

簡樸房資料變更通知書 Notification of Change in Particulars of Basic Housing Units

填表須知 Guidance Note

- 根據《簡樸房條例》(第 658 章)第 27 條，若簡樸房所處的樓宇單位的擁有人、簡樸房的營運人（指任何將簡樸房出租作居住用途或其他不時有權因將該簡樸房出租作居住用途而收取租金的人）、擁有人／營運人的詳情、簡樸房或其所處的樓宇單位的狀況有任何變更，相關人士須在其知悉該項變更當日之後的 15 個曆日內以本表格將有關變更通知房屋局局長。任何人無合理辯解而沒有遵從有關規定，即屬犯罪。

Under section 27 of the Basic Housing Units Ordinance (Cap.658), if there is any change of an owner of the flat in which a basic housing unit (BHU) is located, the operator of a BHU (means a person who lets a BHU for habitation or any other person who is from time to time entitled to receive rent from such letting) or their particulars, or if there is any change in the condition of the BHU or the flat in which the BHU is located, the relevant person is required to notify the Secretary for Housing through this form within 15 calendar days on which he/she becomes aware of the change. Any person, without reasonable excuse, fails to comply with the requirement commits an offence.

- 請以正楷填寫本表格，並在適當方格內加上「✓」號。填寫前，請細閱本填表須知及注意事項。
Read this Guidance Note and the Matters to Note, complete this form in BLOCK LETTERS and tick (✓) the appropriate boxes.
- 如有需要，請填寫附加頁，並註明附加頁數。
If necessary, please fill in the additional sheets and state the numbers of additional sheet(s).
- 你必須提供本表格所要求的資料及文件。如你未能提供所需資料或文件，可能導致處理你所提交的通知時出現延誤，甚或導致我們無法處理你的通知。
It is obligatory for you to provide the information and documents as required in the form. If you fail to provide the required information or document, delay may be caused in processing of your notification or even render us unable to process your notification.
- 如通知涉及擁有人的變更，須提供由土地註冊處備存最新的土地登記冊／業權註冊紀錄，以供核實。
For notification involving a change in the owner(s), a copy of the latest land register / title register kept in the Land Registry must be provided for verification.
- 請根據已上載至簡樸房專題網站 (<https://www.bhu.gov.hk>) 顯示簡樸房在樓宇單位內的位置的圖則，填寫簡樸房房號。
Please fill in the room no. of BHU in accordance with the plan showing the location of BHUs inside the flat, which has been uploaded to the BHU thematic website (<https://www.bhu.gov.hk>).

注意事項

##1.任何人作出的通知中，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，可能導致處理你所提交的通知時出現延誤，甚或導致我們無法處理你的通知。

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個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。房屋局有權就有關要求收取合理費用。如要求查閱及改正你的個人資料，請透過致函（香港九龍何文田佛光街33號房屋委員會總部）或傳真（2761 6363）向部門資料保障主任提出。

乙. 填寫表格

1. 請填妥本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. 如作出通知的人士已登記「智方便+」，可使用簡樸房專題網站（<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

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 within 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 person making the notification 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

甲部 作出通知的人士的身份

Part A – Capacity of Person Making the Notification

簡樸房認證編號

Basic Housing Unit (BHU) Recognition Number

本人／我們是上述簡樸房的：

In respect of the BHUs above, I am / we are the:

所處樓宇單位的現有擁有人 existing owner of the flat the BHUs is/are located 現有營運人 existing operator
 所處樓宇單位的新擁有人 new owner of the flat the BHUs is/are located 新營運人 new operator

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.

附加頁 Additional 張 Page

乙部 變更詳情

Part B – Particulars of Change(s)

(1) 加入新擁有人
Addition of New Owner(s)

生效日期 _____
Effective Date _____

加入新營運人
Addition of New Operator(s)

簡樸房房號 BHU Room No. []

(填表須知 7 Guidance Note 7)

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:

附加頁 Additional 張 Page

(2) 移除現有擁有人

Removal of Existing Owner(s)

生效日期 _____

Effective Date

 移除現有營運人

Removal of Existing Operator(s)

簡樸房房號 BHU Room No. [] (填表須知 7 Guidance Note 7)

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.

[]

(3) 更新現有擁有的通訊資料

Update Contact Details of Existing Owner(s)

生效日期 _____

Effective Date

 更新現有營運人的通訊資料

Update Contact Details of Existing Operator(s)

簡樸房房號 BHU Room No. [] (填表須知 7 Guidance Note 7)

姓名／公司名稱 Name / Company Name

中文 In Chinese _____

英文 In English
(姓氏先行 Surname first) _____

新通訊地址 New 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:

Street No.:

Name of Street: _____

地區:

District: _____

 香港 Hong Kong 九龍 Kowloon 新界 New Territories

新香港流動電話號碼（用作接收短訊）:

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

新聯絡電話 New Contact Tel. No: _____

新電郵地址 New E-mail: _____

附加頁 Additional 張 Page

(4) 簡樸房或其所處的樓宇單位的狀況變更（請選取所有適用項目。視乎狀況變更的性質和程度，房屋局局長或會根據《簡樸房條例》第 37 條要求簡樸房營運人在指明時間內提交指明專業人士的核證報告，證明儘管有相關狀況變更，該簡樸房仍然符合居住環境最低標準）。

Change(s) in the condition of a Basic Housing Unit or the flat in which the Basic Housing Unit is located (please select all applicable items. Depending on the nature and extent of the change(s) in condition, under section 37 of the Basic Housing Units Ordinance, the Secretary for Housing may require the operator of the Basic Housing Unit to submit, within a specified time, a report in which a specified professional certifies that the Basic Housing Unit still meets the minimum standards of living conditions despite the change(s)).

涉及的簡樸房房號（如適用）

Room no. of Basic Housing Unit(s) involved (if applicable)

(填表須知 6 Guidance Note 6)

(a) 可能需要提交指明專業人士的核證報告的變更（須提交顯示變更的圖則及相片記錄）
 Changes that may require the submission of a certification report by a specified professional (*layout plan and photo record indicating the change(s) must be provided*)

簡樸房內部樓面面積變更（不涉及相關樓宇單位內的簡樸房總數）Change in internal floor area of basic housing unit (not involving change in number of basic housing unit in the flat)

更換／改動間隔牆 Replacement / alteration of partition walls

共用走廊闊度變更 Change in the width of the corridor of shared use

加厚樓板 Thickening of floor slab

可開啟的窗戶的面積／位置變更 Change in the area/location of openable window(s)

供水點及洗滌盆的位置變更 Change in the location of water supply point and sink

廁所／廚房的位置／範圍變更 Change in the location / of extent of toilet / kitchen

(b) 一般無需提交指明專業人士的核證報告的變更
 Changes generally not requiring submission of a certification report by a specified professional

樓底淨高度變更（不涉及加厚樓板）Change of clear height (not involving thickening of floor slab)
 (須提交顯示變更後的樓底淨高度的相片記錄 Photo record showing the clear height after the change must be provided)

更換／改動防火／防煙門 Replacement / alteration of fire-rated / smoke-seal door(s)
 (須提交防火門／防煙門的相片記錄及測試／評估報告 Photo record and copy of test/assessment report of the fire-rated / smoke-seal door(s) must be provided)

更換滅火筒或改動其位置 Replacement or relocation of fire extinguisher(s)
 (須提交滅火筒的相片記錄及消防裝置及設備證書 (FS251) 副本 Photo record of the fire extinguisher(s) and copy of Certificate of Fire Service Installation and Equipment (FS 251) must be provided)

更換獨立火警偵測器或改動其位置 Replacement or relocation of independent fire detector(s)
 (須提交獨立火警偵測器的相片記錄及消防裝置及設備證書 (FS251) 副本 Photo record of the independent fire detector(s) and copy of Certificate of Fire Service Installation and Equipment (FS 251) must be provided)

更換機械通風設施 Replacement of mechanical means of ventilation
 (須提交機械通風設施的相片記錄及產品目錄 Photo record and copy of product catalogue of the mechanical means of ventilation must be provided)

獨立水錶或電錶的位置變更 Change in the location of separate water meter or individual electricity meter
 (須提交獨立水錶或電錶的相片記錄 Photo record of the separate water meter or individual electricity meter must be provided)

(c) 其他變更（請註明詳情及提交顯示變更的相片）
 Other change(s) (please provide details and photos indicating the change(s))

丙部 作出通知的人士的聲明

Part C – Declaration of Person Making the Notification

(1) 本人／我們在以下日期知悉乙部所述的變更，現就有關變更作出通知。

I / We become aware of the change(s) in Part B on the following day and hereby give notice of the change(s):

日期
Date _____

(2) 本人／我們明白並同意，本人提供的個人資料可作個人資料收集聲明所述用途。

I / We understand and agree that the personal data provided by me/us may be used for the purposes stated in the Personal Data Collection Statement.

(3) 本人／我們謹此聲明，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。

I / We declare that all particulars, statements and documents submitted in or in connection with this form are true, correct and complete.

簽署／公司蓋印
Signature / 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)

附加頁 Additional 張 Page

-完-
-End-

本人／我們是上述簡樸房的：

In respect of the BHUs above, I am / we are the:

所處樓宇單位的現有擁有人 existing owner of the flat the BHUs is/are located 現有營運人 existing operator
 所處樓宇單位的新擁有人 new owner of the flat the BHUs is/are located 新營運人 new operator

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.

(1) 本人／我們在以下日期知悉乙部所述的變更，現就有關變更作出通知。

I / We become aware of the change(s) in Part B on the following day and hereby give notice of the change(s):

日期

Date

(2) 本人／我們明白並同意，本人提供的個人資料可作個人資料收集聲明所述用途。

I / We understand and agree that the personal data provided by me/us may be used for the purposes as stated in the Personal Data Collection Statement.

(3) 本人／我們謹此聲明，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。

I / We declare that all particulars, statements and documents submitted in or in connection with this form are true, correct and complete.

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)

(1) 加入新擁有人
Addition of New Owner(s)

加入新營運人
Addition of New Operator(s)

生效日期 _____
Effective Date _____

簡樸房房號 BHU Room No. (填表須知 7 Guidance Note 7)

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:

(2) 移除現有擁有人
Removal of Existing Owner(s)

移除現有營運人
Removal of Existing Operator(s)

生效日期 _____
Effective Date _____

簡樸房房號 BHU Room No. (填表須知 7 Guidance Note 7)

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.

(3) 更新現有擁有的通訊資料
Update Contact Details of Existing Owner(s)

更新現有營運人的通訊資料
Update Contact Details of Existing Operator(s)

生效日期 _____
Effective Date _____

簡樸房房號 BHU Room No. (填表須知 7 Guidance Note 7)

姓名／公司名稱 Name / Company Name

中文 In Chinese

英文 In English
(姓氏先行 Surname first)

新通訊地址 New 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

新香港流動電話號碼 (用作接收短訊) :

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

新聯絡電話 New Contact Tel. No:

新電郵地址 New E-mail:

(4) 簡樸房或其所處的樓宇單位的狀況變更（請選取所有適用項目。視乎狀況變更的性質和程度，房屋局局長或會根據《簡樸房條例》第 37 條要求簡樸房營運人在指明時間內提交指明專業人士的核證報告，證明儘管有相關狀況變更，該簡樸房仍然符合居住環境最低標準）。

Change(s) in the condition of a Basic Housing Unit or the flat in which the Basic Housing Unit is located (please select all applicable items. Depending on the nature and extent of the change(s) in condition, under section 37 of the Basic Housing Units Ordinance, the Secretary for Housing may require the operator of the Basic Housing Unit to submit, within a specified time, a report in which a specified professional certifies that the Basic Housing Unit still meets the minimum standards of living conditions despite the change(s)).

涉及的簡樸房房號（如適用）

Room no. of Basic Housing Unit(s) involved (if applicable)

(填表須知 6 Guidance Note 6)

(a) 可能需要提交指明專業人士的核證報告的變更（須提交顯示變更的圖則及相片記錄）
 Changes that may require the submission of a certification report by a specified professional (*layout plan and photo record indicating the change(s) must be provided*)

簡樸房內部樓面面積變更(不涉及相關樓宇單位內的簡樸房總數) Change in internal floor area of basic housing unit (not involving change in number of basic housing unit in the flat)

更換／改動間隔牆 Replacement / alteration of partition walls

共用走廊闊度變更 Change in the width of the corridor of shared use

加厚樓板 Thickening of floor slab

可開啟的窗戶的面積／位置變更 Change in the area/location of openable window(s)

供水點及洗滌盆的位置變更 Change in the location of water supply point and sink

廁所／廚房的位置／範圍變更 Change in the location / of extent of toilet / kitchen

(b) 一般無需提交指明專業人士的核證報告的變更
 Changes generally not requiring submission of a certification report by a specified professional

樓底淨高度變更(不涉及加厚樓板) Change of clear height (not involving thickening of floor slab)
 (須提交顯示變更後的樓底淨高度的相片記錄 *Photo record showing the clear height after the change must be provided*)

更換／改動防火／防煙門 Replacement / alteration of fire-rated / smoke-seal door(s)
 (須提交防火門／防煙門的相片記錄及測試／評估報告 *Photo record and copy of test/assessment report of the fire-rated / smoke-seal door(s) must be provided*)

更換滅火筒或改動其位置 Replacement or relocation of fire extinguisher(s)
 (須提交滅火筒的相片記錄及消防裝置及設備證書 (FS251) 副本 *Photo record of the fire extinguisher(s) and copy of Certificate of Fire Service Installation and Equipment (FS 251) must be provided*)

更換獨立火警偵測器或改動其位置 Replacement or relocation of independent fire detector(s)
 (須提交獨立火警偵測器的相片記錄及消防裝置及設備證書 (FS251) 副本 *Photo record of the independent fire detector(s) and copy of Certificate of Fire Service Installation and Equipment (FS 251) must be provided*)

更換機械通風設施 Replacement of mechanical means of ventilation
 (須提交機械通風設施的相片記錄及產品目錄 *Photo record and copy of product catalogue of the mechanical means of ventilation must be provided*)

獨立水錶或電錶的位置變更 Change in the location of separate water meter or individual electricity meter
 (須提交獨立水錶或電錶的相片記錄 *Photo record of the separate water meter or individual electricity meter must be provided*)

(c) 其他變更（請註明詳情及提交顯示變更的相片）
 Other change(s) (please provide details and photos indicating the change(s))