐ 九龍 Kowloon

☐ 新界 New Territories

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電郵地址 E-mail:

營運人 ( ) Operator ( ) (分間單位編房號 Room No. of Subdivided Unit(s) ) (填表須知 6 Guidance Note 6)

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身份證明

☐

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( )				<input type="checkbox"/> 首 1 <sup>st</sup> <input type="checkbox"/> 次 2 <sup>nd</sup>			/ / / / / /	是 Yes, 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 No <input type="checkbox"/>
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