

#### **Rules on the Home Financing Scheme**

##### **Introduction**

1. The Home Financing Scheme for eligible staff of UGC-funded institutions is a housing benefit scheme modelled after the Civil Service Home Financing Scheme. It was introduced with effect from 1 October 1998 to replace the existing housing benefits of Quarters, Private Tenancy Allowance, Home Purchase Scheme and House Allowance. From the said date onward, the Home Financing Scheme is a condition of service and the only housing benefit for newly recruited appointees who are remunerated on or above USB 6/MPS 34 and are eligible for University housing benefits under the terms of their employment. For appointees who joined a UGC-funded institution before 1 October 1998 and have since been in continuous employment with any of the UGC-funded institutions without a break in service, the Home Financing Scheme is an option when they have reached the salary point qualified for the housing benefits of Quarters/Private Tenancy Allowance/House Allowance.
2. The rules for the prevention of double housing benefits as in line with those of the Civil Service will apply.
3. The Home Financing Allowance may be granted to an appointee by the University subject to the following rules. When circumstances which are not covered in the following rules arise, the University reserves the right to make reference to those of the Civil Service's Home Financing Scheme and to act accordingly.

##### **Interpretation**

4. In these rules, unless the context otherwise requires -

"accommodation" means residential land premises in Hong Kong including a maximum of two car parks (if any) rented in the name of an appointee and approved by the University for the appointee to receive an allowance under the Home Financing Scheme. Accommodation rented in the name of a company, even if the appointee is the proprietor of the company, will not be accepted.

"acquired a property" means that an appointee has become the owner of the property by way of an assignment.

"allowance" means a Home Financing Allowance granted under the Home Financing Scheme for eligible staff of UGC-funded institutions.

"break in service" refers to the circumstance whereby an appointee has ceased to be employed by any of the UGC-funded institutions, except where the cessation of employment is for a period of three months or less and the appointee has not taken up any employment during such period.

"co-owner" means an appointee and any other person who is either a joint tenant or tenant in common with the appointee of the property under the Home Financing Scheme and "co-ownership" will be interpreted accordingly.

"cost of property" means the cost of property stipulated in the title deed, purchase documents, valuation report or other documents acceptable to University.

"Home Ownership Scheme flat" includes flats sold under the Home Ownership Scheme and the Private Sector Participation Scheme administered by the Hong Kong Housing Authority, and the Flat for Sale Scheme and the Urban Improvement Scheme (only Urban Improvement Scheme flats completed before March 1981) administered by the Hong Kong Housing Society.

"mortgage loan" means a mortgage loan obtained in the name of an appointee from a lending institution secured against his property by a first legal charge or a first equitable mortgage.

"MPS" means the Civil Service Master Pay Scale.

"other housing benefits and housing related benefits" means housing benefits and housing related benefits provided by any one of the UGC-funded institutions including housing accommodation (except accommodation provided for operational reasons), Private Tenancy Allowance, House Allowance, Home Purchase Scheme, hotel accommodation, Furniture and Domestic Appliances (except in accommodation provided for operational reasons), Furniture and Domestic Appliances Allowances and any other housing benefits and housing related benefits that may be introduced in future.

"property" means a residential land property in Hong Kong including a maximum of two car parks (if any) acquired in the name of an appointee and approved by the University for the appointee to receive assistance under the Home Financing Scheme. Property acquired in the name of a company, even if the appointee is the proprietor of the company, will not be accepted. Adjoining independent domestic units cannot be accepted unless the conversion to one unit is approved by the relevant Government authorities.

"publicly-funded organization" means an organization, other than a commercially-run corporation where Government is an investor, which uses recurrent subvention to finance a housing benefit scheme or to support pay packages which contain a clearly identifiable housing benefit element. Examples of these organizations include all UGC-funded institutions, Consumer Council, Equal Opportunities Commission, Ex-Provisional Regional Council, Ex-Provisional Urban Council, Hong Kong Academy for Performing Arts, Hong Kong Arts Development Council, Hong Kong Council on Smoking and Health, Hong Kong Housing Authority, Hong Kong Productivity Council, Hong Kong Sports Development Board, Hong Kong Tourist Association, Hospital Authority, Legislative Council Commission, Office of the Ombudsman, Office of the Privacy Commissioner for Personal Data, organizations whose staff participated in the Mortgage Interest Subsidy Scheme administered by the Education Department, Prince Philip Dental Hospital and Vocational Training Council and any other organizations that may be designated by the Government in future.

"public rental housing flat" means a rental flat provided by the Hong Kong Housing Authority, Hong Kong Housing Society or Hong Kong Settlers' Housing Corporation.

"rate of allowance" means the rate of allowance applicable to a salary point on the scale of Home Financing Allowance as announced by the University from time to time.

"the scheme" means the Home Financing Scheme for eligible staff of the UGC-funded institutions.

"UGC-funded institutions" means City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Hong Kong Institute of Education, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong.

"USB" means University Salary Scale B.

"the University" means Hong Kong Baptist University.

Words importing the masculine gender shall include the feminine gender.

### **Eligibility Criteria**

5. An appointee who meets the following eligibility criteria may apply for the scheme -
  - a. the appointee is remunerated on or above USB 6/MPS 34 and is eligible for University housing benefits under the terms of his employment;
  - b. the appointee's spouse is not receiving a housing benefit provided by the Government or a publicly-funded organization or a private employer;
  - c. the appointee, if appointed before 1 October 1998, has since served continuously without a break in service, as defined under paragraph 4 above, in any of the UGC-funded institutions and has opted for entitlement under the scheme in accordance with the provisions of paragraphs 49 to 56 below;
  - d. the appointee or his spouse is not in receipt of public housing benefits and examples of receipt of public housing benefits are -
    - i. the tenant and/or authorized occupant of a public rental housing flat; or
    - ii. the registered owner and/or authorized occupant of a flat under the Home Ownership Scheme or the Sandwich Class Housing Scheme or the Tenant Purchase Scheme or the Buy-or-Rent Option which is still subject to resale restriction and the payment of a land premium, except where the appointee will be using the allowance under paragraph 14 below in respect of the same flat which is not acquired through the Civil Service Public Housing Quota arrangement; or
    - iii. the recipient of, or the crucial member of a family in receipt of, any monthly housing subsidy (including monthly subsidy under the Mortgage Subsidy Scheme, the Buy-or-Rent Option and the Home Purchase Loan Scheme) or outstanding Home Purchase Loan granted by the Hong Kong Housing Authority for the purchase of a property, except where the appointee will be using the allowance under paragraph 14 below in respect of the same property which is not acquired through the Civil Service Public Housing Quota arrangement; or
    - iv. the recipient of, or the crucial member of a family in receipt of, any outstanding Sandwich Class Housing Loan granted under the Sandwich Class Housing Loan Scheme administered by the Hong Kong Housing Society, except where the appointee will be using the allowance under paragraph 14 below in respect of the same property; or
    - v. the recipient of, or the crucial member of a family in receipt of, an outstanding loan granted under the Hong Kong Housing Society's Home Starter Loan Scheme, except where the appointee will be using the allowance under paragraph 14 below in respect of the same property.
  - e. the appointee or his spouse or his ex-spouse (during their marriage) has not received assistance for an aggregate period of 120 months from schemes which provide assistance for acquiring privately-owned accommodation, or which provide assistance for a specified entitlement period either for renting or for acquiring accommodation, under the terms of the appointee's or his spouse's or his ex-spouse's employment in the Government or a publicly-funded organization;
  - f. the appointee or his spouse or his ex-spouse (during their marriage), has not taken a legal title through accepting the first assignment of a lease to a flat and land which belonged to a Government's Civil Servants' Co-operative Building Society (except Wah Yuen Chuen and Shatin Lodge) or a Government Built Housing Scheme, and of which Society or Scheme the appointee or his spouse or his ex-spouse (during their marriage) was a member or

underlessee immediately prior to such assignment, except if the appointee or his spouse or ex-spouse (during their marriage) became a member of a Government's Civil Servants' Co-operative Building Society or underlessee of a Government Built Housing Scheme through beneficial succession, or inherited the flat and land after the assignment, provided that the appointee or his spouse is exempted from living in such a flat; and

- g. the appointee or his spouse has not ceased to be eligible for any reason to receive benefits under the scheme.
6. An appointee in receipt of assistance under the scheme shall, within 14 days, report to the University any changes in his eligibility for receiving an allowance under the scheme.

### **Assistance under the Scheme**

#### *Duration*

7. Subject to paragraph 8 below, an eligible appointee may receive a monthly allowance for a maximum aggregate period of 120 months.
8. If an appointee or his spouse or his ex-spouse (during their marriage) has, under the terms of his/his spouse's/his ex-spouse's employment in the Government or a publicly-funded organization, received assistance from schemes which provide assistance for acquiring privately-owned accommodation or which provide assistance for a specified entitlement period either for renting or for acquiring accommodation, then the appointee's entitlement period under the scheme will be reduced by such period of assistance already received. (See paragraph 58 below.)

#### *Rate of Allowance*

9. On admission to the scheme, an appointee may receive an allowance up to the rate applicable to his substantive salary point on the scale of allowance prevailing on the date of his commencement to receive the allowance. He (and his spouse, if an appointee of a UGC-funded institution) shall remain on the same scale of allowance rates throughout the entitlement period irrespective of whether the allowance is used for purchasing property or renting accommodation. The scale of allowance rates shall remain unchanged throughout the entitlement period even for cases of change of property/accommodation. He shall however be eligible for a higher rate of allowance on the same scale of allowance from which he receives the benefits as he advances in his pay scale.
10. The rates of allowance are fixed against salary points on the Civil Service Master Pay Scale and Directorate Pay Scale.

#### *Use of Allowance*

11. Subject to the approval of the University, the assistance under the scheme may be used by an appointee for either:
  - a. *purchasing a property* in the form of acquiring a new property, or financing the outstanding balance of a mortgage loan on a property already acquired by him, or refinancing a property already acquired by him (see also paragraphs 19 to 22 below); or
  - b. *renting an accommodation*.

An appointee receiving an allowance to rent an accommodation may subsequently apply to use the allowance for purchasing property for the remaining balance of his entitlement period. An appointee who has commenced to receive an allowance for purchasing property may not however subsequently use the allowance for renting accommodation throughout his entitlement period except as provided for in paragraph 25 below.

### **Purchasing a Property under the Scheme**

### *The Property*

12. An appointee may apply for assistance under the scheme to acquire a residential land property in Hong Kong which is subject to a current mortgage or other similar purchase arrangements acceptable to the University.
13. An appointee may apply for assistance under the scheme in respect of a property in respect of which he is the sole registered owner or the prospective purchaser; or in respect of which he is a registered or prospective co-owner, either as a joint tenant or tenant in common.
14. An appointee may apply for assistance under the scheme to acquire a flat under the Buy-or-Rent Option or the Home Ownership Scheme or the Home Purchase Loan Scheme or the Sandwich Class Housing Scheme or the Sandwich Class Housing Loan Scheme or the Tenant Purchase Scheme or the Home Starter Loan Scheme or the Wah Yuen Chuen or Shatin Lodge Co-operative Building Society. In the case of the receipt of any monthly housing subsidy (including monthly subsidy under the Mortgage Subsidy Scheme, the Buy-or-Rent Option and the Home Purchase Loan Scheme) or outstanding Home Purchase Loan granted by the Hong Kong Housing Authority for the purchase of a property, the total allowance received by the appointee including the monthly subsidy should not exceed the monthly mortgage instalment for the property.

### *The Allowance*

15. The allowance for purchasing a property shall comprise an accountable part and a non-accountable part.
16. 50% of the allowance received by an appointee is accountable. The other 50% of the allowance is non-accountable.
17. The accountable part of the allowance shall be used for repaying the mortgage loan on a local residential property.
18. The allowance payable to an appointee shall be twice the amount of the actual mortgage repayment, or his entitled rate of allowance, whichever is the lesser. (See also paragraph 65 below.) If the monthly mortgage repayment is less than 50% of an appointee's entitled rate of allowance, the non-accountable allowance payable to him shall be reduced proportionally.

### *The Mortgage Loan*

19. An appointee shall not increase the outstanding mortgage loan of the property in respect of which he is receiving assistance under the scheme.
20. An appointee may change the monthly mortgage repayment amount or mortgage repayment period of the property for which he is receiving assistance under the scheme provided that the provision in paragraph 19 above is met. He shall report such changes with supporting documents to the University within 14 days.
21. The manner of repayment of the mortgage shall normally be by equal monthly instalments in Hong Kong dollars, unless with the prior approval of the University.
22. An appointee shall not obtain an additional mortgage loan or any other facilities against the property in respect of which he is receiving assistance under the scheme unless he has obtained exceptional approval from the University. Such approval, if given, will be on the condition that the additional mortgage loan account shall be separate from the mortgage loan account into which the allowance is paid.

### *Change of Property*

23. An appointee receiving an allowance may apply to change property. He shall apply in writing to the University for approval-in-principle if he wishes to change property before he sells or completes the mortgage repayment of his existing property. After obtaining an approval-in-principle to change property, he shall submit a "*Home Financing Scheme - Formal Application for Home Financing Allowance*" within six months.

24. The second property shall not be a property in respect of which the appointee or his spouse has previously received assistance under the scheme.
25. An appointee who has commenced to receive an allowance for purchasing property and has obtained approval from the University to change property under paragraph 23 above may submit a "Home Financing Scheme - Application for Home Financing Allowance (Mortgage to Rent)" for renting an accommodation in Hong Kong starting from the date of cessation of ownership of the appointee's existing property. (See paragraphs 28 to 31 below.) Unless the appointee has obtained prior approval from the University for an extension, the renting period shall not exceed six months. The University may recover part or all of the allowance granted to the appointee for such renting purpose if the appointee subsequently fails to purchase another property or cannot produce evidence of his intention to do so. The allowance the appointee receives for renting accommodation during the period shall count towards the appointee's 120-month maximum entitlement period. Thereafter, the allowance shall be used for repaying the mortgage loan on a local residential property for the remainder of his entitlement period. (See also paragraph 46 below.)
26. Where an appointee has sold his existing property or redeemed the mortgage before purchasing another property and where the allowance is not used to rent an accommodation during the break in period, his allowance shall be suspended during the break in period. Unless the appointee has obtained prior approval from the University, the break in period shall not exceed six months. The break shall not count towards the appointee's 120-month maximum entitlement period. (See also paragraph 46 below.)

#### *Change of Titleship*

27. An appointee must obtain prior approval in writing from the University before he effects any change to the title of a property in respect of which he is receiving an allowance under the scheme. He shall report to the University within 14 days after the actual change of titleship.

#### **Renting an Accommodation under the Scheme**

28. An appointee may apply for assistance under the scheme to rent an accommodation in Hong Kong if he has not already commenced to use the allowance for purchasing property, or, if he has already commenced to use the allowance for purchasing property, in circumstances as provided for under paragraph 25 above.

#### *The Allowance*

29. The allowance for renting an accommodation will be 100% accountable. The allowance payable to an appointee will be the actual cost of renting accommodation, or his entitled rate of allowance, whichever is the lesser. (See also paragraph 66 below.)
30. The following items shall be accepted for counting towards the monthly cost of renting local accommodation -
- i. rent of the accommodation;
  - ii. rent of car park;
  - iii. rates for the accommodation/car park; and
  - iv. management fees charged on the accommodation/car park.

#### *The Accommodation*

31. An appointee may not claim the allowance in respect of a leased accommodation owned by himself, his spouse and/or a relative of either himself or his spouse, or in which he, his spouse or any relative of himself or his spouse has an interest. "Relative" here includes (a) parents, (b) brothers, sisters, and their spouses, and (c) children and their spouses. An "interest" is defined as (a) a beneficial

interest under a trust; or (b) a direct or indirect interest in; or (c) being a director or a shareholder of a company (other than a company the shares of which are quoted at The Hong Kong Stock Exchange) which (i) is the registered proprietor of the leased accommodation; or (ii) has a subsidiary company which is the registered proprietor of the leased accommodation; or (iii) is the shareholder of another company which is the registered proprietor of the leased accommodation.

### *Change of Accommodation*

32. An appointee who wishes to change to a new accommodation upon or before lease expiry, or to renew or extend the lease of an existing accommodation is required to obtain prior approval from the University by submitting a fresh *"Home Financing Scheme - Formal Application for Home Financing Allowance"* at least two months in advance.

### *Payment of the Allowance*

33. The allowance shall commence to be payable to an eligible appointee as from -

- a. the date of approval-in-principle for him to join the scheme (or the date of formal approval if an Initial Application and a Formal Application are submitted concurrently); or
- b. the date he/his spouse relinquishes any other housing benefits and housing related benefits received by him/his spouse; or
- c. the date of commencement of a lease on local accommodation, or a mortgage on a local property (i.e. the date on which interest on the mortgage loan starts to accrue),

whichever date comes last or a later date within the approval-in-principle period.

34. Subject to paragraph 8 above, the allowance shall be payable monthly, for a maximum aggregate period of 120 months during an appointee's service with the University, irrespective of whether such service is broken, or until -

- a. cessation of renting accommodation approved under the scheme (except where he has obtained approval from the University to change to another accommodation or purchase a property); or until
- b. disposal of property, completion of mortgage repayment or redemption of mortgage on a property approved under the scheme (except where he has obtained approval from the University to change property); or until
- c. he leaves the service on retirement or for whatever reason; or until
- d. he ceases to be eligible for the allowance for whatever reason,

whichever date comes first.

35. The allowance payable to an appointee shall be credited monthly in arrears to his salary account.
36. The allowance for the last 30 days of the tenancy agreement, or the mortgage loan, or an appointee's entitlement or his service, whichever date comes first, shall be payable upon production of rental receipts or documentary proof showing that the rental or mortgage repayment for the period is made. Appointees should make their own payment arrangements for this period and submit the necessary documents to the University for reimbursement.
37. An appointee shall give written consent to his lending institution providing the mortgage loan to him -
- a. to supply information on his mortgage loan account to the University as and when required; and

- b. to notify the University in writing within 14 days after the actual date of completion of his mortgage loan.
- 38. The appointee shall provide information/evidence on repayment of his mortgage loan or cost of renting accommodation as and when required by the University.
- 39. Renting of accommodation or repayment of a mortgage loan on a property is a matter between the appointee and his landlord/other parties concerned or his lending institution. The University is not a party to such an arrangement. The appointee shall be personally responsible for payment of the actual cost of renting accommodation to his landlord/other parties concerned or actual mortgage repayment on his property to his lending institution.
- 40. Where there is part payment of an allowance in a month due to whatever reasons, the period for which the allowance is payable shall count as part of a month towards an appointee's maximum entitlement period of 120 months.

#### **Increase / Decrease in the Allowance**

- 41.
  - a. If an appointee is entitled to an increase in allowance due to incremental progression or promotion, the adjustment will be initiated by the University. Where a change in an appointee's salary occurs on a day other than the first day of a month and results in a change of the rate of the allowance, his entitlement to the allowance in respect of that month shall be determined on a pro-rata basis.
  - b. Except as provided for under paragraph 41(a) above and other than cases of change of property/accommodation as provided for under paragraphs 23 and 32 above, an appointee who is entitled to an increase in allowance (e.g. due to changes in monthly mortgage repayment) shall submit a *"Home Financing Scheme - Application for Adjustment of Allowance"* to the University for such an increase.
- 42. The increased rate of allowance shall take effect from the date on which an appointee's entitled rate of allowance is changed; or from the date on which the cost of renting accommodation is changed; or in the case of acquired property, one month before the repayment due date of the revised mortgage instalment, whichever date comes last.
- 43. In the event that an appointee's entitlement to the allowance is decreased for whatever reasons, e.g. a decrease in the cost of renting local accommodation or repaying the mortgage loan on a property, he shall, within 14 days, report and refund any overpayment of the allowance to the University. The University shall be entitled to recover any overpayment by deduction from the appointee's salary or any monies due to him from the University.
- 44. The decreased rate of allowance shall take effect from the date on which an appointee's entitled rate of allowance is changed; or from the date on which the cost of renting accommodation is changed; or in the case of acquired property, one month before the repayment due date of the revised mortgage instalment, whichever date comes first.

#### **Cessation / Suspension of the Allowance**

- 45. An appointee shall, within 14 days, give notice to the University in the event of cessation of renting of accommodation, or cessation of ownership, mortgage or purchase agreement on a property in respect of which he is receiving an allowance. The allowance shall cease to be payable in respect of the accommodation/property with effect from the date of such cessation.
- 46. If an appointee has ceased to rent an accommodation, or disposed of the property or redeemed the mortgage of the property in respect of which he is receiving assistance under the scheme before he rents another accommodation or purchases another property, his allowance shall be suspended during the break in period. The break, limited to six months, shall not count towards the appointee's 120-month entitlement period. If the appointee does not submit a Formal Application for the allowance at the expiry of the six-month period, he is deemed to have left the scheme and shall



cease to be eligible for further assistance under the scheme unless he has obtained the prior approval of the University for an extension.

### **Retention of Allowance during No-pay Leave**

47. An appointee who is granted no-pay sick leave may continue to receive the allowance during the no-pay sick leave period.
48. An appointee who is granted no-pay leave other than as provided for under paragraph 47 above will cease to receive the allowance during the no-pay leave period unless prior approval is obtained from the University for continuation of the allowance during the no-pay leave period. The University shall consider each case on its individual merits.

### **Option for Staff Appointed before 1 October 1998**

*(only for appointees who joined the University or another UGC-funded institution before 1 October 1998)*

49. An appointee appointed to the service of any one of the UGC-funded institutions before 1 October 1998 and who has since served continuously in any of the UGC-funded institutions without a break in service may opt for entitlement under the scheme if he meets the criteria set out in paragraph 5 above.
50. The appointee must submit an "Option Form for Home Financing Scheme" upon or before the submission of his Formal Application for the scheme.
51.
  - a. For an appointee who was remunerated on or above USB 6/MPS 34 and was eligible for University housing benefits under the terms of his employment on 1 October 1998, the deadline for making the option is 30 September 2001.
  - b. For an appointee who has reached USB 6/MPS 34 and is eligible for University housing benefits under the terms of his employment after 1 October 1998, the deadline for making the option is 30 September 2001, or six months after he has reached the said salary point, or six months after the date of notification of his promotion to the said salary point or above if the promotion takes retrospective effect, whichever is the latest.
52. An appointee and his spouse who both work in the UGC-funded institutions should submit only one option for the scheme. Where an appointee and his spouse have different option deadlines, the earlier option deadline will apply to both of them. If only one of them is eligible for the option, the option deadline will apply to both of them. Once an appointee opts for the scheme, his spouse, if also an appointee of a UGC-funded institution, shall be deemed to have opted for the scheme.
53. An option for entitlement under the scheme, if accepted by University, is irrevocable.
54.
  - a. For an appointee whose option deadline falls on 30 September 2001, if he submits only the Option Form on or before the deadline, he (and his spouse, if an appointee of a UGC-funded institution) shall irrevocably forfeit his (and his spouse's) eligibility for all other housing benefits and housing related benefits with effect from the day following the option deadline, i.e. with effect from 1 October 2001.
  - b. If such an appointee also submits his Initial Application and Formal Application on or before his option deadline, he (and his spouse, if an appointee of a UGC-funded institution) shall irrevocably forfeit his (and his spouse's) eligibility for all other housing benefits and housing related benefits with effect from the day following the expiry of the option period, i.e. 1 October 2001, or the day he commences to receive the allowance, whichever is the earlier.
  - c. If an appointee fails to relinquish the other housing benefits and housing related benefits as required in paragraph 54(a) or (b) above, his entitlement period under the scheme will be

reduced by the period as from 1 October 2001 to the day before he actually relinquishes the benefits.

55.

- a. For an appointee whose option deadline falls on a date other than 30 September 2001, he (and his spouse, if an appointee of a UGC-funded institution) shall forfeit his (and his spouse's) eligibility for all other housing benefits and housing related benefits with effect from the day he submits his Option Form.
- b. If such an appointee also submits his Initial Application and Formal Application on or before his option deadline, he (and his spouse, if an appointee of a UGC-funded institution) shall irrevocably forfeit his (and his spouse's) eligibility for all other housing benefits and housing related benefits with effect from the day he submits his Option Form, or the day he commences to receive the allowance, whichever is the earlier.
- c. If an appointee fails to relinquish the other housing benefits and housing related benefits as required in paragraph 55(a) or (b) above, his entitlement period under the scheme will be reduced by the period from the date on which he is required to relinquish the benefits to the day before he actually relinquishes such benefits.

56.

- a. Where an appointee who is eligible under paragraph 49 above to opt for entitlement under the scheme has not submitted an Option Form during the option period, he (and his spouse, if an appointee of a UGC-funded institution) shall be eligible to apply for other housing benefits and housing related benefits provided under the terms of his or his spouse's employment.
- b. If such an appointee who has not opted for assistance under the scheme wishes to join the scheme subsequently, he may submit an Option Form together with an Initial Application and a Formal Application for the scheme after the option period. His application may be approved subject to the additional condition that his 120-month maximum entitlement period to the allowance shall be reduced by the number of calendar days between the day following the expiry date of the option period and the day before the date of commencement of payment of the allowance to him. This additional condition shall be applied without exception, irrespective of whether or not the appointee or his spouse has received any other housing benefits and housing related benefits before joining the scheme.

### **Application Procedures**

57. An appointee who meets the eligibility criteria under paragraph 5 above may submit a "*Home Financing Scheme - Initial Application for Home Financing Allowance*", and an "*Option Form for Home Financing Scheme*" if he was appointed before 1 October 1998 and has not exercised his option for the scheme. He can also submit an Option Form later together with his Formal Application for the scheme as in paragraph 60 below.
58. In submitting an Initial Application, an appointee shall declare and submit documentary evidence showing the period of housing assistance already received by him and /or his spouse and /or his ex-spouse (during their marriage) under the terms of his or his spouse's or his ex-spouse's employment in the Government or a publicly-funded organization. (See paragraph 8 above.)
59. Approval-in-principle to join the scheme will normally be given within three weeks from the date of receipt of the Initial Application.
60. After receipt of the approval-in-principle, the appointee shall submit a "*Home Financing Scheme - Formal Application for Home Financing Allowance*", and an "*Option Form for Home Financing Scheme*" (if applicable and if such form has not been submitted), together with the following documents to the University within 12 months from the date of approval-in-principle -
  - a. in the case of a rented accommodation, a copy of the stamped tenancy agreement showing the appointee as the tenant and a set of original receipts for the first month of payment of the allowance.

- b. in the case of an acquired property, a copy of the sale and purchase agreement for a newly purchased property or property under purchase to be followed by a Record of Owners issued by the Land Registry after the purchase is completed; *or* a copy of the Record of Owners for a property already acquired; *and* a copy of document from a lending institution showing the mortgage repayment terms.

Formal approval to join the scheme will normally be given within three weeks from the date of receipt of the Formal Application.

61. If a Formal Application is not received by the University within the 12-month time limit, the approval-in-principle shall lapse automatically. The appointee will have to submit another Initial Application to be followed by a Formal Application if he wishes to join the scheme later.
62. An appointee may submit an Option Form together with both an Initial Application and a Formal Application supported by the requisite documentary evidence as required in paragraph 60 above at the same time. Formal approval will normally be given within three weeks from the date of receipt of the applications.
63. An appointee who has been using the allowance to rent an accommodation is required to submit a fresh Formal Application if he subsequently wishes to use the allowance to acquire a property.

### **Co-ownership of Property / Co-renting of Accommodation**

64. An appointee eligible for the scheme may apply to rent an accommodation or purchase a residential property with not more than two other individuals.
65. If an appointee co-owns a property under the scheme with any person other than his spouse, the cost of the mortgage repayment is deemed to be shared by the appointee and the co-owners on the basis of their share of the property as shown in the title deed. The appointee's entitlement to the allowance rates shall be determined on the same basis.
66. If an appointee rents an accommodation with any person other than his spouse, the cost of renting accommodation shall be deemed to be equally shared by the co-tenants.

### **Live-in Requirement**

67. An appointee who is receiving an allowance for renting an accommodation or acquiring a property shall be required personally to live in that accommodation or property. This requirement is waived if the appointee has acquired an uncompleted property until the property is ready for occupation (the property is deemed to be ready for occupation one month from the date on which a mortgage/first legal charge on the property is executed); or the appointee is directed to live in post-tied quarters/accommodation for operation reasons; or the appointee is overseas on duty or approved leave.
68. An appointee shall not permit any person or corporate or unincorporate bodies to occupy the accommodation/property in respect of which he receives an allowance under the scheme in return for any financial reward.

### **Forfeiture of Housing Benefits**

69. An appointee who commences to receive an allowance shall immediately and irrevocably forfeit his eligibility for all other housing benefits and housing related benefits.
70. An appointee appointed before 1 October 1998 who opts for entitlement under the scheme is also subject to the provisions of paragraphs 54 and 55 on forfeiture of all other housing benefits and housing related benefits.
- 71.

- a. An appointee may receive assistance under the scheme to acquire a property under the Wah Yuen Chuen or Shatin Lodge Co-operative Building Society in respect of which he is a member. If he applies to change to another property which does not belong to these two Societies, he shall undertake to relinquish his membership within a specified period.
  - b. On the date the allowance ceases to be payable under paragraph 34 above, an appointee shall forfeit his eligibility to take up the membership referred to in paragraph 71(a) above, except where he is already a member on that date.
72. If the spouse of an appointee is also an appointee of a UGC-funded institution, the spouse shall also forfeit his eligibility for all other housing benefits and housing related benefits when the appointee commences to receive the allowance.
73. An appointee who has commenced to receive an allowance before leaving the University's service and subsequently re-joins the University or joins any one of the other UGC-funded institutions shall be subject to the following conditions on re-joining the scheme -
- a. he may re-join the scheme if he meets the eligibility criteria under paragraph 5 above on employment, but he will not be eligible for any other housing benefits and housing related benefits;
  - b. if he has previously received an allowance for less than an aggregate of 120 months, he may apply to receive the allowance for the balance of his 120-month maximum entitlement period provided that he has not yet forfeited his eligibility for further assistance under the scheme (e.g. by redeeming his mortgage before the expiry of his entitlement without changing to another property within the specified period);
  - c. he shall receive an allowance from the same scale of rates as applicable to him before he left the University; and
  - d. if he has previously received an allowance for an aggregate of 120 months, he shall not be eligible for any allowance under the scheme.
74. The provisions of paragraph 73 above will also apply to an appointee on re-joining the University's service if his spouse has commenced to receive an allowance during his previous service.

### **Married Appointees**

75. For a couple (including separated appointees) who both work in the UGC-funded institutions and who are eligible for the scheme in their own right, either spouse may apply for the scheme. Under no circumstances shall both spouses receive assistance under the scheme concurrently.
76. An appointee whose spouse is receiving assistance under the scheme may apply in writing to transfer such assistance to him on the following conditions:
- a. he shall receive an allowance from the same scale of rates as applicable to his spouse immediately before the transfer;
  - b. the total period of allowance received by the appointee and his spouse shall not together exceed an aggregate of 120 months counting from the commencement date of payment of the allowance to either the appointee or his spouse, whichever date is the earlier; and
  - c. the appointee or his spouse shall not increase the outstanding mortgage loan of the property under the scheme upon transfer of such assistance.

### **Change in Marital Status**

77. An appointee in receipt of assistance under the scheme shall, within 60 days, report to the University any change in his marital status.
78. An appointee in receipt of assistance under the scheme shall be required, upon marriage, to opt within 60 days of the date of his marriage either for the same assistance under the scheme provided to him or for housing benefits provided by his spouse's employer. If the appointee fails to exercise his right of option within the said time limit, with effect from the day following the expiry date of the option period, the appointee shall be deemed to have opted to continue to be provided with

assistance under the scheme. If the spouse is employed by the University or the Government or another publicly-funded organization, the spouse shall, with effect from the same date, be deemed to have forfeited any housing benefits that may be provided under the terms of his employment.

79. If a couple who both work in the UGC-funded institutions and who are both receiving housing benefits before marriage fail to make the option on the expiry of the option period as required in paragraph 78 above, whoever of the two commenced to receive housing benefits earlier shall be deemed to have opted to continue to receive such benefits for the couple upon marriage.
80. For a couple who both work in the UGC-funded institutions and who are divorced during the period when they are receiving assistance under the scheme, both appointees, if eligible for the scheme in their own right, may apply to receive separately an allowance for the remainder of their 120-month maximum entitlement period.
81. If an appointee, after joining the scheme, co-owns the property or rents an accommodation under changed circumstances with a person who is not his spouse, he shall only receive an allowance as determined in the manner set out in paragraphs 64 to 66 above and he shall repay any overpayment to the University.

### **Penalties**

82. Appointees receiving assistance under the scheme should be thoroughly acquainted with and observe all the rules on the scheme. If an appointee secures assistance under the scheme by misrepresentation or does not comply with its rules, he will be subject to -
  - a. disciplinary and/or legal proceedings;
  - b. full repayment of any allowances granted to him under the scheme with interest at a rate as determined by the University;
  - c. cessation of assistance under the scheme, with or without deduction of entitlement period; and
  - d. disqualification from the scheme and other housing benefits.

### **Discretion of the University**

83. The University shall have the absolute right and discretion to -
  - a. demand relevant information and documents from the appointee and his lending institution;
  - b. recover any allowance overpaid to the appointee from the appointee's salary or any monies due for whatever reason to the appointee or his estate from the University;
  - c. conduct inspections to the accommodation/property under the scheme to check on the compliance with the live-in requirement at all reasonable times;
  - d. give exceptional approvals;
  - e. attach conditions it deems necessary while giving approvals;
  - f. refuse applications for assistance under the scheme or discontinue the assistance under the scheme; and
  - g. amend, apply and interpret these rules.
84. In the event of any dispute in the application or interpretation of these rules, the decision of the University shall be final.

**Home Financing Scheme  
Initial Application for Home Financing Allowance****Notes**

1. Applicants should read the "Rules on the Home Financing Scheme" carefully before completing this form.
2. Please ensure that Parts I to IV are completed in full and that required documents including the "Statement in Respect of Housing Benefits" are attached. The information provided will be used by the Human Resources Office for determining the applicant's eligibility for the Home Financing Scheme.

**I. Particulars of Applicant**

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
2. Staff ID Card No.: \_\_\_\_\_
3. Post: \_\_\_\_\_
4. Department/Office: \_\_\_\_\_
5. Contact Phone No.: \_\_\_\_\_
6. Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed
7. Previous employment with the Hong Kong Government and/or publicly-funded organizations:  
☐ No  
☐ Yes (please provide details on department or name of organization, post and period of employment to be attached to the "Statement in Respect of Housing Benefits" form.)

**II. Particulars of Spouse / Ex-spouse(s)**

(Must be completed by all applicants except those of single marital status. Please use separate sheet to supply particulars if the spaces below are insufficient)

**Spouse**

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
2. Hong Kong ID Card No.: \_\_\_\_\_
3. Occupation: \_\_\_\_\_
4. Name and Address of Current Employer: \_\_\_\_\_  
\_\_\_\_\_
5. Previous employment with the Hong Kong Government and/or publicly-funded organizations, if any:  
☐ No  
☐ Yes (please provide details on department or name of organization, post and period of employment to be attached to the "Statement in Respect of Housing Benefits" form.)

**Ex-spouse(s)** [only if the ex-spouse(s) has / have ever been employed in the Hong Kong Government and/or other publicly-funded organization when married with the applicant].

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
2. Hong Kong ID Card No.: \_\_\_\_\_
3. Previous employment with the Hong Kong Government and/or publicly-funded organizations, if any:  
☐ No  
☐ Yes (please provide details on department or name of organization, post and period of employment to be attached to the "Statement in Respect of Housing Benefits" form.)

\* Delete as appropriate

☐ Tick as appropriate

### III. Particulars of Current Accommodation

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

Type of accommodation / housing benefits (*Please tick as appropriate*):

- ☐ Staff Quarters provided by the \* University / other publicly-funded organizations
- ☐ Privately rented accommodation - subsidized by the University in the form of Private Tenancy Allowance
- ☐ Home \* Purchase / Financing Scheme (*please specify no. of installments drawn below*) @
- ☐ Private unsubsidized accommodation
- ☐ Housing benefits provided by the spouse's employer
- ☐ Public rental housing units
- ☐ Flat under the \* Civil Servants Co-operative Building Society / Government Built Housing Schemes
- ☐ Home Ownership Scheme / Sandwich Class Housing Scheme
- ☐ Sandwich Class Housing Loan Scheme
- ☐ \* Mortgage / Home Loan Interest Subsidy Scheme of \* Education Department / Hospital Authority (*please specify no. of installments drawn below*) @
- ☐ \* Home Purchase Loan Scheme / Home Starter Loan Scheme granted by \* Hong Kong Housing Society / Hong Kong Housing Authority (*please specify no. of installments drawn below*) @
- ☐ Others (please specify details)

@ Period of entitlement for housing benefits drawn above: \_\_\_\_\_ to \_\_\_\_\_  
(DD/MM/YY) (DD/MM/YY)

My spouse's current accommodation:

- ☐ is the same as mine
- ☐ is different from mine. Details:

#### IV. Declaration and Undertaking

1. I declare that
  - (i) I have read the "Rules on the Home Financing Scheme" and the "Rules on Prevention of Double Housing Benefits" and will accept and observe the terms and conditions contained therein.
  - (ii) the information given by me in the "Statement in Respect of Housing Benefits" relating to my/and my spouse's/ex-spouse's claim histories for housing benefits is correct.
2. I understand that
  - (i) if my application is approved, I shall submit a formal application (HRO/HSG/F15B) within 12 months from the date of approval-in-principle;
  - (ii) if I give false or incorrect information in this application or withhold any material information, I shall be liable to refund all or part of the benefits received, and/or to disqualification from all forms of housing benefits provided by the University, and/or to disciplinary proceedings/legal action; and
  - (iii) the personal data provided in this application can be used by the University in activities relating to the administration of housing benefits and housing related benefits and may be disclosed to other connected bodies for such purpose;
3. I undertake to notify the Human Resources Office within 14 days should there be any change in the foregoing particulars that may affect my eligibility for the University housing and housing-related benefits.

Signature of Applicant

Date \_\_\_\_\_

~~End of Application -~~



**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**

**HRO/HSG/F15A**

**Home Financing Scheme**  
**Initial Application for Home Financing Allowance**

**V. Notification to Staff** (to be completed by Human Resources Office)

To: \_\_\_\_\_ Department/Office: \_\_\_\_\_

1. Based on the information given in Parts I to IV and in the “Statement in Respect of Housing Benefits” and the records in the Human Resources Office, this is to certify that you \* **are/are not** eligible to join the Home Financing Scheme.
2. Approval-in-principle is given for your Initial Application for Home Financing Allowance. Please note that you are required to submit to the Human Resources Office a Formal Application together with the required documents within 12 months, i.e. on or before \_\_\_\_\_. If a Formal Application is not received within the 12-month time limit, the approval-in-principle shall lapse automatically. If you subsequently wish to join the Scheme, you have to submit a fresh Initial Application.
3. Please also note that in the event of any change of your personal particulars, such as marital status, which may affect your eligibility for the University’s housing benefits, you need to inform the Human Resources Office as soon as possible so that a revised notification can be issued where necessary.

Signature: \_\_\_\_\_  
for Director of Human Resources

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

\* Delete as appropriate





# HONG KONG BAPTIST UNIVERSITY

Human Resources Office

HRO/HSG/F15B

## Home Financing Scheme Formal Application for Home Financing Allowance

### Notes

1. Applicants should read the "Rules on the Home Financing Scheme" carefully before completing this form.
2. Please ensure that Parts I to IV have been completed in full and that required documents are attached. The information provided will be used by the Human Resources Office and related office(s) for the purpose of considering the grant of Home Financing Allowance.

### I. Particulars of Applicant

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
2. Staff ID Card No.: \_\_\_\_\_
3. Post: \_\_\_\_\_
4. Department/Office: \_\_\_\_\_
5. Contact Phone No.: \_\_\_\_\_

### II. Details of Application

1. I hereby apply for Home Financing Allowance with effect from \_\_\_\_\_ (DD/MM/YY).
2. This application is for:
  - ☐ renting an accommodation \*and carpark (please go to 3 below)
  - ☐ purchasing a residential property \*and carpark (please go to 4 below)
  - ☐ purchasing a residential property \*and carpark **upon change of property** (please go to 4 below)
  - (i) Address of Premises: \_\_\_\_\_
  - (ii) Address of Carpark: \_\_\_\_\_
3. Terms of **Rented Accommodation**: (Please attach a copy of stamped lease agreement.)
  - (i) Leased Period: From \_\_\_\_\_ to \_\_\_\_\_ (DD/MM/YY) for \_\_\_\_\_ months
  - (ii) Monthly Rental: HK\$ \_\_\_\_\_ /month
 

Inclusive of	Exclusive of	Items		
<input type="checkbox"/>	<input type="checkbox"/>	Rates	HK\$ _____	/month
<input type="checkbox"/>	<input type="checkbox"/>	Management Fees	HK\$ _____	/month
<input type="checkbox"/>	<input type="checkbox"/>	* One/two Car Park(s)	HK\$ _____	/month
Total Amount Paid:			HK\$ _____	/month
  - (iii) Size of property: \_\_\_\_\_ \* sq.m./sq.ft. (\* Gross/Net)
  - (iv) The rented flat is \* unfurnished / partially furnished / fully furnished.
  - (v) Name and Address of Landlord of flat & Carpark \_\_\_\_\_
  - (vi) Vehicle Owner: ☐ Self ☐ Spouse Vehicle Owner Registration No.: \_\_\_\_\_

\* Delete as appropriate

☐ Tick as appropriate

4. Particulars of **Purchased Property**:

## (i) Ownership:

- ☐ wholly owned by myself
- ☐ co-owned with my spouse and my share is \_\_\_\_\_ %
- ☐ co-owned with \_\_\_\_\_ (Name) and my share is \_\_\_\_\_ %

## (ii) (a) Assignment \*was/will be completed with vacant possession delivered on \_\_\_\_\_ (DD/MM/YY)

(b) **(For a property under construction)**

Sale and Purchase Agreement was completed on \_\_\_\_\_ (DD/MM/YY)

Property will be ready for possession on or before \_\_\_\_\_ (DD/MM/YY)

## (iii) Details of mortgage loan:

(a) Amount of mortgage loan: HK\$ \_\_\_\_\_

## (b) Monthly repayment:

☐ Fixed amount of HK\$ \_\_\_\_\_ /month (Total # of installments may vary)☐ Fixed period of \_\_\_\_\_ installments (Amount may vary) and amount to be paid in the next installment is HK\$ \_\_\_\_\_

(c) Due date of 1st repayment (for new mortgage): \_\_\_\_\_ (DD/MM/YY)

(d) Expected date of final payment \_\_\_\_\_ (DD/MM/YY)

(e) No. of outstanding installments: \_\_\_\_\_

## 5. Documents to be submitted:

- ☐ Undertaking or documents showing that the applicant's spouse will relinquish/has relinquished his/her housing benefits provided by his/her present employer (if applicant's spouse is receiving housing benefits from his/her employer prior to this application).
- ☐ Undertaking or documents showing that the applicant and/or his/her spouse will surrender/has surrendered public housing benefits (if the applicant and/or his/her spouse has received public housing benefits prior to this application).
- ☐ A copy of stamped tenancy agreement for renting of accommodation.

**For purchase of property:-**

- ☐ Certified true copy of Sale & Purchase Agreement
- ☐ Certified true copy of Record of Owner (The applicant should be shown as Owner of the Property in the document.)
- ☐ Certified true copy of loan confirmation letter from the lending institution
- ☐ Up-to-date repayment schedule from the lending institution

**III.Updating of Personal Data**

In case there is a change in your residential address, your personal data in the Human Resources Office will accordingly be updated. Please indicate if you would also like to update your correspondence address in the Human Resources Office record:

- ☐ Yes ☐ No

**IV. Declaration and Undertaking**

## 1. I declare that

- (i) I have read the "Rules on the Home Financing Scheme" and the "Prevention of Double Housing Benefits Rules" and will accept and observe the terms and conditions contained therein.
- (ii) the information given by me in the "Initial Application for Home Financing Allowance (HFA)" and in the "Statement in Respect of Housing Benefits" relating to my/and my spouse's claim histories for housing benefits remains correct;
- (iii) the leased property stated in this application (if applicable) is not owned directly or indirectly by myself and/or my spouse and/or any immediate relatives of either myself or my spouse. [Immediate relatives include (a) parents, (b) brothers, sisters and their spouses and (c) children and their spouses.] I do not have direct or indirect financial interest of any form in the property.

## 2. I understand that

- (i) if my application is approved, the allowance payable to me under the Scheme will be credited to me through the payroll system, and I shall be responsible for maintaining the monthly mortgage repayments to the lending body or payment of rent to the landlord, and shall produce documentary proof to the satisfaction of the University that I have done so;

- (ii) if my application is approved, I shall irrevocably forfeit other kinds of housing benefits that I and my spouse may otherwise be eligible for now or in future in accordance with the stipulations in the Rules on the Home Financing Scheme;
- (iii) I shall live in the property rented/acquired under the Home Financing Scheme;
- (iv) if I give false or incorrect information in this application or withhold any material information, I shall be liable to refund all or part of the benefits received, and/or to disqualification from all forms of housing benefits provided by the University, and/or to disciplinary proceedings/legal action; and
- (v) the personal data provided in this form can be used by the University in activities relating to the administration of housing benefits and housing related benefits and may be disclosed to other connected bodies for such purpose.
3. I undertake to notify the Human Resources Office within 14 days should there be any change in the foregoing particulars that may affect my eligibility for the University housing benefits or this Housing Scheme. I also authorize the University to deduct from my payroll any overpayment made by the University in respect of my Home Financing Allowance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

- End of Application -

**V. Certification of Entitlement/Resolution** *(to be completed by Human Resources Office)*

1. This is to certify that the information given by the applicant in Parts I to III has been verified against human resources records and the applicant **\* is/is not** eligible to join the Home Financing Scheme.
2. Housing benefits the applicant currently enjoys:
- ☐ University quarters
- ☐ Private Tenancy Allowance
- ☐ Home Purchase/Financing Scheme:  
(No. of outstanding entitlements: \_\_\_\_\_ as at \_\_\_\_\_)  
(History of Claim: from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_)  
(Date) (Date) (Organization)
- ☐ Housing Allowance
- ☐ Others
- ☐ Nil
3. The application is approved with the following details:
- (i) Current Salary of Applicant: HK\$ \_\_\_\_\_/month
- (ii) Corresponding HFA Rate: HK\$ \_\_\_\_\_ (Scale Year \_\_\_\_\_)
- (iii) Effective Date of Entitlement: \_\_\_\_\_ (DD/MM/YY), or from the date the applicant and/or his/her spouse relinquishes other housing and/or housing related benefits, whichever is later.
- (iv) No. of Months of Entitlement for HFA: up to \_\_\_\_\_
- (v) *(For purchase of property)*  
Amount of HFA Payable: HK\$ \_\_\_\_\_/month or twice the amount of the actual mortgage repayment, whichever is the lesser.
- (vi) *(For renting of accommodation)*  
Rental approved: HK\$ \_\_\_\_\_/month
- | <u>Inclusive</u>         | <u>Exclusive</u>         |                               |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Rates                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Management Fee                |
| <input type="checkbox"/> | <input type="checkbox"/> | Hire of * One/two Car Park(s) |
- Commencing Amount of HFA Payable: HK\$ \_\_\_\_\_/month

Signature: \_\_\_\_\_  
for Director of Human Resources

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

**VI. Record of Finance Office**

1. Effective Date of Entitlement: \_\_\_\_\_
2. No. of Months of Entitlement for HFA: \_\_\_\_\_
3. ☐ Amount of monthly mortgage payment: HK\$ \_\_\_\_\_  
☐ Amount of mortgage loan: HK\$ \_\_\_\_\_  
 (For renting of accommodation)  
☐ Amount of rental: HK\$ \_\_\_\_\_
4. Commencing Amount of HFA Payable: HK\$ \_\_\_\_\_ (lower of maximum entitlement or  
 a. 100% actual rental or  
 b. 2 x actual mortgage payment)

Account charged: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Input by: \_\_\_\_\_ Date: \_\_\_\_\_

**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**



HRO/HSG/F15B

**Home Financing Scheme**  
**Formal Application for Home Financing Allowance**

**VII. Notification to Staff** (to be completed by Human Resources Office)

To: \_\_\_\_\_ Department/Office: \_\_\_\_\_

1. This is to inform you that approval is given for your formal application for Home Financing Allowance.
2. In connection with the approval, you are advised to note the following:
  - ☐ You are required personally to live in the \* purchased property/rented accommodation in respect of which you are receiving the Home Financing Allowance except in the case where approval has been given by the University to waive the live-in requirement (for completed property or rented accommodation).
  - ☐ Since you have purchased an uncompleted property, the live-in requirement is waived until your purchased property is ready for occupation (the property is deemed to be ready for occupation one month from the date on which a mortgage/first legal charge on the property is executed). Please notify the Human Resources Office by completing the attached "Change/Update of Personal Data" when you move in the purchased property so as to update our human resources records.
  - ☐ Please submit a Record of Owners issued by the Land Registry within 3 months after the purchase is completed.

Signature: \_\_\_\_\_  
for Director of Human Resources

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

\* Delete as appropriate

☐ Tick as appropriate

## HONG KONG BAPTIST UNIVERSITY

### Rates of Home Financing Allowance (HFA)

Government salary point (for reference)	Monthly Home Financing Allowance (w.e.f. 1.4.2025) (HK\$)
<b><i>D2-5</i></b> (\$194,825 - \$281,035)	<b>45,460</b>
<b><i>MPS 45-D1</i></b> (\$127,700 - \$179,425)	<b>40,400</b>
<b><i>MPS 41-44B</i></b> (\$106,155 - \$132,275)	<b>28,630</b>
<b><i>MPS 38-40</i></b> (\$93,255- \$101,775)	<b>25,250</b>
<b><i>MPS 34-37</i></b> (\$82,330 - \$89,170)	<b>21,880</b>

***Note :***

Where a staff member's salary on the University Salary Ranges falls between two points on the Government Directorate/Master Pay Scales, the rate of HFA shall be based on that of the nearest lower point on the Government Directorate/Master Pay Scales.



Home Financing Scheme  
Application for Change of Property

**Notes**

- To apply for change of property under the Home Financing Scheme, please complete this form and pass it to the Human Resources Office for processing.*
- Applicant should obtain approval-in-principle to change property before he/she sells or completes the mortgage repayment of his/her existing property.*

**I. Particulars of Applicant**

- Name: \* Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
- Staff ID Card No.: \_\_\_\_\_
- Post: \_\_\_\_\_
- Department/Office: \_\_\_\_\_
- Office Phone No.: \_\_\_\_\_
- Current Residence: \_\_\_\_\_

**II. Application and Undertaking**

- I wish to apply for approval-in-principle from the University to change my existing property acquired under the Home Financing Scheme.
- I understand that
  - before I obtain the approval-in-principle from the University to change property, I should not sell or complete the mortgage repayment of my existing property;
  - I should submit a Formal Application for the Home Financing Scheme to the Human Resources Office within 6 months from the date of approval-in-principle granted by the University;
  - I should inform the Human Resources Office, within 14 days, from the date of cessation of ownership or mortgage repayment of my existing property;
  - the personal data provided in this form can be used by the University in activities relating to the administration of housing benefits and housing related benefits and may be disclosed to other connected bodies for such purpose.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\* Delete as appropriate

- End of Application -

**III. Notification to Staff** (to be completed by Human Resources Office)

- Please be informed that approval-in-principle is given for your request to change property under the Home Financing Scheme. This approval-in-principle is valid for six months as from \_\_\_\_\_.
- Please inform the Human Resources Office, within 14 days, from the date of cessation of ownership or mortgage repayment of your property and submit a Formal Application for the Home Financing Scheme to the Human Resources Office within 6 months from the date of approval-in-principle granted by the University.
- If you wish to rent accommodation during the period of approval-in-principle to change property, please also complete the "Application for Home Financing Allowance (Mortgage to Rent)" (HRO/HSG/F17).

Signature: \_\_\_\_\_  
for Director of Human Resources

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



# HONG KONG BAPTIST UNIVERSITY

## Human Resources Office

HRO/HSG/F17

### Home Financing Scheme (HFS) Application for Home Financing Allowance (Mortgage to Rent)

#### Notes

*A recipient of Home Financing Allowance who is given approval-in-principle to change property and who wish to rent accommodation in the 6-month transition period should complete Parts I to III of this form and return it to the Human Resources Office for processing.*

#### I. Particulars of Applicant

1. Name: \*Prof./Dr./Mr./Mrs./Ms./Miss \_\_\_\_\_
2. Staff ID Card No.: \_\_\_\_\_ 3. Post: \_\_\_\_\_
4. Department/Office: \_\_\_\_\_ 5. Contact Phone No.: \_\_\_\_\_
6. Current Residence: \_\_\_\_\_

#### II. Details of Application

1. I hereby apply for Home Financing Allowance with effect from \_\_\_\_\_ for renting accommodation  
\*and carpark at the following address.

(i) Address of Premises: \_\_\_\_\_

(ii) Address of Carpark: \_\_\_\_\_

2. Terms of Rented Accommodation:

(i) Leased Period: From \_\_\_\_\_ to \_\_\_\_\_ (DD/MM/YY) for \_\_\_\_\_ months

(ii) Monthly Rental: HK\$ \_\_\_\_\_ /month

<u>Inclusive of</u>	<u>Exclusive of</u>	<u>Items</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Rates	HK\$ _____	/month
<input type="checkbox"/>	<input type="checkbox"/>	Management Fees	HK\$ _____	/month
<input type="checkbox"/>	<input type="checkbox"/>	* One/two Car Park(s)	HK\$ _____	/month

Total Amount Paid: HK\$ \_\_\_\_\_ /month

(iii) Size of property: \_\_\_\_\_ \* sq.m./sq.ft. (\* Gross/Net)

(iv) The rented flat is \* unfurnished / partially furnished / fully furnished.

(v) Name and Address of Landlord of flat & Carpark \_\_\_\_\_

(vi) Vehicle Owner: ☐ Self ☐ Spouse Vehicle Owner Registration No.: \_\_\_\_\_

3. Documents to be submitted:

- ☐ A copy of tenancy agreement (all original rental receipts should be sent to the Finance Office before the 10<sup>th</sup> day of each month)
- ☐ Completed 'Statement in Respect of Housing Benefits' (HRO/HSG/F13)

#### III. Declaration and Undertaking

1. I declare that

- (i) I have read the "Rules on the Home Financing Scheme" and the "Rules on Prevention of Double Housing Benefits" and will accept and observe the terms and conditions contained therein;
- (ii) the information given by me in the "Statement in Respect of Housing Benefits" relating to my/and my spouse's claim histories for housing benefits is correct;

2. I understand that

- (i) I should submit a "Home Financing Scheme - Formal Application for Home Financing Allowance" (HRO/HSG/F15B) to the Human Resources Office within 6 months from the date of approval-in-principle to change property and the University may recover all of the allowance granted in connection with this application if I subsequently fail to purchase another property or cannot produce evidence of my intention to do so;

- (ii) if I give false or incorrect information in this application, I shall be liable to legal or disciplinary proceedings and/or disqualification from all forms of housing benefits provided by the University;
- (iii) the personal data provided in this form can be used by the University in activities relating to the administration of housing benefits and housing related benefits and may be disclosed to other connected bodies for such purpose.
3. I undertake to notify the Human Resources Office within 14 days should there be any change in the foregoing particulars that may affect my eligibility for the University housing benefits or this Home Financing Scheme.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

- End of Application -

#### IV. Certification of Entitlement/Resolution *(to be completed by Human Resources Office)*

1. This is to certify that the information given by the applicant in Parts I has been verified against human resources records and the applicant **\* is/is not** eligible to receive Home Financing Allowance for renting accommodation during the period of approval-in-principle to change property.
2. Certified true copies of documents relating to the application of HFA have been verified.
3. The application **\* is/is not** approved. Details are as follows:
  - (i) Current Salary Point of Applicant: Prof/Dir/USA/USB/MPS Point \_\_\_\_\_
  - (ii) Corresponding HFA Rate: HK\$ \_\_\_\_\_ (Scale Year \_\_\_\_\_)
  - (iii) Effective Date of Entitlement: \_\_\_\_\_
  - (iv) No of Months of Entitlement for HFA: \_\_\_\_\_
  - (v) Approved Amount of rental: HK\$ \_\_\_\_\_ /month, inclusive of, *(please insert amount if otherwise)*

<input type="checkbox"/> Rent: HK\$ _____	<input type="checkbox"/> Management fees: HK\$ _____
<input type="checkbox"/> Rates: HK\$ _____	<input type="checkbox"/> Hire of Carpark: HK\$ _____
  - (vi) Commencing Amount of HFA Payable: HK\$ \_\_\_\_\_

Signature: \_\_\_\_\_  
for Director of Human Resources

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

#### V. Record for Finance Office

1. Effective Date of Entitlement: \_\_\_\_\_
2. No of Months of Entitlement for HFA: \_\_\_\_\_
3. Approved Amount of rental: HK\$ \_\_\_\_\_ /month, inclusive of *(please insert amount if otherwise)*

<input type="checkbox"/> Rent: HK\$ _____	<input type="checkbox"/> Management fees: HK\$ _____
<input type="checkbox"/> Rates: HK\$ _____	<input type="checkbox"/> Hire of Carpark: HK\$ _____
4. Commencing Amount of HFA Payable: HK\$ \_\_\_\_\_

Prepared by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

Input by: \_\_\_\_\_

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

(\*Delete whichever is inappropriate)





**HONG KONG BAPTIST UNIVERSITY**  
**Human Resources Office**

**HRO/HSG/F17**

**Home Financing Scheme (HFS)**  
**Application for Home Financing Allowance (Mortgage to Rent)**

**VI. Notification to Staff** (to be completed by Human Resources Office)

To: \_\_\_\_\_ Department/Office: \_\_\_\_\_

1. This is to inform you that approval is given for your application for Home Financing Scheme (Mortgage to Rent) with the details specified in Part IV.
2. In connection with the approval, you are advised to submit a “Home Financing Scheme - Formal Application for Home Financing Allowance” (HRO/HSG/F15B) to the Human Resources Office within 6 months from the date of approval-in-principle to change property and the University may recover all of the allowance granted in connection with this application if you subsequently fail to purchase another property or cannot produce evidence of my intention to do so.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
for Director of Human Resources

PM:pn  
HSG/F17  
Feb 2000