

收表日期 : _____
Date Received

《簡樸房條例》(第 658 章)
Basic Housing Units Ordinance (Cap. 658)
已登記樓宇單位資料變更通知書
Notice of Change in Particulars of a Registered Flat

填表須知 Guidance Note

1. 根據《簡樸房條例》第 15 條，若已登記樓宇單位（即住用建築物或綜合用途建築物住用部分的樓宇單位）的擁有人，或該樓宇單位內的分間單位的營運人（即任何將分間單位出租作居住用途或任何其他不時有權因着將分間單位出租作居住用途而收取租金的人），或上述擁有人／營運人的詳情有任何變更，相關原有／新擁有人／營運人須在其知悉該項變更當日之後的 15 個曆日內以本通知書將有關變更通知房屋局分間單位專責小組。任何人無合理辯解而沒有遵從有關規定，即屬犯罪。一經定罪，可處罰款 25,000 元，如屬持續的罪行，則可就該罪行持續期間的每一日，另處罰款 700 元。
Under section 15 of the Basic Housing Units Ordinance, if there is any change of an owner of a registered flat (i.e. a flat in a domestic building or in the domestic portion of a composite building), operator (i.e. a person who lets a subdivided unit (SDU) for habitation or any other person who is from time to time entitled to receive rent from such letting) of an SDU in the registered flat, or the particulars of the aforesaid owner/operator, the pre-existing/new owner/operator concerned has to notify the Dedicated Team on Subdivided Units of the Housing Bureau through this notice 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 and is liable on conviction to a fine of \$25,000 and, in the case of a continuing offence, to a further fine of \$700 for every day during which the offence continues.
2. 請以正楷填寫本通知書，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」。如有需要，請填寫附加頁，隨本通知書一併呈交，並註明附加頁數。
Please fill in this notice in BLOCK LETTERS and put a tick (✓) in the appropriate boxes. Please read this “Guidance Note” and “Matters to Note” before filling in this notice. If necessary, please fill in the additional page(s) for submission together with this notice, and state the no. of additional page(s).
3. 作出通知的人士可在同一份通知書中為同一樓宇單位的一項或多於一項變更作出通知。
The person making the notification may notify in one notice in respect of one or more than one change in the same flat.
4. 除非特別註明，作出通知的人士必須提交本通知書所要求的資料，否則可能導致處理通知書出現延誤，甚或無法處理通知書。
The person making the notification must submit the information as required in this notice; otherwise, the processing of the notice may be delayed or may not be proceeded with.
5. 如涉及擁有人的變更，須提交由土地註冊處備存最新的土地登記冊或業權註冊紀錄，以供核實。
If a change in the owner(s) is involved, a copy of the latest land register or Title Register kept in the Land Registry must be submitted for verification.
6. 如作出通知的人士屬公司，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），證明簽署本通知書丙部的人士已獲該公司正式授權。
If the person making the notification 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 C of this notice has been duly authorised by the company.

注意事項

1. 根據《刑事罪行條例》(第200章), 任何人明知而故意在非經宣誓的情況下, 在本通知書中作出在要項上屬虛假的陳述, 即屬犯罪, 一經循公訴程序定罪, 可處監禁2年及罰款。
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》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通知書中所獲得的個人資料作下列用途:
 - (a) 處理作出通知的人士在本通知書中所提交的通知的相關事務;
 - (b) 房屋局與作出通知的人士聯絡;
 - (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. 作出通知的人士必須提交本通知書所要求的個人資料, 否則可能導致處理通知書出現延誤, 甚或無法處理通知書。
6. 房屋局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作出通知的人士在本通知書中提交的個人資料, 以作上文第4項所列的用途。
7. 根據《個人資料(私隱)條例》(第486章), 作出通知的人士有權要求查閱及改正他所提交的個人資料。作出通知的人士如欲要求查閱及改正他的個人資料, 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。

填寫通知書

8. 請填妥本通知書所有有關的部分, 並在通知書丙部簽署。
9. 如對本通知書有任何查詢, 請與房屋局分間單位專責小組聯絡。

遞交通知書的方法

10. 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。
11. 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)。
12. 如作出通知的人士已登記「智方便+」, 可使用簡樸房專題網站(www.bhu.gov.hk)填寫、簽署和遞交電子通知書及相關文件。

聯絡資料

13. 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

Matters to Note

1. Under the Crimes Ordinance (Cap. 200), any person who knowingly and wilfully makes (otherwise than on oath) a statement false in a material particular in this notice, commits an offence and is liable on conviction on indictment to imprisonment for 2 years and to a fine.
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 or building in which the flat is located. Owner(s)/operator(s) must ensure that the flat complies 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 basic-housing-unit 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 notice for the following purposes:
 - (a) activities relating to the processing of the notification submitted by the person making the notification in this notice;
 - (b) communication between the Housing Bureau and the person making the notification;
 - (c) implementing the Basic Housing Units Ordinance; and
 - (d) research, statistics, or 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 person making the notification must provide the personal data as required in this notice; otherwise, the processing of the notice be delayed or may not be proceeded with.
6. The Dedicated Team on Subdivided Units of the Housing Bureau may disclose the personal data provided by the person making the notification in this notice to other government bureaux, departments, organisations or any persons for the purposes mentioned in item 4 above.
7. Under the Personal Data (Privacy) Ordinance (Cap. 486), the person making the notification has the right to request access to and correction of the personal data he/she provided. If the person making the notification wish 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 Notice

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

Methods to Submit Notice

11. By post to Dedicated Team on Subdivided Units, 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 during office hours (address: 30/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) (from 9:00 a.m. to 6:00 p.m., Mondays to Fridays, except public holidays).
13. If the person making the notification has registered for "iAM Smart+", he/she may go to the BHU thematic website (www.bhu.gov.hk) to complete, sign and submit the electronic notice 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

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 no. of the flat

RG2603000XX

請填寫樓宇單位的登記編號。
Please fill in the registration no. of the flat.

本人／本公司是：

I am/This company is the:

- 上述已登記樓宇單位的原有擁有人
pre-existing owner of the registered flat above
- 上述已登記樓宇單位當中的分間單位的原有營運人
pre-existing operator of an SDU in the registered flat above
- 上述已登記樓宇單位的新擁有人
new owner of the registered flat above
- 上述已登記樓宇單位當中的分間單位的新營運人
new operator of an SDU in the registered flat above

請在合適方格內加上剔號，以標示作出通知的人士的身份。
Please put a tick in the appropriate box to indicate the capacity of the person making the notification.

「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.

「營運人」是指任何將分間單位出租作居住用途或任何其他不時有權因着將分間單位出租作居住用途而收取租金的人（例如分間單位的擁有人、二房東、地產代理等）。

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

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.

A234XXX(8)

護照號碼

Passport No.

商業登記號碼

Business Registration No.

乙部 變更詳情

Part B – Particulars of Change(s)

變更事項（可選多於一項）

Item(s) of Change(s) (may choose more than one item)

- 加入新擁有人／營運人（請填妥本部第(1)項）
Addition of New Owner(s)/Operator(s) (please fill in item (1) in this part)
- 移除原有擁有人／營運人（請填妥本部第(2)項）
Removal of Pre-existing Owner(s)/Operator(s) (please fill in item (2) in this part)
- 更新原有擁有人／營運人的詳情（請填妥本部第(3)項）
Update Particulars of Pre-existing Owner(s)/Operator(s) (please fill in item (3) in this part)

請在合適方格內加上剔號，以標示變更事項。
Please put a tick in the appropriate box to indicate the item(s) of change(s).

請在合適方格內加上別號，以標示變更。
Please put a tick in the appropriate box to indicate the change.

乙部 變更詳情

Part B – Particulars of Change(s)

(1) 加入新擁有人／營運人 Addition of New Owner/Operator

加入新擁有人
Addition of New Owner

生效日期 15/03/2026
Effective Date

加入新營運人
Addition of New Operator

請填寫相關分間單位的房號。
Please fill in the room no. of the concerned subdivided unit(s).

請填寫變更生效日期。
Please fill in the effective date of the change.

分間單位房號 Room No. of SDU(s)

新擁有人／營運人的姓名／公司名稱 Name / Company Name of New Owner/Operator

中文 In Chinese 申盈運 英文 In English (姓氏先行 Surname first) SUN YING WAN

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 5 樓層 Floor 7 座 Block

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

門牌號數 Street No. 222 街道名稱 Name of Street 香港街 地區* District* 東區 Eastern

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).

香港流動電話號碼 (用作接收短訊) Hong Kong Mobile Tel. No. (for receiving SMS) 9876 5432
聯絡電話 Contact Tel. No. 9876 5432
電郵地址 E-mail Address efg@email.com

(2) 移除原有擁有人／營運人 Removal of Pre-existing Owner/Operator

移除原有擁有人
Removal of Pre-existing Owner

生效日期
Effective Date

移除原有營運人
Removal of Pre-existing Operator

分間單位房號 Room No. of SDU(s)

原有擁有人／營運人的姓名／公司名稱 Name / Company Name of Pre-existing Owner/Operator

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.

備註： 如有需要，請填寫附加頁。
Remark: If necessary, please fill in additional page(s).

附加頁數 No. of Additional Page(s)

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).

請在合適方格內加上剔號，以標示變更。
Please put a tick in the appropriate box to indicate the change.

乙部 變更詳情

Part B – Particulars of Change(s)

(3) 更新原有擁有人／營運人的詳情 Update Particulars of Pre-existing Owner/Operator

更新原有擁有人／營運人的詳情
Update Particulars of Pre-existing Owner

生效日期 15/03/2026
Effective Date

更新原有營運人的詳情
Update Particulars of Pre-existing Operator

請填寫相關分間單位的房號。
Please fill in the room no. of the concerned subdivided unit(s).

請填寫變更生效日期。
Please fill in the effective date of the change.

分間單位房號 Room No. of SDU(s) A-D

原有擁有人／營運人的姓名／公司名稱 Name / Company Name of Pre-existing Owner/Operator

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

請選取更新項目並填妥新的詳情（可選多於一項）

Please choose the item(s) to be updated and fill in the new particulars (may choose more than one item)

請在合適方格內加上剔號，以標示更新項目。
Please put a tick in the appropriate box to indicate the item(s) to be updated.

新姓名／公司名稱 New 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 4 樓層 Floor 13 座 Block _____

大廈名稱 Name of Building 商業大廈 屋苑名稱 Name of Estate _____

門牌號數 Street No. 123 街道名稱 Name of Street 商業街 地區 District 東區 Eastern

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 Address _____

備註： 如有需要，請填寫附加頁。
Remark: If necessary, please fill in additional page(s).

附加頁數
No. of Additional Page(s)

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).

丙部 作出通知的人士的聲明

Part C – Declaration of Person Making the Notification

- (i) 本人／本公司在以下日期知悉乙部所述的變更：

I/This company become(s) aware of the change(s) in Part B on the following day:

日期

Date 16/03/2026

請填寫作出通知的人士知悉相關變更的日期。
Please fill in the date that the person making the notification becomes aware of the relevant change(s).

- (ii) 本人／本公司同意「填表須知」、「注意事項」及個人資料收集聲明的內容。

I/This company agree(s) to the contents of the “Guidance Notes”, “Matters to Note” and Personal Data Collection Statement.

- (iii) 本人／本公司在本通知書內提交的所有資料及所作的陳述，以及隨本通知書提交的所有文件，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／文件進行統計及研究用途。

All information submitted and statements made by me/this company in this notice, and all documents submitted by me/this company with this notice are true, correct and complete. I/This company give(s) consent that the Housing Bureau and relevant government bureaux/departments may make use of such information/documents for statistical and research purposes.

簽署

翁祐仁

Signature

(如作出通知的人士屬公司，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 person making the notification 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.)

日期 (日／月／年) : 25/03/2026

Date (Day/Month/Year)

任何人士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

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

-完-

-End-

(1) 加入新擁有人／營運人 Addition of New Owner/Operator

加入新擁有人
Addition of New Owner

生效日期 _____
Effective Date

加入新營運人
Addition of New Operator

分間單位房號 Room No. of SDU(s)

新擁有人／營運人的姓名／公司名稱 Name / Company Name of New Owner/Operator

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 _____

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 _____

(2) 移除原有擁有人／營運人 Removal of Pre-existing Owner/Operator

移除原有擁有人
Removal of Pre-existing Owner

生效日期 _____
Effective Date

移除原有營運人
Removal of Pre-existing Operator

分間單位房號 Room No. of SDU(s)

原有擁有人／營運人的姓名／公司名稱 Name / Company Name of Pre-existing Owner/Operator

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) 更新原有擁有人／營運人的詳情 Update Particulars of Pre-existing Owner/Operator

- 更新原有擁有人的通訊資料
Update Particulars of Pre-existing Owner 生效日期 _____
Effective Date
- 更新原有營運人的通訊資料
Update Particulars of Pre-existing Operator

分間單位房號 Room No. of SDU(s)

原有擁有人／營運人的姓名／公司名稱 Name / Company Name of Pre-existing Owner/Operator

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

請選取更新項目並填妥新的詳情（可選多於一項）

Please choose the item(s) to be updated and fill in the new particulars (may choose more than one item)

新姓名／公司名稱 New 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 _____
門牌號數 _____ 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 Address _____