



**Lok Sin Tong Social Housing Scheme “LST Housing”**  
**Application Form: Hotel Project**

**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 information listed the form and provide the relevant supporting documents and statements, otherwise the application will be returned or delayed.
3. LST reserves the rights of final decision on housing allocation.

**Part 1 Information of the Applicant**

Name of applicant (CHI): \_\_\_\_\_ (ENG) \_\_\_\_\_

Date of birth (YYYY/MM/DD): \_\_\_\_\_

Hong Kong Permanent Identity Card Number: \_\_\_\_\_

Phone no.(Mobile): \_\_\_\_\_ Address: \_\_\_\_\_

Type of current accommodation:  Independent unit  Cubicle apartment  Subdivided unit  Rooftops house  
 Bedspace  A rented unit in an industrial building  Others: \_\_\_\_\_

Period stayed in current flat: \_\_\_\_\_(Y) No. of family member(s) to be moved into hotel room: \_\_\_\_\_(Person)

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

**Part 2 Income & Net Asset Value (in Hong Kong dollars) (Please tick  the appropriate boxes)**

	<b>Applicant</b>	<b>Family Member 1</b>	<b>Family Member 2</b>
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
Occupation			
Average monthly income <sup>2</sup> in the past 3 months	\$ _____	\$ _____	\$ _____

**A. Household Average Monthly Income: \$ \_\_\_\_\_**

<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> 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.

<b>Subsidies from government (if any:)</b> <input type="checkbox"/> Comprehensive Social Security Assistance (CSSA) <input type="checkbox"/> Normal/ Higher Disability Allowance <input type="checkbox"/> Half/ Full School Textbook Assistance <input type="checkbox"/> Old Age Allowance <input type="checkbox"/> Normal/ Higher Old Age Living Allowance <input type="checkbox"/> Other: _____	<b>B. Total subsidies from government fund:</b> <b>\$ _____</b>
Personal or family Net Asset <sup>3</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____	Total: \$ _____
Saving/ cash <sup>4</sup>	\$ _____
<b>C. Total Net Asset Value of the Household: \$ _____</b>	

**Part 3 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.)  
\_\_\_\_\_  
\_\_\_\_\_

**Part 4 Declaration and Undertaking by the Applicant (Please tick  the appropriate boxes)**

- 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.
- 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;
- 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.

<sup>3</sup> Net Asset 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>4</sup> Saving including: current deposit, fixed deposit, HK dollar, foreign currency etc.

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).

**Part 5 Personal Information Collection Statement (Please put 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).

**Part 6 Checklist of Supporting Documents (Please tick the appropriate boxes)**

1. Identity Documents of Applicant and Family Member(s)	
Copy of the identification documents of Applicant /individual family member(s)	<ul style="list-style-type: none"> <li>● Hong Kong Identity Card (aged 11 or above)</li> <li>● Birth Certificate (aged below 11)</li> <li>● 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)</li> </ul>
Copy of the Certificate of kinship	<ul style="list-style-type: none"> <li>● Birth certificate or notarial certificate</li> <li>● Adoption or Appointment of Guardians documents issued by judicial authorities'/government departments</li> </ul>
Copy of marital status documents	<ul style="list-style-type: none"> <li>● Certificate of Marriage (If your spouse who has no right to land in Hong Kong, a declaration need to be submitted together with copy of the certificate of marriage and the identity document of his / her domicile (both front and back sides)</li> <li>● For a marriage registered on the mainland but without the relevant document, copy of the notarial certificate</li> </ul>
Divorced person, unmarried single parent or widowed person	<ul style="list-style-type: none"> <li>● A copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Absolute (Divorce) (Form 6 or 7B)</li> <li>● For the applicant who apply with children under 18, he or she must submit a copy of the court order about custody of children</li> <li>● Copy of documents and declaration relating to divorce proceedings under process</li> <li>● 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)</li> <li>● For deceased spouse, copy of the marriage certificate and death Certificate of your spouse</li> <li>● Declaration</li> </ul>
Proof of Address	<ul style="list-style-type: none"> <li>● Copy of applicant's residential or correspondence address in Chinese/English (e.g. electricity or water bill)</li> </ul>
Proof of rent	<ul style="list-style-type: none"> <li>● Copy of rent receipt or tenancy agreement</li> </ul>
Proof of public housing application	<ul style="list-style-type: none"> <li>● Copy of a blue acknowledgement card with application number offered by the Hong Kong Housing Authority</li> </ul>
With pregnancy of 16 weeks or more	<ul style="list-style-type: none"> <li>● Copy of medical proof issued by registered medical doctor</li> </ul>
For having long term diseases/disabled family member	<ul style="list-style-type: none"> <li>● Copy of medical/disability proof issued by registered medical Doctor</li> </ul>
2. Income Proof and Relevant Declarations for Applicant and Family Members	

Salaried employee (with a regular employer)	<ul style="list-style-type: none"> <li>● Copy of Employer Certificate, tax bill, pay slip (including company name, chop and signature) or bankbook etc.</li> </ul>
Salaried employee (with no regular employer)	<ul style="list-style-type: none"> <li>● Declaration with relevant documents</li> </ul>
Self-employed person	<ul style="list-style-type: none"> <li>● Declaration with relevant documents</li> </ul>
CSSA (Comprehensive Social Security Assistance) recipient	<ul style="list-style-type: none"> <li>● Copy of CSSA financial support documents and a valid medical fee waiver</li> </ul>
Where Applicant or Family Member are on retirement, unemployed or without any employment	<ul style="list-style-type: none"> <li>● Declaration on the sources of financial support</li> </ul>
Bank saving record	<ul style="list-style-type: none"> <li>● Copy of the deposit record of individual family members (e.g. bankbook, monthly statement etc.)</li> </ul>
Leased / Vacant land / Landed properties	<ul style="list-style-type: none"> <li>● Copy of the latest demand note for rates and government rent</li> <li>● Declaration</li> </ul>
Other sources of income (dividends, bonus, Dividends / giving outs of insurance policies, regular interest on fixed deposits, pension, contributions from relatives, etc.)	<ul style="list-style-type: none"> <li>● Copy of pension documents</li> <li>● Declaration</li> </ul>

Enquiry: 2272-9888 / [housing@loksintong.org](mailto:housing@loksintong.org)

Website: [www.loksintong.org](http://www.loksintong.org)

Address: 61 Lung Kong Road, Kowloon City