

收表日期 : \_\_\_\_\_  
Date Received : \_\_\_\_\_  
申請編號 : \_\_\_\_\_  
Application Number : \_\_\_\_\_

## 寬限期登記申請表格 Application Form for Grace-period Registration

### 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，隨本表格一併呈交，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).
- 登記期由 2026 年 3 月 1 日至 2027 年 2 月 28 日止。  
Registration period is from 1 March 2026 to 28 February 2027.
- 寬限期登記只適用於私人住用建築物或綜合用途建築物的住用部分內的樓宇單位。位於綜合用途建築物的非住用部份、商業大廈、工業大廈及非法構築物（包括寮屋及違反《建築物條例》（第 123 章）建成並位於天台、平台、後巷、天井或庭院等的僭建物）、或於新界豁免管制屋宇內的任何單位，均不符合登記資格。  
Grace-period registration is only applicable to a flat in a private domestic building or in the domestic part of a composite building. Flats located in the non-domestic part of a composite building, commercial buildings, industrial buildings, illegal structures (including squatter structures and unauthorised building works located at rooftops, flat roofs, lanes, light wells, yards, etc. constructed in contravention of the Buildings Ordinance (Cap. 123)), and in any storeys of New Territories Exempted Houses are NOT eligible for registration.
- 樓宇單位必須在 **2025 年 7 月 4 日至 2025 年 10 月 3 日** 日期間，有至少一份生效的分間單位住宅租賃，才符合登記資格。申請人須提供已獲差餉物業估價署批署的租賃通知書（表格 AR2）及／或租賃協議的副本作證明。  
To be eligible for registration, the residential flat must have at least one valid domestic tenancy of a subdivided unit at any time during the period from **4 July 2025 to 3 October 2025**. The applicant is required to provide copies of the Notice of Tenancy (Form AR2) endorsed by the Rating and Valuation Department and/or tenancy agreement as proof.
- 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。如申請人並非該樓宇單位的擁有人，須提交該樓宇單位所有擁有人的書面同意。  
If the applicant is one of the co-owners of the flat, he/she must provide the written consent of all the remaining co-owner(s). If the applicant is not an owner of the flat, he/she must provide the written consent of all the owner(s) of the flat.
- 除非特別註明，你必須填妥本表格的甲部至丁部並提供所要求的資料（包括所需文件核對表所列的文件）。假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。本表格戊部為選填部分，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 D 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 the processing of your submission or even render us unable to process your application. Completion of Part E in this form is optional. Details collected in Part E are for statistical purposes only, please fill in as much as possible based on your knowledge.
- 房屋局一般會在收妥全部所需文件後 15 個工作天內完成處理申請並向申請人發出通知書告知申請結果。  
In general, Housing Bureau will complete the processing of the application and issue a notice on the result of the application to the applicant within 15 working days after receipt of all required documents.
- 寬限期為登記期完結後的 36 個月（即由 2027 年 3 月 1 日至 2030 年 2 月 28 日止）。成功登記的申請人應在寬限期完結前及早完成所需的改造工程，以讓已登記樓宇單位內的分間單位取得簡樸房認證。  
Applicants who have successfully registered should complete early the necessary alteration works before the expiry of the grace period for the subdivided units in the registered flat to obtain basic-housing-unit recognition.

## 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. 樓宇單位獲寬限期登記，並不會損害其他政府部門進行執法或管制行動的權利，亦不會免除或影響有關單位或其所在的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文件時出現延誤，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樓宇單位是否已登記，已登記樓宇單位的地址會在「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. 請填妥表格載列所有有關的部分，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. The grant of grace-period registration for a flat 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 flat. Owner(s)/operator(s) shall be responsible for ensuring that the flat complies 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 basic-housing-unit 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 bureau, 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 individual flats have been registered, the addresses of registered flats 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)

## 寬限期登記申請所需文件核對表

### Checklist of Required Documents for Grace-period Registration Application

為利便盡速辦理登記申請，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 registration 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) 已獲差餉物業估價署批署的租賃通知書（即表格 AR2）及／或租賃協議的副本；及  
copy of notice of tenancy (i.e. Form(s) AR2) endorsed by the Rating and Valuation Department and/or tenancy agreements; 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) 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 (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\*: \_\_\_\_\_

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\* 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 Tsimi 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).

## (2) 樓宇單位的分間單位數目 Number of subdivided units in the flat

\_\_\_\_\_

## (3) 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

英文 In English

(姓氏先行 Surname first)

中文 In Chinese

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: \_\_\_\_\_

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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): \_\_\_\_\_

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:

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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):

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

英文 In English

(姓氏先行 Surname first)

中文 In Chinese

 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:

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## 丙部 分間單位營運人資料 (如適用)

## Part C – Details of Operator(s) of Subdivided Units (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) )

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) )

姓名／公司名稱 Name / Company Name

英文 In English

(姓氏先行 Surname first)

中文 In Chinese

 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:

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丁部 申請人的聲明

Part D – 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。

I / We hereby declare that I/we have read through the content of this application form and understand the Matters to Note.

(ii) 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／部門亦可利用這些資料進行統計調查及研究。

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)

戊部 分間單位資料 (可選擇填報)  
Part E – Details 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.

(1) 住戶資料 Household Details

分間單位 Sub- divide d Unit (SDU)	分間 單位 房號 SDU Room No.	面積# Area#	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) Resident has 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"/>	

# 內部樓面面積，即分間單位圍牆內所包含的面積，量度至圍牆的內表面，包括單位內的間牆和支柱，以及該單位的露台和廁所的面積。  
# Internal floor area, i.e. the floor area within the enclosing installations of the SDU measured from their interior face, including the area of all internal partitions and columns within the unit as well as balconies and toilets forming part of that unit.

(2) 樓層高度 Headroom

	分間單位 Subdivided Units			
	(1)	(2)	(3)	(4)
由樓面量度至天花板的高度至少達 2.3 米 The headroom measured from floor to ceiling is at least 2.3m	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
由樓面量度至任何橫樑的底面的高度至少達 2.0 米 The headroom measured from floor to the underside of any beam is at least 2.0m	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
	附加頁 Additional <input type="checkbox"/> 張 Page			

戊部 分間單位資料 (可選擇填報)  
Part E – Details of Subdivided Units (optional)

(3) 消防安全 Fire Safety

(i) 樓宇單位大門是否防火門 The entrance door of the flat is a fire rated door	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N <input type="checkbox"/> 不適用 N/A
(ii) 通往分間單位的室內走廊的淨闊度 Clear width of the internal corridor leading to each subdivided unit	<input type="text"/> 米 m <input type="checkbox"/> 不適用 N/A
(iii) 樓宇單位共用走廊或共用空間 (如適用) 設有滅火筒 The common corridor or area (if any) within the flat is equipped with fire extinguisher(s)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
(iv) 樓宇單位共用走廊或共用空間 (如適用) 設有獨立火警偵測器 The common corridor or area (if any) within the flat is equipped with stand-alone fire detector(s)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N

(v) 其他消防措施 Other fire safety measures	分間單位 Subdivided Units			
	(1)	(2)	(3)	(4)
分間單位的門為防火門 The door of the subdivided unit is a fire rated door	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
室內走廊的圍牆為實心牆 (即磚和石膏板, 不包括木板) The enclosing wall(s) on both sides of the internal corridor(s) is/are of solid construction (i.e. brick walls, gypsum plaster board, excluding wooden board)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位和其他分間單位之間的分隔牆為實心牆 (即磚和石膏板, 不包括木板) The separating wall(s) with other subdivided unit(s) is/are of solid construction (i.e. brick walls, gypsum plaster board, excluding wooden board)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位設有獨立火警偵測器 The subdivided unit is equipped with a stand-alone fire detector	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

(4) 通風及照明 Ventilation and Lighting

	分間單位 Subdivided Units			
	(1)	(2)	(3)	(4)
分間單位有可開啟的窗戶 The subdivided unit has openable window(s)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位可開啟的窗戶開往室外 (如適用) The openable window of the subdivided unit open to external air (if applicable)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

(5) 廁所 Toilet

	分間單位 Subdivided Units			
	(1)	(2)	(3)	(4)
分間單位設有獨立廁所 The subdivided unit is equipped with a separate toilet	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
廁所內有可往室外開啟的窗 (如適用) The toilet has a window openable to external air (if applicable)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

附加頁 Additional  張 Page

## 戊部 分間單位資料（可選擇填報）

## Part E – Details of Subdivided Units (optional)

## (6) 廚房（如適用）Kitchen (if applicable)

	共用地方 Common Area	分間單位 Subdivided Units			
		(1)	(2)	(3)	(4)
分間單位有獨立廚房 The subdivided unit is equipped with a separate kitchen	-----	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位／樓宇單位共用地方有明火煮食設施 The subdivided unit/common area of the flat is equipped with naked flame cooking facility		<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

(7) 樓宇單位有未獲遵從的法定命令／通知／指示（例如由屋宇署／消防處發出的通知） 是 Yes  否 N

The flat has outstanding statutory order(s) / notice(s) / direction(s) (e.g. notice issued by the Buildings Department/Fire Services Department)

命令／通知／指示 編號 Order / Notice / Direction no.	發出的政府部門 Issue of Government Department

## (8) 獨立水電錶 Separate Water Meters and Individual Electricity Meters

	分間單位 Subdivided Units			
	(1)	(2)	(3)	(4)
分間單位設有獨立水錶 Each subdivided unit is equipped with separate water meter	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位設有獨立電錶 Each subdivided unit is equipped with individual electricity meter	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

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 (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:

Street No.:

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:

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 (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:

Street No.:

Name of Street:

 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 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.).*

營運人 ( ) Operator ( ) (分間單位房號 Room No. of Subdivided Unit(s)  )

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 (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: 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: \_\_\_\_\_

營運人 ( ) Operator ( ) (分間單位房號 Room No. of Subdivided Unit(s)  )

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 (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: 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: \_\_\_\_\_

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.

## (1) 住戶資料 Household Details

分間單位 Sub-divided Unit (SDU)	分間單位房號 SDU Room No.	面積# Area#	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：
			由 From 日／月／年 DD/MM/YYYY	至 To 日／月／年 DD/MM/YYYY					1. 公屋 2. 簡約公屋 3. 過渡性房屋 (可選多於一項)
( )					<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"/>
( )					<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"/>
( )					<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"/>
( )					<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"/>

# 內部樓面面積，即分間單位圍牆內所包含的面積，量度至圍牆的內表面，包括單位內的間牆和支柱，以及該單位的露台和廁所的面積。

# Internal floor area, i.e. the floor area within the enclosing installations of the SDU measured from their interior face, including the area of all internal partitions and columns within the unit as well as balconies and toilets forming part of that unit.

## (2) 樓層高度 Headroom

		分間單位 Subdivided Units			
		( )	( )	( )	( )
由樓面量度至天花板的高度至少達 2.3 米 The headroom measured from floor to ceiling is at least 2.3m		<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
由樓面量度至任何橫樑的底面的高度至少達 2.0 米 The headroom measured from floor to the underside of any beam is at least 2.0m		<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

## (3) 消防安全 Fire Safety

(v) 其他消防措施 Other fire safety measures	分間單位 Subdivided Units			
	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
分間單位的門為防火門 The door of the subdivided unit is a fire rated door	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
室內走廊的圍牆為實心牆 (即磚和石膏板，不包括木板) The enclosing wall(s) on both sides of the internal corridor(s) is/are of solid construction (i.e. brick walls, gypsum plaster board, excluding wooden board)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位和其他分間單位之間的分隔牆為實心牆 (即磚和石膏板，不包括木板) The separating wall(s) with other subdivided unit(s) is/are of solid construction (i.e. brick walls, gypsum plaster board, excluding wooden board)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位設有獨立火警偵測器 The subdivided unit is equipped with a stand-alone fire detector	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

## (4) 通風及照明 Ventilation and Lighting

	分間單位 Subdivided Units			
	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
分間單位有可開啟的窗戶 The subdivided unit has openable window(s)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位能可開啟的窗戶開往室外 (如適用) The openable window of the subdivided unit open to external air (if applicable)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

## (5) 廁所 Toilet

	分間單位 Subdivided Units			
	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
分間單位設有獨立廁所 The subdivided unit is equipped with a separate toilet	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
廁所內有可往室外開啟的窗 (如適用) The toilet has an window openable to external air (if applicable)	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

## (6) 廚房 (如適用) Kitchen (if applicable)

	共用地方 Common Area	分間單位 Subdivided Units			
		( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
分間單位有獨立廚房 The subdivided unit is equipped with a separate kitchen	-----	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位／樓宇單位共用地方有明火煮食設施 The subdivided unit/common area of the flat is equipped with naked flame cooking facility	-----	<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			

(7) 樓宇單位有未獲遵從的法定命令／通知／指示 (例如由屋宇署／消防處發出的通知)  是 Yes  否 N

The flat has outstanding statutory order(s) / notice(s) / direction(s) (e.g. notice issued by the Buildings Department/Fire Services Department)

命令／通知／指示 編號 Order / Notice / Direction no.	發出的政府部門 Issue of Government Department

## (8) 獨立水電錶 Separate Water Meters and Individual Electricity Meters

		分間單位 Subdivided Units			
		( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N	( ) <input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N
分間單位設有獨立水錶 Each subdivided unit is equipped with separate water meter		<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
分間單位設有獨立電錶 Each subdivided unit is equipped with individual electricity meter		<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			