



“United Court” Transitional Housing Project at Tung Tau  
1 Shan Pui Road, Tung Tau, Yuen Long, New Territories

**Application Form**

**Important Notes**

- Applicants should read carefully the Application Guide (see Appendix 1) before completing the application form. For any enquiries, please contact 3751 7430 from Monday to Friday 10:00am - 5:00pm (except public holidays).
- Applicants can submit their applications (i) by email to uc.application@skhwc.org.hk, (ii) by post to Integrated Service Complex, United Court, 1 Shan Pui Road, Tung Tau, Yuen Long, New Territories (please mark on the envelope: Application for United Court Transitional Housing Project at Tung Tau, Yuen Long), (iii) in person to designated Hong Kong Sheng Kung Hui Welfare Council’s (the Welfare Council) service units noted in Appendix 3, or (iv) through the online system at uc.skhwc.org.hk.
- Please fill in the application form in block letters (and in Chinese if applicable) with a black or blue ball pen. If there is any amendment, please sign against such amendments. No correction materials (such as correction fluid or tapes) for obliteration should be used.
- Please follow the Checklist of Supporting Documents (see Appendix 2), and present the original and a copy of each supporting document at vetting interview for verification. Applications received outside the application period will be processed in the following month. Application without ALL necessary supporting documents will not be processed.
- Each applicant (including his/her family member(s)) shall only submit ONE application through ONE of the specific methods, otherwise his/her application may not be accepted.
- Upon receipt of application, the Welfare Council will send an Acknowledgement of Application via email or SMS to the applicant. If the Acknowledgement of Application is not received within ten working days upon submission, please contact our hotline 3751 7430 from Monday to Friday 10:00am - 5:00pm (except public holidays).

**Part I Personal Particulars – Applicant**

Name ( Chinese ) : \_\_\_\_\_ Name (English) : \_\_\_\_\_  
Local telephone no. : \_\_\_\_\_ (For receiving SMS) Surname, Given name : \_\_\_\_\_  
Correspondence : \_\_\_\_\_ Email Address : \_\_\_\_\_  
Address : \_\_\_\_\_

**Part II Eligibility Criteria and Unit Types**

Please ✓ in appropriate boxes (□)

**Eligibility Criteria (Please choose one)**

**Type A:** The applicant who has been on the application waiting list for public rental housing (PRH) for **not less than 3 years**. The applicant must have an acknowledgement card (The Blue Card) issued by the Hong Kong Housing Authority.

PRH number :  G/U

PRH application date :         YYYY        MM        DD

- PRH application district :  New Territories (Tuen Mun, Yuen Long, Tin Shui Wai, Sheung Shui, Fanling, Tai Po)  
 Urban (Hong Kong Island and Kowloon)  
 Extended Urban (Tung Chung, Shatin, Ma On Shan, Tseung Kwan O, Tsuen Wan, Kwai Chung, Tsing Yi)  
 Islands (excluding Tung Chung)

**Type B:** The applicant must be a Hong Kong resident of 18 years old or above, and the applicant and his/her family member(s) are now living in inadequate housing conditions or with imminent housing need.

Have you already applied for PRH:  No  Yes (PRH number: G/U  
PRH application date:         YYYY        MM        DD

Please specify your current living conditions and imminent housing need :

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**Unit Types (Please choose one)**

- 1-person unit  2-person unit  3-person unit  4 -5-person unit  Accessible unit <sup>Note 1</sup>

*Note 1 One of the applicants (the applicant or his/her family members) must be non-temporarily indoor wheelchair-bound. An accessible unit can accommodate two to three persons. Please present documentary proof at vetting interview.*

**Part III Personal Particulars – Applicant and Family Members**

	Applicant	Family members (1)	Family members (2)	Family members (3)	Family members (4)
Chinese Name	Same as above				
English Name (Surname, Given name)	Same as above				
Sex	<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 (Day/Month/Year)	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Type of Hong Kong Identity Documents					
(1) Hong Kong Permanent Identity Card	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
(2) Hong Kong Identity Card	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
(3) Hong Kong Birth Certificate (For minors aged below 11)	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
(4) HKSAR Re-entry Permit	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4
(5) Document of Identity for Visa Purposes	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5
(6) Permit for Proceeding to Hong Kong and Macao (One-way Permit)	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6
(7) Passport	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7
Identity Document No.					
Relationship with Applicant	Applicant	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grand-child <input type="checkbox"/> Grand-parent <input type="checkbox"/> Brother/Sister	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grand-child <input type="checkbox"/> Grand-parent <input type="checkbox"/> Brother/Sister	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grand-child <input type="checkbox"/> Grand-parent <input type="checkbox"/> Brother/Sister	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Grand-child <input type="checkbox"/> Grand-parent <input type="checkbox"/> Brother/Sister
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated
With Pregnancy of 16 weeks or more	<input type="checkbox"/> Yes: _____ Weeks of pregnancy <input type="checkbox"/> No/N.A.	<input type="checkbox"/> Yes: _____ Weeks of pregnancy <input type="checkbox"/> No/N.A.	<input type="checkbox"/> Yes: _____ Weeks of pregnancy <input type="checkbox"/> No/N.A.	<input type="checkbox"/> Yes: _____ Weeks of pregnancy <input type="checkbox"/> No/N.A.	<input type="checkbox"/> Yes: _____ Weeks of pregnancy <input type="checkbox"/> No/N.A.
Working status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Housewife	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Housewife	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Housewife	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Housewife	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Housewife
Profession or School Grade/Year (student)					

	Applicant	Family members (1)	Family members (2)	Family members (3)	Family members (4)
Average monthly income in the last six months <small>Note 2</small>	\$	\$	\$	\$	\$

*Note 2: Income includes: income from work and other income (i.e. salary, double pay/leave pay, working allowance, bonus/gratuity/commission/tips, service fee, business/investment earnings, alimony, subsidies from relatives and friends, interests from fixed deposits and stocks, rent, monthly pension, widows and orphans pension/allowance, etc. (excluding mandatory employee contributions for Mandatory Provident Fund "MPF", financial assistance provided by the government, charitable donations, and support provided under Community Care Fund assistance programs, etc.). If none, please fill in "0".*

Net Asset Value (inside and outside Hong Kong, relevant Declaration Forms are required)	<b>(1) Land</b>	\$	\$	\$	\$
	<b>(2) Landed Properties</b> (including domestic properties, shops, parking spaces, etc.)	\$	\$	\$	\$
	<b>(3) Vehicles</b>	\$	\$	\$	\$
	<b>(4) Taxi/Public Light Bus Licenses</b>	\$	\$	\$	\$
	<b>(5) Investments</b> (including saving insurance policies, funds, shares, etc.)	\$	\$	\$	\$
	<b>(6) Business undertakings</b> (whether with business registration or not)	\$	\$	\$	\$
	<b>(7a) Deposits</b> (including savings, current and fixed deposits, Hong Kong and foreign currencies, etc.) – must declare the actual amount of all deposits as at the date immediately before the date of declaration	\$	\$	\$	\$
	<b>(7b) Cash in hand</b> (including Hong Kong and foreign currencies, etc.)	\$	\$	\$	\$
<b>(7c) Loan to others</b> must declare all outstanding loans to others on the date of declaration in both local and foreign currencies	\$	\$	\$	\$	

Current Monthly Subsidies Received by the Family from the Government	<input type="checkbox"/> Comprehensive Social Security Assistant (CSSA)	\$ _____	<input type="checkbox"/> Working Family Allowance	\$ _____
	<input type="checkbox"/> Normal/ Higher Disability Allowance	\$ _____	<input type="checkbox"/> Half/ Full School Textbook Assistance	\$ _____
	<input type="checkbox"/> Old Age Allowance (Fruit Money)	\$ _____	<input type="checkbox"/> Others:	\$ _____
	<input type="checkbox"/> Normal/ Higher Old Age Living Allowance	\$ _____	<input type="checkbox"/> None/ Not applicable	

## Checklist of Supporting Documents

Please include photocopies of the following documents in your application form and present the original documents at the vetting interview for verification. Please “✓” in the appropriate boxes.

1. Identity Documents of Applicant & All Family Member(s)	
Identity documents of all individuals	<input type="checkbox"/> Hong Kong Permanent Identity Card / Hong Kong Identity Card (for persons aged 11 or above) <input type="checkbox"/> Hong Kong Birth Certificate (for minors aged below 11) <input type="checkbox"/> Permit for Proceeding to Hong Kong and Macao (One-way Permit) / Travel document / Passport or related supporting documents (for persons who have resided in Hong Kong for less than 7 years, please provide documents permitting them to land in Hong Kong with the stamp showing the initial date of entry. )
Relationship proof	<input type="checkbox"/> Birth Certificate or Notary Public Certificate <input type="checkbox"/> Adoption or Appointment of Guardians documents issued by judicial authorities/government departments <input type="checkbox"/> Medical Proof issued by registered medical practitioners to certify the expected date of delivery for pregnancy of 16 weeks or more
Documents on marital status for married persons	<input type="checkbox"/> Certificate of Marriage; or Notary Public Certificate (for a marriage registered in Mainland China but without the relevant document); or the original of a statutory declaration (for customary marriage celebrated in Hong Kong)  <input type="checkbox"/> For "married" persons whose spouses have not been granted the right to land in Hong Kong, apart from the above-mentioned documents, they should also submit identity document of their spouses' domicile (including the front and back sides).
PRH Application Proof	<input type="checkbox"/> Application Number & Acknowledgment Letter (blue card) issued by the Hong Kong Housing Authority
For Applicant with Family Member on Non-temporary Indoor Wheelchair-bound	<input type="checkbox"/> Medical Certificates issued by registered medical practitioners or recognized medical personnel
2. Income Proof and Net Asset Value Proof of Applicant and ALL Family Members (in the past six months)	
Income Proof	<input type="checkbox"/> Salaried person: tax bills, pay slips issued by employer (with company name, seal & signature of person-in-charge, etc.), bank statements / bankbooks showing salaries received <input type="checkbox"/> No regular employer or self-employed person: Declaration on the source of financial support & other relevant documents <input type="checkbox"/> CSSA recipients: documents indicating the amount of CSSA and medical waivers <input type="checkbox"/> Retired or unemployed: Declaration on the source of financial support
Net Asset Value Proof	<input type="checkbox"/> Bankbook or the monthly bank statement(s) of all the bank account(s) of the applicant and his/her family member(s) <input type="checkbox"/> The latest demand notes for rates and government rent <input type="checkbox"/> Documents showing 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"/> Pension documents

## Part IV Current Living Conditions

(Please “✓” in the appropriate boxes)

Have you ever benefited from any forms of social housing projects?

Yes  
 please specify: \_\_\_\_\_

No

Type of residential housing currently in occupation

Subdivided units (separate toilet)  
 Cubicles  
 Homeless  
 Others: \_\_\_\_\_

Roof-top units  
 Temporary housing  
 Living in other person's unit  
 Bed space apartment

Average monthly rent in the last three months (excluding utility bills) HK\$ \_\_\_\_\_

Unit size (if applicable) \_\_\_\_\_ sq. ft.

Number of years living in the current unit \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

**Part V Declarations and Undertakings (Please read and sign)**

1. I / We have read and understood all the contents of the Application Guide (see Appendix 1) and Important Notes before completing the application form. I/We undertake to comply with the relevant requirements on application, unit allocation and related matters thereof, as well as any policies and arrangements adopted by Hong Kong Sheng Kung Hui Welfare Council Ltd. (the Welfare Council) from time to time.
2. I / We understand and agree that the Welfare Council reserves the right to make the final decision on unit allocation.
3. From the date of submitting my/our application form to the effective date of the Tenancy Agreement of United Court Transitional Housing Project, I / we have not owned, co-owned, entered into my 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 covered in the relevant terms of the Application Guide.
4. I / We understand that the Office of United Court Transitional Housing Project may provide the information contained in my/our application to other relevant government departments / organizations / persons for verification and confirmation of my/our eligibility.
5. I / We understand that the personal data provided by me/us may be used by the Office of United Court Transitional Housing Project for the purposes of processing my/our application for statistical survey or research, including but not limited to understanding the living conditions and the effectiveness of assistance provided to beneficiaries living in United Court, on the condition that the resulting statistics and research findings will not be made available in a form which will identify the data subjects or any persons involved. The personal information provided by me/us is on a voluntary basis.
6. I / We understand that under the Personal Data (Privacy) Ordinance (Cap. 486), I / we have the right to access to and/or make correction of the personal data provided. Such requests should be made in writing to the Office of United Court Transitional Housing Project, Integrated Service Complex, United Court, 1 Shan Pui Road, Tung Tau, Yuen Long, New Territories.
7. I / We understand that if I / we make false statement or furnish false or misleading information in the application, the Welfare Council may cancel my/our application and revoke any unit allocated. The Welfare Council has the final right to decide on whether the application contains false or misleading information. Any person who knowingly and willfully makes a false declaration (including representation in the application form which is false, untrue or misleading) shall be guilty of an offence and shall be liable on conviction to imprisonment and to a fine.
8. I / We understand and agree to vacate the unit when the Tenancy Agreement is terminated or when the Project ends or after I/we have been allocated a public rental housing unit. The applicant and his/her family member(s) must return vacant possession of the transitional housing unit to the Welfare Council within 3 months from the commencement of new tenancy and give no less than 1 month's written notice to the Welfare Council.
9. I / We understand that upon signing of this application form, I and my family members aged 18 or above listed in this application understand and agree to comply with the Application Guide and shall bear legal responsibilities for the information provide in the application, and I shall bear legal responsibilities for all of my family members under the age of 18.
10. I / We understand that if I / we have submitted an online application or a paper application, I / we can contact Office of United Court Transitional Housing Project to withdraw my application. I / We acknowledge that once the application is withdrawn, the Acknowledgement of Application email or SMS sent to me / us will be revoked. Any information and documents provided will be destroyed and will not be returned to me / us. If I / we make another application, I / we will need to fill in the application form and submit the supporting documents again.
11. I / We understand that the Welfare Council has the right to revise, update and/or amend the terms of this application form without prior notice, and will not bear any responsibilities to the applicant or any third party due to such revision or updates.
12. I / We understand and agree that no person other than myself and the persons listed in this application shall have any right to enforce or enjoy the benefits of any terms in this application form and/or relevant agreement(s) under the Contracts (Rights of Third Parties) Ordinance (Cap. 623).

(Please “✓” as appropriate)

I have read, understood and agreed to comply with each of the above declarations and undertakings, and affirm that the information provided is correct. In the event of any changes, I will notify the Office of United Court Transitional Housing Project immediately.

Chinese Name	English Name	Identity Document No.	Signature	Date

How do you know about United Court Transitional Housing Project?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Our Website      | <input type="checkbox"/> Newspaper                     | <input type="checkbox"/> SKH Service Units       |
| <input type="checkbox"/> Facebook         | <input type="checkbox"/> Radio                         | <input type="checkbox"/> Mini-bus/ Bus           |
| <input type="checkbox"/> Social Workers   | <input type="checkbox"/> Friends                       | <input type="checkbox"/> Community Organizations |
| <input type="checkbox"/> Leaflet / Poster | <input type="checkbox"/> Others, please specify: _____ |  |

(Internal Use Only)			
Form Collection	Date :	Staff:	
Data Entry	Date :	Staff:	