



# Lok Sin Tong Social Housing Scheme “LST Housing” Application Form

**Internal use**

Date of submission: \_\_\_\_\_

Application No.: \_\_\_\_\_

**Notes:**

1. Applicant is required to understand the eligibility, process and evaluation criteria for the scheme. If there is any query, please contact LST.
2. Applicant is required to complete all the information listed the form and provide the relevant supporting documents and statements, otherwise the application will be returned or delayed.
3. The scheme only accepts the submission of application forms in person, by email (housing@loksintong.org) and by post. Please mark “Application of Lok Sin Tong Housing Scheme “LST Housing”” on the envelope. **NO** fax is accepted.
4. LST will contact applicants for further information, if necessary. Acknowledgement of receipt will **NOT** be issued to each applicant by LST.
5. LST reserves the rights of final decision on housing allocation.

**Part 1 Information of the Applicant**

Name of applicant(CHI): \_\_\_\_\_ (ENG) \_\_\_\_\_ Phone no.(home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of current accommodation:  Independent unit  Cubicle apartment  Subdivided unit  Rooftops house

Bedspace  A rented unit in an industrial building  Others: \_\_\_\_\_

Area of current flat: \_\_\_\_\_ (square feet) Period stayed in current flat: \_\_\_\_\_(m) \_\_\_\_\_(y) No. of family member(s): \_\_\_\_\_

Average monthly rent in the past 3 months (Excluded Water supply and electricity charge): HKD\$: \_\_\_\_\_

Application date for Public Rental Housing: \_\_\_\_\_(YYYY/MM)

Public Rental Housing application no.: \_\_\_\_\_(G \_\_\_\_\_ - \_\_\_\_\_)<sup>1</sup>  Urban  Extended urban  New Territories

(Please provide latest supporting document(s) by Housing Department if there is any change of information during the waiting time for Public Rental Housing. For example, addition or deletion of family members.)

**Part 2 Personal Data (Please fill in or tick  the appropriate boxes and use separate sheet(s) if the below table is insufficient.)**

	Applicant	Family Member 1	Family Member 2	Family Member 3	Family Member 4
Name in Chinese	As above				
Name in English	As above				
Gender	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth (DD/MM/YYYY) (age)	/ / <input type="checkbox"/> aged 16 or below <input type="checkbox"/> aged 65 or above	/ / <input type="checkbox"/> aged 16 or below <input type="checkbox"/> aged 65 or above	/ / <input type="checkbox"/> aged 16 or below <input type="checkbox"/> aged 65 or above	/ / <input type="checkbox"/> aged 16 or below <input type="checkbox"/> aged 65 or above	/ / <input type="checkbox"/> aged 16 or below <input type="checkbox"/> aged 65 or above
Type of identity Document <sup>2</sup>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Identity document no.					
Relationship with applicant	/				
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Undergoing divorce proceeding	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Undergoing divorce proceeding	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Undergoing divorce proceeding	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Undergoing divorce proceeding	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Undergoing divorce proceeding
single-parent family	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pregnant over 16 weeks	<input type="checkbox"/> Yes, pregnant duration: _____ weeks <input type="checkbox"/> No				
Chronic illness /disability (please specify)					
Any special education need?	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> If your PRH application no. starts with "U", please also provide the latest no. which begins with "G" provided by Housing Department.

<sup>2</sup> Types of identity document: 1. Hong Kong Permanent Identity Card, 2. Hong Kong Identity Card,

3. Birth Certificate (Applicable for children under 11), 4. HKSAR Re-entry Permit, 5. Document of Identity for Visa Purposes Hong Kong Special Administrative Region People's Republic of China(DI), 6. Permit for Proceeding to Hong Kong and Macau (One-way Permit)

**Part 3 Income & Net Asset Value (in Hong Kong dollars) (Please tick  the appropriate boxes)**

	Applicant	Family Member 1	Family Member 2	Family Member 3	Family Member 4
Working Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Studying	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Studying <input type="checkbox"/> Not started school	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Studying <input type="checkbox"/> Not started school	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Studying <input type="checkbox"/> Not started school	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Studying <input type="checkbox"/> Not started school
Occupation					
Average monthly income <sup>3</sup> in the past 3 months	(A)	(B)	(C)	(D)	(E)
<b>Household Average Monthly Income (A)+(B)+(C)+(D)+(E)+(F)= \$ _____</b>					
income from government fund subsidies <sup>4</sup>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Total: \$ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Total: \$ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Total: \$ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Total: \$ _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 Total: \$ _____
<b>Total subsidies from government fund: \$ _____</b>					
personal property <sup>5</sup> (supporting documents are required)	<input type="checkbox"/> Y <input type="checkbox"/> N Type: _____ Total: \$ _____	<input type="checkbox"/> Y <input type="checkbox"/> N Type: _____ Total: \$ _____	<input type="checkbox"/> Y <input type="checkbox"/> N Type: _____ Total: \$ _____	<input type="checkbox"/> Y <input type="checkbox"/> N Type: _____ Total: \$ _____	<input type="checkbox"/> Y <input type="checkbox"/> N Type: _____ Total: \$ _____
Saving/ cash <sup>6</sup>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total Net Asset Value of the Household: \$ _____</b>					

**Part 4 Referral by Social Service Agency (Optional, Fill in by Case Worker)**

Name of Agency: \_\_\_\_\_ Agency Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Name of Case Worker: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Referral: \_\_\_\_\_

Case background: (e.g. family background, current living conditions, urgent needs of living social housing etc.)

---



---



---

<sup>3</sup> Income including: Salary, double pay, leave pay, working allowance, bonus, commission, investment, alimony, subsidies from relatives, stocks interest, rent, allowance from retirement etc. (excluding mandatory Provident Fund of applicant and his/ her family member(s), subsidies from Government, charity donations, supports from Assistance Programmes under the Fund)

<sup>4</sup> Government fund subsidies no.: 1. Comprehensive Social Security Assistance (CSSA) 2. Old Age Allowance 3. Normal/ Higher Old Age Living Allowance 4. Normal/ Higher Disability Allowance 5. Half/ Full School Textbook Assistance 6. Other

<sup>5</sup> Personal property including: land, properties (flat, shop, parking space), car, license of taxi or minibus, investment (saving, fund, stocks), business with or without business registration, loan etc.

<sup>6</sup> Saving including: current deposit, fixed deposit, HK dollar, foreign currency etc.

**Part 5 Declaration and Undertaking by the Applicant (Please tick  the appropriate boxes)**

1.  I/We have read carefully and understood all the application procedures, guideline and criteria before completing the Application Form. I/We undertake to comply with the relevant requirements/arrangements contained therein, as well as all application/allocation policies and arrangements as may be imposed from time to time. The Lok Sin Tong Benevolent Society, Kowloon (LST) shall reserve the rights of final decision on housing allocation.
2.  As at the date of completing my/our Application Form, I/we have not owned, co-owned, entered into any agreement to purchase or held more than 50% of shares in a company which owns (directly or through its subsidiary) any domestic property in Hong Kong;
3.  I/We agree that LST may, in processing my/our application, collect my/our personal data from relevant government departments, public/private organizations (such as but not limited to financial institutions and banks), and/or any other third party (such as but not limited to employers) possessing my/our personal data for verification and confirmation of my/our eligibility. Whilst the collection of information is in progress, the personal data contained therein may be disclosed to the abovementioned organizations and/or any other third party. In this connection, I/we authorize these organizations and/or any other third party possessing my/our personal data to furnish LST with my/our personal data for the vetting of my/our application.
4.  I/We agree that LST may, in handling, processing and/or investigating on my/our application, disclose, verify and/or transfer my/our personal data in this Application Form and all relevant documents to relevant departments, organizations and/or cooperating entities. All personal data will be handled in accordance with the policies adopted by LST from time to time and the Personal Data (Privacy) Ordinance (Cap. 486).
5.  I/We agree that the personal data in this Application Form can be used for statistical survey or research.
6.  I/We declare that all the above furnished in this Application Form and all information submitted/ to be submitted are true and correct. I understand that if I/we knowingly make any false statement or furnish any false information or mislead LST in any other ways, I/we may be prosecuted and immediately lose my/our eligibility for application or may be required to immediately cease to use the flat. I/We understand that any person who intentionally provides false information or omits information to fraudulently obtain eligibility for the project commits an offence.

The Main Applicant is required to sign below. The Applicant shall be held liable for the data of family member(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 6 Personal Information Collection Statement (Please tick  the appropriate box)**

1. Your data provided in this application form (this Form) and obtained under the “Lok Sin Tong Social Housing Scheme LST Housing” programme (the Programme) will be used by The Lok Sin Tong Benevolent Society, Kowloon (LST) and its representatives for the following purposes and directly related purposes:
  - (a) to process and vet the application submitted by the applicant under the Programme and, if required, to communicate with you for matters relating to the Programme;
  - (b) to administer the Programme and to conduct vettings and investigations relating to the application, including checking your data provided in this application form and during assessment process against your personal data held by the Government (including but not limited to process of home visit, interview, and telephone enquiry) and the operating agency of the residence you reported in the application to ascertain the eligibility of the applicant and/or the family member in this Form under the Programme;
  - (c) to serve the purposes of doing statistics and researches, including but not limited to understanding the effectiveness of the assistance provided to beneficiaries under the Programme and the living conditions of the beneficiaries, on condition that the resulting statistics and research findings will not be shown in a way that data subjects or any of the persons involved that can be identified; and
  - (d) to fulfil the purposes required, authorized or permitted by law.

2. The provision of personal data is voluntary. However, if you do not provide sufficient and correct data, LST may not be able to process the application submitted by the applicant and the application may be rejected.

I have read and understood the Statement mentioned above and "Purpose of Data Collection", and I agree that all terms and conditions of the Statement is applicable to me and/or my family member(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 7 Checklist of Supporting Documents (Please tick  the appropriate boxes)**

<b>1. Identity Documents of Applicant and Family Member(s)</b>	
Copy of the identification documents of Applicant /individual family member(s)	<input type="checkbox"/> Hong Kong Identity Card (aged 11 or above) <input type="checkbox"/> Birth Certificate (aged below 11) <input type="checkbox"/> One-way Permit / travel document/passport or related supporting document (person who resided in Hong Kong less than 7 years have to provide documents that show the initial date of arriving Hong Kong)
Copy of the Certificate of kinship	<input type="checkbox"/> Birth certificate or notarial certificate <input type="checkbox"/> Adoption or Appointment of Guardians documents issued by judicial authorities'/government departments
Copy of marital status documents	<input type="checkbox"/> Certificate of Marriage (If your spouse who has no right to land in Hong Kong, a declaration need to be summited together with copy of the certificate of marriage and the identity document of his / her domicile (both front and back sides) <input type="checkbox"/> For a marriage registered on the mainland but without the relevant document, copy of the notarial certificate
Divorced person, unmarried single parent or widowed person	<input type="checkbox"/> A copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Absolute (Divorce) (Form 6 or 7B) <input type="checkbox"/> For the applicant who apply with children under 18, he or she must submit a copy of the court order about custody of children <input type="checkbox"/> Copy of documents and declaration relating to divorce proceedings under process <input type="checkbox"/> For separated, the female has to submit the original of statutory declaration stating the date of separation after co habitation and arrangements for the custody of child(ren); while male has to submit a copy of the court order for the custody of child(ren) <input type="checkbox"/> For deceased spouse, copy of the marriage certificate and death Certificate of your spouse <input type="checkbox"/> Declaration
Proof of Address	<input type="checkbox"/> Copy of applicant's residential or correspondence address in Chinese/English (e.g. electricity or water bill)
Proof of rent	<input type="checkbox"/> Copy of rent receipt or tenancy agreement
Proof of public housing application	<input type="checkbox"/> Copy of a blue acknowledgement card with application number offered by the Hong Kong Housing Authority
With pregnancy of 16 weeks or more	<input type="checkbox"/> Copy of medical proof issued by registered medical doctor
For having long term diseases/disabled family member	<input type="checkbox"/> Copy of medical/disability proof issued by registered medical Doctor
<b>2. Income Proof and Relevant Declarations for Applicant and Family Members</b>	
Salaried employee (with a regular employer)	<input type="checkbox"/> Copy of Employer Certificate, tax bill, pay slip (including company name, chop and signature) or bankbook etc.
Salaried employee (with no regular employer)	<input type="checkbox"/> Declaration with relevant documents
Self-employed person	<input type="checkbox"/> Declaration with relevant documents
CSSA (Comprehensive Social Security Assistance) recipient	<input type="checkbox"/> Copy of CSSA financial support documents and a valid medical fee waiver
Where Applicant or Family Member are on retirement, unemployed or without any employment	<input type="checkbox"/> Declaration on the sources of financial support
Bank saving record	<input type="checkbox"/> Copy of the deposit record of individual family members (e.g. bankbook, monthly statement etc.)
Leased / Vacant land / Landed properties	<input type="checkbox"/> Copy of the latest demand note for rates and government rent <input type="checkbox"/> Declaration
Other sources of income (dividends, bonus, Dividends / giving outs of insurance policies, regular interest on fixed deposits, pension, contributions from relatives, etc.)	<input type="checkbox"/> Copy of pension documents <input type="checkbox"/> Declaration

Enquiry: 2272-9888 / housing@loksintong.org

Website: www.loksintong.org

Address: 61 Lung Kong Road, Kowloon City