

**Cash Allowance Trial Scheme (the Scheme)**  
**Information Update Form CAS-4E**  
**(for Update of Contact Information)**

Guidance Notes:

1. Before filling in the Information Update Form CAS-4E (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](http://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.
2. 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.
3. **Steps of filling in and submitting this Form:**
  - I. Fill in the "Update of Contact Information" in Part A and tick (✓) the appropriate box(es); and
  - II. Read the "Declaration" in Part B carefully before the applicant signs on this Form.
4. The signature of the applicant on this Form must be consistent with that on the Application Form for Cash Allowance.
5. Please send this duly completed Form 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.
6. For enquiries, please visit the Scheme's website at [www.cashallowance.gov.hk](http://www.cashallowance.gov.hk), call the hotline on 3105 3333, or email at [enquiry@cashallowance.gov.hk](mailto:enquiry@cashallowance.gov.hk).

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

**Part A Update of Contact Information**

(1)	<input type="checkbox"/> New Hong Kong mobile phone number: _____ (for contact purpose when handling the application for the Scheme and the related matters)
(2)	<input type="checkbox"/> New correspondence address: _____ _____

\* Please delete as appropriate.

**Part B Declaration**

1. I understand and agree that in order to streamline procedures, the Cash Allowance Office will use the personal data I have provided to the Applications Sub-section (PRH) for the PRH application to carry out data matching, process my cash allowance application and its related matters. In addition, the Cash Allowance Office will use

the personal data provided by me in this Form and during application to vet and review my cash allowance application and process its related matters, including data matching, conducting random checks, monitoring and reviewing various services, handling my 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 fail to provide the requested personal data, the Cash Allowance Office will not be able to process my application.

2. I understand that in confirming my eligibility for the cash allowance, the Cash Allowance Office may collect my 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 personal data, or request the relevant government departments, organisations, companies or persons to disclose such data, including my 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 agree and authorise the relevant government departments, organisations, companies or persons to provide my personal data to the Cash Allowance Office, including current and historical property registration records/land records. Moreover, I agree that the Cash Allowance Office may transfer the personal data in respect of my application to the relevant sections of HD for following up with my PRH application. I agree that the Cash Allowance Office and/or HD may also use my personal data for the purpose of sending me information on housing-related matters. I also agree that the Cash Allowance Office may transfer the personal data in respect of my application to other government departments for purposes relating to housing matters, and agree that other government departments may use my personal data for the purpose of sending me 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 also agree that the Cash Allowance Office may, with respect to matters relevant to the application for the cash allowance as mentioned in paragraph 1 above, disclose the personal data provided by me 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.
3. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), I 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.
4. **I have read carefully and fully understood the “Declaration” above. I shall be held liable for the particulars furnished herein and shall sign below as confirmation.**

Name

HKID Card No.

Signature

Date of Signing  
(Day/Month/Year)

Applicant

\_\_\_\_\_ ( ) \_\_\_\_\_

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