



### Application for Adjustment of Private Tenancy Allowance

#### Notes

- 1. Recipients of Private Tenancy Allowance (PTA) who wish to apply for adjustment of PTA arising from the addition of car park and/or changes of marital/family status should complete this application form and return it together with supporting documents to the Human Resources Office as soon as possible.*
- 2. Adjustment of PTA arising from salary changes or changes in management fee/rates will be handled by the Finance Office directly.*
- 3. Upward adjustment of PTA will be made with effect from the date of change subject to the appointee's production of documentary proof.*

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_

2. Staff ID Card No.: \_\_\_\_\_ 3. Contact Phone No.: \_\_\_\_\_

4. Post: \_\_\_\_\_ 5. Department/Office: \_\_\_\_\_

#### **I. Particulars of Change(s)**

This is to inform the Human Resources Office of the following change(s) which may affect the amount of my PTA and request you to make adjustment of the PTA payable to me (please tick as appropriate):

1. ☐ \*married / divorced / separated / widowed on \_\_\_\_\_  
(DD/MM/YY)

2. ☐ first child born on \_\_\_\_\_  
(DD/MM/YY)

3. ☐ child ( \_\_\_\_\_ ) no longer classified as 'dependent' on \_\_\_\_\_  
Name (DD/MM/YY)

4. ☐ family member ( \_\_\_\_\_ ) not residing in Hong Kong since \_\_\_\_\_  
Name (DD/MM/YY)

5. ☐ addition of car park

Particulars of car park and vehicle:

Address: \_\_\_\_\_  
\_\_\_\_\_

Name and address of landlord of car park: \_\_\_\_\_  
\_\_\_\_\_ Tel. No.: \_\_\_\_\_

Vehicle Owner: ☐ self  
☐ spouse

Vehicle Registration No.: \_\_\_\_\_  
(Please provide a copy of the vehicle registration document.)

\* Please delete as appropriate

## II. Details of PTA Received

Currently I receive PTA of HK\$ \_\_\_\_\_ per month and the actual amount payable for private tenancy is:

|                          |                          |                  |            |
|--------------------------|--------------------------|------------------|------------|
|                          |                          | Monthly rental:  | HK\$ _____ |
| <u>Inclusive of</u>      | <u>Exclusive of</u>      | <u>Items</u>     |            |
| <input type="checkbox"/> | <input type="checkbox"/> | Rates            | HK\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Management Fees  | HK\$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Car Park Charges | HK\$ _____ |
|                          |                          | Total:           | HK\$ _____ |

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

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

-- End of Application --

## III. Certification of Entitlement (to be completed by Human Resources Office)

This is to certify that the applicant is entitled to a maximum monthly PTA of HK\$ \_\_\_\_\_.

Please adjust the appropriate amount of PTA payable to the applicant with effect from \_\_\_\_\_.

\_\_\_\_\_  
for Director of Human Resources

\_\_\_\_\_  
Date

## IV. Record For Finance Office

| <i>PAYMENTS</i>     | <i>CHANGE</i>     | <i>EXISTING AMOUNT<br/>APPROVED</i> | <i>NEW AMOUNT<br/>APPROVED</i> | <i>(   /   /   -   /   /   )<br/>BACKPAY</i> |
|---------------------|-------------------|-------------------------------------|--------------------------------|--|
| Rent                | HK\$ _____        | HK\$ _____                          | HK\$ _____                     | HK\$ _____                                   |
| Rates               | HK\$ _____        | HK\$ _____                          | HK\$ _____                     | HK\$ _____                                   |
| Management Fees     | HK\$ _____        | HK\$ _____                          | HK\$ _____                     | HK\$ _____                                   |
| Car Park Charges    | HK\$ _____        | HK\$ _____                          | HK\$ _____                     | HK\$ _____                                   |
| Total Payments      | HK\$ _____        | HK\$ _____                          | HK\$ _____                     | HK\$ _____                                   |
| Furniture Allowance | HK\$ _____ /month |                                     | HK\$ _____                     | HK\$ _____                                   |

Family Status      Family / Married / Single

Housing Code:      06 PTA      A/D Type: 006  
                         08 PTA Staff in SSQ

PTA Approved Start Date: \_\_\_\_\_

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

Tenancy Period Start Date: \_\_\_\_\_

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

Prepared By: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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

Input By: \_\_\_\_\_

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