

Cash Allowance Trial Scheme (the Scheme)
Information Update Form CAS-3E
(for Update of Information on Imprisonment or Release from Prison)

Guidance Notes:

- Before filling in the Information Update Form CAS-3E (this Form), please read carefully the *Application Guide for the Cash Allowance Trial Scheme (the Application Guide)*. The eligibility criteria of the Scheme are set out in the *Application Guide*, which is available for download on the Scheme's website (www.cashallowance.gov.hk), or can be obtained from the Cash Allowance Office, Housing Department at 5/F, 1 Kwai On Road, Kwai Chung, New Territories or the Hong Kong Housing Authority Customer Service Centre at 3 Wang Tau Hom South Road, Kowloon.
- Please fill in this Form in English BLOCK LETTERS and Chinese (if applicable) with black or blue ball pen (erasable ball pen should not be used). Applicant and relevant family member(s) should sign against amendments, if any. No correction materials (such as correction fluid or tapes) for obliteration should be used, otherwise this Form will be returned.
- Steps of filling in and submitting this Form:**
 - Fill in the "Update of Applicant Household Particulars" in Part A and tick (✓) the appropriate box(es);**
 - Read the "Declaration" in Part B carefully before the applicant and the concerned family member aged 18 or above sign on this Form; and**
 - Submit the required document(s) with this duly completed Form: the documentary proof issued by the Correctional Services Department concerning the imprisonment/release from prison of the applicant/family member.**
- The amount of cash allowance may be adjusted following an update of particulars of the PRH application. If the applicant household is no longer eligible for the cash allowance, or even no longer meets the eligibility for PRH application as a result of a change in family circumstances, the Cash Allowance Office will put on hold the application for cash allowance, adjust the amount of cash allowance or cease to disburse the cash allowance, and recover any overpaid amount (if applicable). Please refer to Part 3 and Appendix C of the *Application Guide* for details.
- The signature(s) of the applicant and the concerned family member aged 18 or above on this Form must be consistent with those on the Application Form for Cash Allowance.
- Please send this duly completed Form with the necessary required supporting document(s) by post to "Cash Allowance Office, Housing Department, P.O. Box 209, Tsuen Wan Post Office"; or submit them in the drop-in box of HD at the following locations within office hours:
 - Cash Allowance Office, Housing Department at 5/F, 1 Kwai On Road, Kwai Chung, New Territories; or
 - Hong Kong Housing Authority Customer Service Centre at 3 Wang Tau Hom South Road, Kowloon.
- For enquiries, please visit the Scheme's website at www.cashallowance.gov.hk, call the hotline on 3105 3333, or email at enquiry@cashallowance.gov.hk.

I/We (Public Rental Housing (PRH) Application Number: *G/U _____) hereby apply for:

Part A Update of Applicant Household Particulars

Information of *the applicant/family member who is currently serving a prison sentence or has been released from prison

* Applicant/Family Member: _____ (Name) since _____ (Day/Month/Year)

has been ☐ detained in prison ☐ released from prison

* Please delete as appropriate.

Part B Declaration (applicable to the applicant and the concerned family member if he/she is aged 18 or above)

I/We hereby agree and declare that:

1. I/We have read carefully and understood all the requirements/arrangements with respect to the application for the cash allowance under the Scheme as set out in *the Application Guide*. I/We undertake to comply with the relevant requirements/arrangements contained therein, including the requirements/arrangements to be set out or revised by the Cash Allowance Office as the circumstances may require. In case of any queries, I/we will take the initiative to contact the staff of the Cash Allowance Office for enquiry.
2. I/We understand that the application for the cash allowance will be vetted on the basis of the existing particulars of the family members registered in my/our PRH application or according to the updated particular as approved.
3. **Regardless of whether it is based on the existing particulars in my/our registered PRH application or any updates which I/we have applied/will apply, I/we meet the eligibility criteria for PRH allocation, including (but not limited to) the three requirements below:**
 - i. **My/Our total monthly income does not exceed the Income Limit (per month) for PRH application laid down by Hong Kong Housing Authority (HA);**
 - ii. **My/Our total net asset value does not exceed the Net Asset Limit for PRH application laid down by HA; and**
 - iii. **I/We do not own/co-own or have an interest in any domestic property in Hong Kong.**

HA revises the Income and Net Asset Limits on a yearly basis (relevant information can be obtained from the Housing Department (HD)'s Applications Sub-section (Applications Sub-section (PRH)) at Podium Level 2 of the Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon; and is available for download from the website of HA/HD (www.housingauthority.gov.hk).

4. I/We understand that if I am/we are not eligible for the cash allowance, or not even eligible for PRH application, the Cash Allowance Office may take actions including (but not limited to) adjusting the amount of cash allowance or ceasing the disbursement of cash allowance, and may recover any overpaid amount. I/We agree that the Cash Allowance Office has the right to deduct any overpaid amount from my/our monthly cash allowance, and transfer my/our case to the Applications Sub-section (PRH) for verification of my/our eligibility for PRH application, which might result in the disqualification of my/our PRH application, etc.
5. I/We agree that the cash allowance would be disbursed into the bank account as stated in the Application Form of the Scheme. Where, for any reason, the bank is not furnished with sufficient details to determine the account to be credited, and the disbursement of the sum is thus suspended pending receipt of further information, the Cash Allowance Office will not be responsible for any loss or inconvenience suffered by me/us as a result of the bank account not being credited on schedule. If the details of the bank account need to be updated, I am/we are required to notify the Cash Allowance Office by completing the relevant Information Update Form in relation to the Scheme. If there is any overpaid amount, I/we undertake to notify the Cash Allowance Office immediately, and refund the overpaid amount to the Government of the Hong Kong Special Administrative Region as soon as possible.
6. I/We understand that in case of failure to submit supporting documents in relation to the application for the cash allowance, the Cash Allowance Office may suspend/cancel my/our cash allowance, and/or recover any cash allowance disbursement(s) during the period when the eligibility has not yet been verified.
7. I/We understand and agree that in order to streamline procedures, the Cash Allowance Office will use the personal data I/we have provided to the Applications Sub-section (PRH) for the PRH application to carry out data matching, process my/our cash allowance application and its related matters. In addition, the Cash Allowance Office will use the personal data provided by me/us in this Form and during application to vet and review my/our cash allowance application and process its related matters, including data matching, conducting random checks, monitoring and reviewing various services, handling my/our enquiries and complaints, conducting research and surveys, preparing statistics, discharging statutory duties, etc. The provision of personal data to the Cash Allowance Office is voluntary. If I/we fail to provide the requested personal data, the Cash Allowance Office will not be able to process my/our application.
8. I/We understand that in confirming my/our eligibility for the cash allowance, the Cash Allowance Office may collect my/our personal data from relevant government departments, public/private organisations/companies (including but not limited to HA, Hong Kong Housing Society, Mandatory Provident Fund Schemes Authority, financial institutions, banks and insurance companies), and/or any third parties (including but not limited to employers) in possession of my/our personal data, or request the relevant government departments, organisations, companies or persons to disclose such data, including my/our current and historical property registration records/land records in Hong Kong for the period from the date of completing the PRH application form to the entire period of receiving the cash allowance, for verification. To this end, I/we agree and authorise the relevant government departments, organisations, companies or persons to provide my/our personal data to the Cash

Allowance Office, including current and historical property registration records/land records. Moreover, I/we agree that the Cash Allowance Office may transfer the personal data in respect of my/our application to the relevant sections of HD for following up with my/our PRH application. I/We agree that the Cash Allowance Office and/or HD may also use my/our personal data for the purpose of sending me/us information on housing-related matters. I/We also agree that the Cash Allowance Office may transfer the personal data in respect of my/our application to other government departments for purposes relating to housing matters, and agree that other government departments may use my/our personal data for the purpose of sending me/us information on housing-related matters. These personal data may also be used by HA, HD and relevant government bureaux/departments for conducting statistical surveys and researches. I/We also agree that the Cash Allowance Office may, with respect to matters relevant to the application for the cash allowance as mentioned in paragraph 7 above, disclose the personal data provided by me/us to the relevant government departments, organisations, companies or persons, including the personal data required or authorised by law or by an order of a court, or those required for exercising or defending legal rights in Hong Kong.

9. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), I/we have the right to access the personal data provided in this Form, and to request rectification of such data by the Cash Allowance Office. All documents and proofs submitted for the cash allowance application will not be returned. Requests for access to personal data should be addressed to the Departmental Data Protection Officer of HD (application should be submitted by mail or by fax to the Departmental Data Protection Officer, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon (Fax number: 2761 6363)). According to the Personal Data (Privacy) Ordinance (Cap. 486), personal data means any data - (a) relating directly or indirectly to a living individual; (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and (c) in a form in which access to or processing of the data is practicable. Such application for access to personal data may be subject to a fee.
10. I/We understand and agree that the decision made by the Cash Allowance Office in respect of my/our application for the cash allowance shall be final. The Cash Allowance Office will notify the applicant of the result of my/our application for the cash allowance (including reason(s) for the ineligibility of individual family member(s)).
11. **All information provided by me/us in this Form is true and correct.** I/We understand that any person who knowingly makes a false statement shall be guilty of an offence. I/We understand that the deliberate provision of false information or omission of information in order to obtain the cash allowance by deception is a criminal offence. Apart from disqualification of me/us to receive the cash allowance, I/we may be prosecuted for contravening the Theft Ordinance (Cap. 210, Laws of Hong Kong). Any person who contravenes the Ordinance shall be liable on conviction to imprisonment for a maximum of 14 years. If I/we make a false statement or provide false information, irrespective of whether I/we shall be prosecuted for or convicted of the offence, or whether the false statement/information has any impact on the eligibility of my/our application, the Cash Allowance Office may cancel my/our application under the Scheme, recover any overpaid amount and transfer my/our case to the Applications Sub-section (PRH) for verification of my/our eligibility for PRH application, which might result in disqualification of my/our PRH application, etc.
12. **I/We have read carefully and fully understood the “Declaration” above. I/We shall be held liable for the particulars furnished herein and shall sign below as confirmation.**

Attention: The applicant and the concerned family member (if he/she is aged 18 or above) are required to sign below.

	<u>Name</u>	<u>HKID Card No.</u>	<u>Signature</u>	<u>Date of Signing</u> (Day/Month/Year)
Applicant	_____	()	_____	_____
Family Member	_____	()	_____	_____

For HD's Use Only	
Postmark Date (if applicable)	HD Stamped Date (if applicable)