

## 《簡樸房條例》(第 658 章)

## Basic Housing Units Ordinance (Cap. 658)

## 簡樸房認證續期申請表

## Application Form for Renewal of Basic-Housing-Unit Recognition

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

## 申請須知 Notes for Application

- 請以正楷填寫本申請表，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，隨本申請表一併呈交，並註明附加頁數。  
Please fill in this application form in BLOCK LETTERS and put a tick (✓) in the appropriate boxes. Please read this “Notes for Application” and “Matters to Note” before filling in this application form. If necessary, please fill in the additional page(s) for submission together with this application form, and state the number of additional page(s).
- 簡樸房認證續期申請須在簡樸房認證有效期屆滿前的三至六個月內遞交予房屋局分間單位專責小組。擬申請簡樸房認證續期的簡樸房在遞交申請時須有有效的認證。如相關分間單位的簡樸房認證已被取消或已屆滿，須重新遞交簡樸房認證申請，而非續期申請。  
Applications for renewal of basic-housing-unit (BHU) recognition must be submitted to the Dedicated Team on Subdivided Units of the Housing Bureau within three to six months prior to the expiry of the BHU recognition. The BHU applying for renewal of BHU recognition must have valid recognition at the time the application is submitted. If the BHU recognition of the subdivided unit (SDU) concerned had been cancelled or had expired, a fresh application for BHU recognition, instead of an application for renewal, must be submitted.
- 申請人須為擬申請簡樸房認證續期的簡樸房所處的樓宇單位（即「樓宇單位」）的唯一擁有人，或獲該樓宇單位所有擁有人書面同意其作出申請的人士。具體而言，如申請人是樓宇單位的其中一名共同擁有人，須提交其餘所有共同擁有人的書面同意。如申請人並非樓宇單位的擁有人，須提交樓宇單位所有擁有人的書面同意。申請人可在同一份申請表中為同一樓宇單位內一個或多於一個簡樸房申請簡樸房認證續期。  
An applicant must be the sole owner of a flat where a BHU applying for renewal of BHU recognition is located (i.e. “the flat”), or a person with the written consent of all owner(s) of the flat for making the application. Specifically, if the applicant is one of the co-owners of the flat, he/she must submit the written consent of all remaining co-owner(s). If the applicant is not an owner of the flat, he/she must submit the written consent of all owner(s) of the flat. The applicant may apply for renewal of BHU recognition for one or more than one BHU in the same flat in one application form.
- 除非特別註明，申請人必須填妥本申請表的甲部至戊部並提交所要求的資料（包括須提交的文件核對表所列的文件），否則可能導致處理申請出現延誤，甚或無法處理申請。本申請表己部為選填部分，所收集的資料用於統計用途，請根據申請人的了解盡量填寫。請根據指明專業人士核證報告內的圖則填寫簡樸房房號。  
Unless otherwise specified, the applicant must complete Parts A to E in this application form and submit the required information (including the documents listed in the checklist of documents that have to be submitted); otherwise, the processing of the application may be delayed or may not be proceeded with. Completion of Part F in this application form is optional with details collected therein are for statistical purposes; and the applicant may fill in as much as possible based on the knowledge. Please fill in the room number(s) of the BHUs according to the plan in the certification report prepared by the specified professional.
- 每個簡樸房的認證續期申請費為 2,400 元。  
The application fee for renewal of BHU recognition is \$2,400 per BHU.
- 房屋局分間單位專責小組收到申請後，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。申請人如使用簡樸房專題網站（[www.bhu.gov.hk](http://www.bhu.gov.hk)）上的電子申請表經網上遞交申請，可選擇以「轉數快」即時繳交申請費，或選擇由房屋局分間單位專責小組發出繳費單並在限期內完成繳費。  
The Dedicated Team on Subdivided Units of 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. Applicants submitting applications using the electronic application form at the BHU thematic website ([www.bhu.gov.hk](http://www.bhu.gov.hk)) may choose to pay the application fee instantly via the Faster Payment System or choose for the issue of a demand note by the Dedicated Team on Subdivided Units of the Housing Bureau and settle the payment before the deadline.
- 在收妥全部須提交的文件及完成處理申請後，房屋局分間單位專責小組會向申請人發出通知書告知申請結果。實際處理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。  
Upon receipt of all documents that have to be submitted and completion of the processing of the application, the Dedicated Team on Subdivided Units of the Housing Bureau will give a notice on the result of the application to the applicant. The actual time required for processing the application depends on factors including complexity of the application and whether the application has been selected for audit check.

## 注意事項

1. 根據《簡樸房條例》，任何人在簡樸房認證續期申請中或在與申請有關連的情況下，作出任何在要項上屬虛假或具誤導性的陳述（不論是口頭或書面方式作出）或提供任何虛假或具誤導性的文件或資料，及知道該陳述、文件或資料在要項上屬虛假或具誤導性，或罔顧該陳述、文件或資料是否在要項上屬虛假或具誤導性，即屬犯罪，一經定罪，可處罰款 100,000 元及監禁 2 年。
2. 簡樸房認證獲續期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》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，一經循公訴程序定罪，可處罰款 500,000 元及監禁 7 年。

## 個人資料收集聲明

4. 房屋局分間單位專責小組會使用本申請表中所得的個人資料作下列用途：
  - (a) 處理申請人在本申請表中所提出的申請的相關事務；
  - (b) 房屋局與申請人聯絡；
  - (c) 實施《簡樸房條例》；及
  - (d) 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。
5. 申請人必須提交本申請表所要求的個人資料，否則可能導致處理申請出現延誤，甚或無法處理申請。
6. 房屋分間單位專責小組可能會向其他政府決策局／部門、機構或任何人士披露申請人在透過本申請表中所提交的個人資料，以作上文第 4 項所述列的用途。
7. 為便利分間單位住戶及公眾人士識別個別分間單位是否已獲認證為簡樸房，簡樸房的地址、簡樸房認證有效期及顯示簡樸房在樓宇單位內的位置的圖則會上載至簡樸房專題網站 ([www.bhu.gov.hk](http://www.bhu.gov.hk))。
8. 根據《個人資料（私隱）條例》（第 486 章），申請人有權要求查閱及改正他所提交的個人資料。申請人如欲要求查閱及改正其個人資料，請透過致函（地址：香港灣仔告士打道 5 號稅務大樓 30 樓）或傳真（3702 0928）經房屋局分間單位專責小組向部門資料保障主任提出。

## 填寫申請表

9. 請填妥本申請表所有有關的部分，並在本申請表尾部簽署。
10. 如對本申請表有任何查詢，請與房屋局分間單位專責小組聯絡。

## 遞交申請方法

11. 郵寄至尖沙咀郵政局郵政信箱 90888 號房屋局分間單位專責小組。
12. 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：香港灣仔告士打道 5 號稅務大樓 30 樓）。
13. 如申請人士已登記「智方便+」，可前往簡樸房專題網站 ([www.bhu.gov.hk](http://www.bhu.gov.hk)) 填寫、簽署和遞交電子申請表及相關文件。

## 聯絡資料

14. 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：香港灣仔告士打道 5 號稅務大樓 30 樓  
電話：3611 0248  
傳真：3702 0928  
電郵：[bhu@hb.gov.hk](mailto:bhu@hb.gov.hk)

## Matters to Note

1. Under the Basic Housing Units Ordinance, any person who in or in connection an application for renewal of BHU recognition, makes a statement (whether oral or written), or provides any document or information that is false or misleading in a material particular and knows that, or is reckless as to whether, the statement, document or information is false or misleading in a material particular, commits an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for 2 years.
2. The renewal of 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) must ensure that the BHU and the flat in which the BHU is located comply with the provisions of the relevant legislations, statutory plans, land lease conditions, deed of mutual covenant and tenancy conditions.
3. Under the Prevention of Bribery Ordinance (Cap. 201), any person who solicits, offers or accepts any advantages (e.g. money, gift, etc.) in connection with grace-period registration or BHU recognition under the Basic Housing Units Ordinance commits an offence and is liable on conviction on indictment to a fine of \$500,000 and to imprisonment for 7 years.

## Personal Data Collection Statement

4. The Dedicated Team on Subdivided Units of the Housing Bureau will use the personal data obtained in this application form for the following purposes:
  - (a) activities relating to the processing of the application made by the applicant in this application form;
  - (b) communication between the Dedicated Team on Subdivided Units of the Housing Bureau and the applicant;
  - (c) implementing the Basic Housing Units Ordinance; and
  - (d) 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.
5. The applicant must submit the personal data required in this form; otherwise, the processing of the application may be delayed or may not be proceeded with.
6. The Dedicated Team on Subdivided Units of the Housing Bureau may disclose the personal data submitted by the applicant in this application form to other government bureaux, departments, organisations or any persons for the purposes mentioned in item 4 above.
7. To facilitate households of SDUs and members of the public to ascertain whether individual SDUs have obtained BHU recognition, the addresses of BHUs, validity period of the BHU recognition and, a plan showing the location of the BHU in the flat will be uploaded to the BHU thematic website ([www.bhu.gov.hk](http://www.bhu.gov.hk)).
8. Under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant has the right to request access to and correction of the personal data he/she submitted. If the applicant wishes to request for access to and correction of his/her personal data, please make a request to the Departmental Data Protection Officer via the Dedicated Team on Subdivided Units of the Housing Bureau by post (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) or by fax (3702 0928).

## Completion of Application Form

9. Please fill in all relevant parts of this application form and sign in Part E of this application form.
10. If you have any enquiries regarding this application form, please contact the Dedicated Team on Subdivided Units of the Housing Bureau.

## Methods to Submit Application

11. By post to the Dedicated Team on Subdivided Units of the Housing Bureau, P.O. Box 90888, Tsim Sha Tsui Post Office.
12. Deposit in the drop-box at the office of the Dedicated Team on Subdivided Units of the Housing Bureau (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) during office hours (from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays).
13. If the applicant has registered for “iAM Smart+”, he/she may go to the BHU thematic website ([www.bhu.gov.hk](http://www.bhu.gov.hk)) to complete, sign and submit the electronic application form and relevant documents.

## Contact Details

14. 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: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong  
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須提交的文件核對表

### Checklist of Documents that Have to Be Submitted for Application for Renewal of BHU Recognition

為讓房屋局分間單位專責小組能盡快處理簡樸房認證續期申請，請提交下列全部須提交的文件，否則可能導致處理申請出現延誤，甚或無法處理申請。

To facilitate the processing of the application for renewal of BHU recognition by the Dedicated Team on Subdivided Units of the Housing Bureau as soon as possible, please submit all the documents that have to be submitted as indicated below; otherwise the processing of the application may be delayed or may not be proceeded with.

- (a) 已填妥的簡樸房認證續期申請表；  
duly completed application form for renewal of BHU recognition;
  
- (b) 申請人的身份證明文件副本（除非申請人選擇親臨房屋局分間單位專責小組辦事處遞交申請表並出示其身份證明文件正本，以供辦事處職員查核），並請於身份證明文件副本上列明「副本」二字，房屋局分間單位專責小組完成處理申請後，會銷毀該身份證明文件副本；  
（**註**：申請人如屬自然人，須提交其香港身份證或護照副本；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），則須提交其商業登記證副本）  
copy of the proof of identity of the applicant (unless the applicant chooses to submit the form in person to the office of the Dedicated Team on Subdivided Units of the Housing Bureau and show the original identity document for checking by the staff). Please mark "COPY" on the copy of the proof of identity. The Dedicated Team on Subdivided Units of the Housing Bureau will destroy the copy of the proof of identity after the processing of the application is completed; (**Note**: copy of the HKID Card or passport must be submitted if the applicant is a natural person; copy of the business registration certificate must be submitted if the applicant is a company (including a body corporate such as a limited company, a partnership, or other unincorporated body))
  
- (c) 樓宇單位的業權證明（即在土地註冊處取得的最新土地登記冊或業權註冊紀錄）；  
proof of ownership of the flat (i.e. the latest land register or Title Register obtained from the Land Registry);
  
- (d) 指明專業人士根據房屋局分間單位專責小組發出的《指明專業人士核證報告表》擬備及簽署的核證報告；  
certification report prepared and endorsed by the specified professional in accordance with the "Form of Certification Report by Specified Professional" issued by the Dedicated Team on Subdivided Units of the Housing Bureau;
  
- (e) 如申請人非樓宇單位的唯一擁有人，須提交樓宇單位其餘所有共同擁有人就申請人作出申請的書面同意；如申請人並非樓宇單位的擁有人，須提交樓宇單位所有擁有人的書面同意；及  
if the applicant is not the sole owner of the flat, written consent of all remaining co-owner(s) of the flat for the applicant to make the application must be submitted; if the applicant is not an owner of the flat, he/she must submit the written consent of all owner(s) of the flat; and
  
- (f) 如申請人屬公司，須提交授權文書（例如公司董事局相關會議紀錄／決議的核證副本），證明簽署本申請表或部的人士已獲該公司正式授權。  
if the applicant is a company, written authorisation of the company (e.g. a certified copy of the relevant board minutes/resolutions of the Board of Directors) must be submitted to prove that the person who signs in Part E of this application form has been duly authorised by the company.

甲部 申請資料

Part A –Details of Application

(1) 擬申請認證續期的簡樸房數目 No. of BHU(s) applying for renewal

4

請填寫擬申請認證續期的簡樸房的認證編號。  
Please fill in the recognition no. of basic housing unit(s) applying for renewal of recognition.

(2) 擬申請認證續期的簡樸房的認證編號 Recognition no. of BHU(s) applying for renewal or recognition

RC260300001A, RC260300001B, RC260300001C, RC260300001D

(3) 樓宇單位的地址 (按土地登記冊或業權註冊紀錄所載)

Address of flat (as shown in the land register or Title Register)

室/單位 Flat/Unit 8 樓層 Floor 3 座 Block \_\_\_\_\_

大廈名稱 Name of Building 簡樸大廈 屋苑名稱 Name of Estate \_\_\_\_\_

門牌號數 222 街道名稱 香港街

Street No. \_\_\_\_\_ Name of Street \_\_\_\_\_

門牌號數 2 \_\_\_\_\_ 街道名稱 2 \_\_\_\_\_

Street No. 2 \_\_\_\_\_ Name of Street 2 \_\_\_\_\_

門牌號數 3 \_\_\_\_\_ 街道名稱 3 \_\_\_\_\_

Street No. 3 \_\_\_\_\_ Name of Street 3 \_\_\_\_\_

請按土地登記冊 / 業權註冊紀錄所載的地址填寫。  
Please fill in the address as shown in the land register / Title Register.

地區\* 東區 Eastern  
District\* \_\_\_\_\_

香港 Hong Kong  九龍 Kowloon  新界 New Territories

\* 請根據 18 個區議會分區填寫樓宇單位所在的地區 (即香港島的中西區、灣仔區、南區及東區; 九龍的觀塘區、深水埗區、油尖旺區、黃大仙區及九龍城區; 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 in which the flat is located according to the 18 District Council geographical constituencies (i.e. Central & Western, Wan Chai, Southern and Eastern on Hong Kong Island; Kwun Tong, Sham Shui Po, Yau Tsim Mong, Wong Tai Sin and Kowloon City in Kowloon; 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 Details of Applicant

「申請人」是指樓宇單位的唯一擁有人或獲樓宇單位所有擁有人書面同意其作出申請的名共同擁有人，須提交其餘所有共同擁有人的書面同意。如申請人並非樓宇單位的唯一擁有人，申請人須獲所有擁有人書面同意其作出申請。  
"Applicant" means the sole owner of the flat or a person with the written consent of all owners if the applicant is one of the co-owners of the flat, he/she must submit the written consent of all the owner(s) of the flat. If the applicant is not the sole owner of the flat, he/she must obtain the written consent of all owners of the flat for making the application.

樓宇單位的唯一擁有人 A 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書面同意其作出申請) A co-owner of the flat (with written consent of all remaining co-owner(s) for making the application)

獲樓宇單位所有擁有人書面同意其作出申請的人士 A person with the written consent of all owner(s) of the flat for making the application

姓名/公司名稱 Name / Company Name

中文 In Chinese 申請仁 英文 In English (姓氏先行 Surname first) SAN CHING YAN

身份證明 Proof of Identity  香港身份證號碼 HKID No. A123XXX(7)  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 3 樓層 Floor 2 座 Block \_\_\_\_\_

大廈名稱 Name of Building 安全花園 屋苑名稱 Name of Estate \_\_\_\_\_

門牌號數 2 街道名稱 第一街 地區\* 九龍城 Kowloon City

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) 1234 5678

聯絡電話 Contact Tel. No. 1234 5678

電郵地址 E-mail Address abc@email.com

請填寫香港流動電話號碼，用作接收短訊。  
Please fill in a Hong Kong mobile tel. no for receiving SMS.

乙部 樓宇單位擁有人資料 (如申請人是單位的唯一擁有人, 則無需填寫此部份)

Part B – Details of the Flat Owner(s) (this part need not be filled if the applicant is the sole owner of the flat)

「擁有人」是指於土地註冊處備存的土地登記冊或業權註冊紀錄顯示為有關樓宇單位的「Owner」  
 "Owner" means a person whose name is recorded in the land register or Title Register key

如通訊地址與申請人相同, 請在方格內加上剔號, 並且無需填寫地址欄位。  
 If the correspondence address is same as that of the applicant, please put a tick in the box and need not fill in the address.

擁有人 1 Owner 1

姓名/公司名稱 Name / Company Name

中文 In Chinese 申請仁 英文 In English (姓氏先行 Surname first) SAN CHING YAN

身份證明 Proof of Identity  香港身份證號碼 HKID No. A123XX(7)  護照號碼 Passport No.  商業登記號碼 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 \_\_\_\_\_  
 門牌號數 Street No. \_\_\_\_\_ 街道名稱 Name of Street \_\_\_\_\_ 地區\* District\* \_\_\_\_\_

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香港流動電話號碼 (用作接收短訊) Hong Kong Mobile Tel. No. (for receiving SMS) 1234 5678

聯絡電話 Contact Tel. No. 1234 5678

電郵地址 E-mail Address abc@email.com

如申請人不是樓宇單位的唯一擁有人, 須填寫所有擁有人的資料。如有多於2名擁有人, 請填寫附加頁。  
 If the applicant is not the sole owner of the flat, he/she has to fill in the details of all owners. If there are more than 2 owners, please fill in additional page(s).

擁有人 2 (如有) Owner 2 (if any)

姓名/公司名稱 Name / Company Name

中文 In Chinese 翁祐仁 英文 In English (姓氏先行 Surname first) YUNG YAU YAN

身份證明 Proof of Identity  香港身份證號碼 HKID No. A234XX(8)  護照號碼 Passport No.  商業登記號碼 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 \_\_\_\_\_  
 門牌號數 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) 2123 4567

聯絡電話 Contact Tel. No. 2123 4567

電郵地址 E-mail Address def@email.com

如有附加頁, 請填寫附加頁數。  
 If additional page(s) are attached, please fill in the total no. of additional page(s).

備註: 如有多於2名擁有人, 請填寫附加頁。  
 Remark: If there are more than 2 owners, please fill in additional page(s).

附加頁數 No. of Additional Page(s)

丙部 簡樸房營運人資料 (如適用)

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

此部份填寫指明專業人士的資料。  
Fill in the details of the specified professional in this part.

「營運人」是指任何將簡樸房出租作居住用途或任何其他不時有權因着出租簡樸房收取租金的人士 (例如簡樸房的擁有人、二房東、地產代理等)。  
“Operator” means a person who lets a BHU for habitation or any other person who is from time to time entitled to receive rent for such letting (such as the BHU owner; principal tenant, estate agent, etc.).

營運人 1 Operator 1 (簡樸房房號 Room No. of BHU(s)  ) (申請須知 4 Notes for Application 4)

姓名/公司名稱 Name / Company Name

中文 In Chinese 申請仁 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  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 (need not 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 \_\_\_\_\_  
門牌號數 \_\_\_\_\_ 街道名稱 \_\_\_\_\_ 地區\* District\* \_\_\_\_\_

請填寫由相關營運人營運的分間單位房號。  
Please fill in the room no. of the subdivided units operated by the relevant operator.

如通訊地址與申請人相同, 請在方格內加上剔號, 並且無需填寫地址欄位。  
If the correspondence address is same as that of the applicant, please put a tick in the box and need not fill in the address.

營運人指任何將分間單位出租作居住用途, 或不時有權因着將該分間單位出租作該用途而收取租金的人士 (例如分間單位的擁有人、二房東、地產代理等)。例如樓宇單位的2名共同擁有人共同就分間單位出租收取租金, 他們就是營運人, 申請人就要填寫2名營運人資料。  
An 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 subdivided unit owner, principal tenant, estate agent, etc.). For example, if 2 co-owners of the flat both receive rent for the letting of subdivided units, they are the operators. The applicant is required to fill in the details of the 2 operators.

1234 5678  
1234 5678  
abc@email.com

營運人 2 (如有) Operator 2 (if any) (簡樸房房號 Room No. of BHU(s)  ) (申請須知 4 Notes for Application 4)

姓名/公司名稱 Name / Company Name

中文 In Chinese 翁祐仁 英文 In English (姓氏先行 Surname first) YUNG YAU YAN

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  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 (need not 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 \_\_\_\_\_  
門牌號數 \_\_\_\_\_ 街道名稱 \_\_\_\_\_ 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) 2123 4567  
聯絡電話 Contact Tel. No. 2123 4567  
電郵地址 E-mail Address def@email.com

如有附加頁, 請填寫附加頁數。  
If additional page(s) are attached, please fill in the total no. of additional page(s).

備註: 如有多於2名營運人, 請填寫附加頁。  
Remark: If there are more than 2 operators, please fill in additional page(s).

附加頁數 No. of Additional Page(s)

此部份填寫指明專業人士的資料。  
Fill in the details of the specified professional in this part.

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 龔澄思 英文姓名 Name in English (姓氏先行 Surname first) KUNG CHING SZE

通訊地址 Correspondence Address  
 室/單位 Flat/Unit 10 樓層 Floor 10 座 Block \_\_\_\_\_

大廈名稱 Name of Building 工業大廈 屋苑名稱 Name of Estate \_\_\_\_\_

門牌號數 Street No. 88 街道名稱 Name of Street 石板街 地區\* District\* 黃大仙 Wong Tai Sin

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) 2345 6789

日間聯絡電話 Contact Tel. No. 2345 6789

電郵地址 E-mail Address eng@eng.com

按指明專業人士的专业資格，在合適的方格內加上剔號。  
Put a tick in the appropriate box(es) based on the professional qualification of the specified professional.

(2) 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 the discipline)

註冊專業測量師 (建築測量專業組別) Registered Professional Surveyor (Building Surveying Division)

建造 Building  屋宇裝備 Building Services

土木 Civil  消防 Fire

結構 Structural

註冊編號 Registration No. R123456

填寫明專業人士的註冊編號。  
Fill in the registration no. of the specified professional.

戊部 申請人的聲明  
Part E - Declaration of Applicant

本人/本公司謹此聲明：  
I/This company declare(s) that:

- (i) 本人/本公司同意「申請須知」、「注意事項」及個人資料收集聲明的內容。盡本人/本公司所知所信，擬申請簡樸房認證續期的簡樸房及其所處的樓宇單位，均符合大廈公契的規定。  
I/This company agree(s) to the contents of the "Notes for Application", "Matters to Note" and Personal Data Collection Statement. To the best of my/this company's knowledge and belief, the BHU(s) applying for renewal of BHU recognition and the flat where such BHU(s) is/are located complies with the provisions of the deed of mutual covenant.
- (ii) 本人/本公司已委任丁部所述的指明專業人士，為擬申請簡樸房認證續期的簡樸房擬備核證報告。  
I have/This company has appointed the specified professional mentioned in Part D to prepare the certification report for the BHU(s) applying for renewal of BHU recognition.
- (iii) 本人/本公司在本申請表內提交的所有資料及所作的陳述，以及隨本申請表提交的所有文件，均屬真實無訛，完整無漏。本人/本公司同意房屋局及有關政府決策局/部門可利用這些資料/文件作統計及研究用途。  
All information submitted and statements made by me/this company in this application form, and all documents submitted by me/this company with this application form are true, correct and complete. I/This company give(s) consent that the Housing Bureau and relevant government bureaux/departments may make use of these information/documents for statistical and research purposes.

申請人簽署：  
Signature of Applicant: 申清仁  
(如申請人屬公司，須由該公司所授權的人士簽署及加蓋公司印章，並寫上簽署人的姓名。)  
(If the applicant is a company, this must be signed by a person authorised by the company and be affixed with the company's chop; and the name of the signatory must be written.)

任何人如作出虛假或具誤導性的聲明，可被檢控  
Any person making a false or misleading declaration may be prosecuted

日期 (日/月/年) : 01/03/2026  
Date (Day/Month/Year): \_\_\_\_\_

簽署前，請細閱聲明事項。  
Please read the declaration items carefully before signing.

本部為選填部分，收集的資料用於統計用途，請根據申請人的了解盡量填寫。  
This part is optional with details collected herein for statistical purposes. Please fill in as much as possible based on the applicant's knowledge.

己部 簡樸房住戶資料 (選填)

Part F – Household Details of BHUs (optional)

本部收集的資料用於統計用途，請根據申請人的了解盡量填寫。

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

		簡樸房 BHUs			
		(1)	(2)	(3)	(4)
簡樸房房號 Room No. of BHU		A	B	C	D
租賃/許可期 (日/月/年) Tenancy/Licence Period (DD/MM/YYYY)	由 From	01/01/2028	01/02/2028	01/03/2028	01/04/2028
	至 To	31/12/2029	31/01/2029	28/02/2029	31/03/2029
首/次租期 First/Second Term Tenancy		<input checked="" type="checkbox"/> 首 1st <input type="checkbox"/> 次 2nd	<input checked="" type="checkbox"/> 首 1st <input type="checkbox"/> 次 2nd	<input checked="" type="checkbox"/> 首 1st <input type="checkbox"/> 次 2nd	<input checked="" type="checkbox"/> 首 1st <input type="checkbox"/> 次 2nd
實際或擬收取的每月租金 (元) Actual or Intended Monthly Rent (\$)		5000	4000	5500	5400
租賃通知書 (表格 AR2) 檔號 (如有) Reference no. of Notice of Tenancy (Form AR2) (if any)		AR1235678	AR234567	AR888888	AR456789
上級租賃/許可期 (如有) % (日/月/年) Superior Tenancy/Licence Period (if any) % (DD/MM/YYYY)	由 From	01/01/2027			
	至 To	01/01/2029			
住戶人數 Household size					
住戶年齡 Age of residents		23 / / / / / /	50 / / / / / /	52 / / / / / /	/ / / / / /
住戶是否已申請 (可選多於一項) : 1. 公共租住房屋 (公屋) 2. 簡約公屋 3. 過渡性房屋 Have residents applied for (may choose more than one): 1. Public Rental Housing 2. Light Public Housing 3. Transitional Housing		是 Y 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>	是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input checked="" type="checkbox"/>	是 Y 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>	是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input checked="" type="checkbox"/>
% 如簡樸房所處的樓宇單位由擁有人向二房東出租/授予許可，再由二房東將當中的簡樸房出租予分租客，擁有人與二房東之間的租賃/許可便屬上級租賃/許可。如涉及多於一份上級租賃/許可，請填上當中最早屆滿的租賃/許可期。 % If the flat where the BHUs are located is let/licensed by the owner to a principal tenant, and the principal tenant further lets out the BHUs to sub-tenant(s), the tenancy/license between the owner and the principal tenant is a superior tenancy/license. If there is more than one superior tenancy/licence, please fill in the earliest expiring tenancy/licence period.					
備註: 如有多於 4 個簡樸房，請填寫附加頁。 Remark: If there are more than 4 BHUs, please fill in additional page(s).				附加頁數 No. of Additional Page(s)	

-完-  
-End-

如有附加頁，請填寫附加頁數。  
If additional page(s) are attached, please fill in the total no. of additional page(s).

表格 BHU-01A 乙部 樓宇單位擁有人資料的附加頁  
Additional Page for Part B of Form BHU-01A - Details of the Owner(s) of the Flat

附加頁  
Additional Page No.

「擁有人」是指於土地註冊處備存的土地登記冊或業權註冊紀錄顯示為有關樓宇單位的擁有人的人。  
“Owner” means a person whose name is recorded in the land register or Title Register kept by the Land Registry as the owner of the relevant flat.

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 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  與申請人的通訊地址相同  
Same as applicant's correspondence address (need not 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 \_\_\_\_\_

門牌號數 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) \_\_\_\_\_

聯絡電話 Contact Tel. No. \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

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 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  與申請人的通訊地址相同  
Same as applicant's correspondence address (need not 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 \_\_\_\_\_

門牌號數 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) \_\_\_\_\_

聯絡電話 Contact Tel. No. \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

表格 BHU-01A 丙部 簡樸房營運人資料的附加頁

Additional Page for Part C of Form BHU-01A - Details of Operator(s) of BHU(s)

附加頁

Additional Page No.

「營運人」是指任何將簡樸房出租作居住用途或任何其他不時有權因着出租簡樸房收取租金的人士（例如簡樸房的擁有人、二房東、地產代理等）。

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

營運人 ( ) Operator ( ) (簡樸房房號 Room No. of BHU(s) ) (申請須知 4 Notes for Application 4)

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  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 (need not 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 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) \_\_\_\_\_

聯絡電話 Contact Tel. No. \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

營運人 ( ) Operator ( ) (簡樸房房號 Room No. of BHU(s) ) (申請須知 4 Notes for Application 4)

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  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 (need not 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 \_\_\_\_\_

門牌號數 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) \_\_\_\_\_

聯絡電話 Contact Tel. No. \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

表格 BHU-01A 己部 簡樸房住戶資料的附加頁 (選填) Additional Page for Part F of Form BHU-01A – Household Details of BHUs (optional)		附加頁 Additional Page No. <input style="width: 20px; height: 15px;" type="text"/>			
本部收集的資料用於統計用途，請根據申請人的了解盡量填寫。 Details collected in this part are for statistical purposes. Please fill in as much as possible based on the applicant's knowledge.					
		簡樸房 BHUs			
		( )	( )	( )	( )
簡樸房房號 Room No. of BHU					
租賃/許可期 (日/月/年) Tenancy/Licence Period (DD/MM/YYYY)	由 From				
	至 To				
首/次租期 First/Second Term Tenancy		<input type="checkbox"/> 首 1st <input type="checkbox"/> 次 2nd			
實際或擬收取的每月租金 (元) Actual or Intended Monthly Rent (\$)					
租賃通知書 (表格 AR2) 檔號 (如有) Reference no. of Notice of Tenancy (Form AR2) (if any)					
上級租賃/許可期 (如有) % (日/月/年) Superior Tenancy/Licence Period (if any) % (DD/MM/YYYY)	由 From				
	至 To				
住戶人數 Household size					
住戶年齡 Age of residents		/ / / / / /			
住戶是否已申請 (可選多於一項) : 1. 公共租住房屋 (公屋) 2. 簡約公屋 3. 過渡性房屋 Have residents applied for (may choose more than one): 1. Public Rental Housing 2. Light Public Housing 3. Transitional Housing		是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>	是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>	是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>	是 Y 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 否 N <input type="checkbox"/>
% 如簡樸房所處的樓宇單位由擁有人向二房東出租/授予許可，再由二房東將當中的簡樸房出租予分租客，擁有人與二房東之間的租賃/許可便屬上級租賃/許可。如涉及多於一份上級租賃/許可，請填上當中最早屆滿的租賃/許可期。 % If the flat where the BHUs are located is let/licensed by the owner to a principal tenant, and the principal tenant further lets out the BHUs to sub-tenant(s), the tenancy/license between the owner and the principal tenant is a superior tenancy/license. If there is more than one superior tenancy/licence, please fill in the earliest expiring tenancy/licence period.					