

已登記樓宇單位資料變更通知書 Notification of Change in Particulars of a Registered Flat

填表須知 Guidance Note

- 根據《簡樸房條例》(第 658 章) 第 15 條，若已登記樓宇單位的擁有人或相關分間單位的營運人（指任何將該分間單位出租作居住用途或其他不時有權因將分間單位出租作居住用途而收取租金的人）或其詳情有任何變更，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 15 of the Basic Housing Units Ordinance (Cap.658), if there is any change of an owner of a registered flat or operator (means a person who lets a subdivided unit for habitation or any other person who is from time to time entitled to receive rent from such letting) of subdivided units in the registered flat therein or their particulars, the owner/operator concerned 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 sheet(s) and state the number 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.

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. 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 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 individual flats have been registered, the addresses of registered flats will be uploaded the address of registered flat 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 this 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

樓宇單位登記編號

Registration number of the flat _____

本人／我們是上述已登記樓宇單位的：

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

現有擁有人 existing owner
 新擁有人 new owner

當中的分間單位的現有營運人 existing operator of a subdivided unit in the flat
 當中的分間單位的新營運人 new operator of a subdivided unit in 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. _____

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)
 加入新營運人
Addition of New Operator(s)

生效日期
Effective Date _____

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

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

乙部 變更詳情

Part B – Particulars of Change(s)

(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

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

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.

(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

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

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: _____

附加頁 Additional 張 Page

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／我們是甲部所述已登記樓宇單位的：

In respect of the registered flat in Part A, I am / we are the:

<input type="checkbox"/> 現有擁有人 existing owner	<input type="checkbox"/> 當中的分間單位的現有營運人 existing operator of a subdivided unit in the flat
<input type="checkbox"/> 新擁有人 new owner	<input type="checkbox"/> 當中的分間單位的新營運人 new operator of a subdivided unit in 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

 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 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 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'

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

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 _____

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.

(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 _____

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)

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: _____