

**Application Form for Early Payment of Ex-gratia Allowances**

Manager/Clearance ( \_\_\_\_\_ Office),

**Ex-gratia Allowance (EGA) for Permitted Occupiers of Licenced Structures and  
Surveyed Squatters affected by Clearance \*and/or  
Domestic Removal Allowance**

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**(Please read the Notes below before completing this application form.)**

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

**1. Basic Information**

Name of Applicant: \_\_\_\_\_

Hong Kong Identity Card No.: \_\_\_\_\_

Clearance No. of Structure(s): \_\_\_\_\_

**2. Scheduled Departure Date**

Upon approval of the application, the applicant shall generally depart voluntarily and unconditionally from the site, hand over the site wholly to the Government and vacate the aforesaid structure(s) / squatter structure(s) on or before the scheduled departure date stated in the letter of notification from the Lands Department (LandsD). Please fill in your proposed scheduled departure date below. The LandsD may adjust the departure deadline with regard to the progress of the project. For any application approved eventually, a final scheduled departure date will be stipulated in the approval letter.

Proposed Scheduled Departure Date: \_\_\_\_\_

**3. Declaration**

- (i) I/We hereby apply for early payment of the subject EGA(s) from the LandsD<sup>Note 1</sup>. If the application is approved eventually, I/we undertake and guarantee to depart voluntarily and unconditionally from the site, hand over the site wholly to the Government and vacate the aforesaid structure(s) / squatter structure(s) on the scheduled departure date as stipulated by the LandsD in the approval letter. If I/we fail to depart from the site, hand over the site to the Government and vacate the aforesaid structure(s) / squatter structure(s) by the date as stipulated, the LandsD may take land control action as appropriate under the Land (Miscellaneous Provisions) Ordinance (Cap. 28). I/We agree that the LandsD is authorised to dispose of any items left in the surrendered structure(s).
- (ii) #I/We understand and acknowledge that on being granted the EGA for permitted occupiers of licenced structures and surveyed squatter structures affected by Clearance, I/we am/are ineligible to apply for any form of subsidised housing or related benefits within two years from the date of receipt of the EGA. Any current public rental housing application and relevant housing subsidized applications will also be cancelled.

- (iii) By signing this form, I/we understand and agree to all terms and conditions set out herein (including the Notes).
- (iv) I/We hereby declare that I/we am/are the occupier(s) of the structure(s) with clearance no. \_\_\_\_\_ issued by the LandsD, and all information provided herein and all other information provided by me/us in relation to the EGA application is true and correct.

Applicant: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

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

Telephone  
No.: \_\_\_\_\_

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

\* Delete as appropriate

@ Insert the name of the project

# Applicable to application for the EGA for Permitted Occupiers of Licenced Structures and Surveyed Squatters affected by Clearance.

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## Notes

### **General**

1. The applicant must be the occupier of the structure(s) with a clearance number issued by the LandsD in respect of the project concerned. If the project involves resumption of private land, the application may be submitted after the posting of the resumption notice. If the project involves only clearance of government land (i.e. resumption of private land is not required), the application may be submitted within 6 months prior to the first scheduled day of clearance.
2. If the application for early payment of the EGA is approved, the LandsD will offer a one-off full payment of the EGA to the applicant. Application for payment of the EGA by instalments will not be entertained.
3. On the date of departure, partial handover of the occupied site/partial vacation of the occupied structure(s)/squatter structure(s) will not be allowed. The applicant is required to hand over and vacate all of the occupied site/structure(s)/squatter structure(s).
4. To facilitate the LandsD's processing of the application, please submit the application

form together with copies of the following supporting documents of respective family member(s) registered in the Pre-clearance Survey (“PCS”) (also known as the “Freezing Survey”). The LandsD may also require the applicant to provide other necessary information and documents as appropriate.

- a) Hong Kong Identity Card/Birth Certificate or other proof of birth;
- b) Certificate of Marriage (if applicable);
- c) Death Certificate of the spouse (if applicable);
- d) Proof of divorce and the order issued by the court for being granted the custody and the right to care and control of the child(ren) (if applicable);
- e) Proof of residential address (such as bills for water, electricity and telephone/mobile phone service, tax assessment/return notices, monthly bank statements, tenancy documentary proof, rental receipt, employment cards, employment contracts, employer’s statement, documents or bills issued by government departments or public organisations, and other valid supporting documents).

#Please note: Applicants who live in a licenced domestic structure/surveyed domestic squatter structure must have continuous residence in the affected structure for at least two years preceding the date of the PCS, whereas applicants who live in a licenced non-domestic structure/surveyed non-domestic squatter structure must have registered in the Squatter Occupants Voluntary Registration Scheme and satisfied the requisite requirements of the scheme. If applicants who live in a licenced non-domestic structure/surveyed non-domestic squatter structure are already covered by a PCS but yet to receive compensation and rehousing arrangements, it is not necessary for them to submit a separate application under the above scheme. However, they would still be required to satisfy the requisite requirements by proving continuous residence in the non-domestic squatter structure since 10 May 2018 or before.

#### **Purpose of Collection of Information**

5. The personal data provided by the applicant in this form will be used solely by the LandsD and its authorised contractor(s) for processing the subject EGA application.
6. The provision of personal data in this form is voluntary. If the applicant fails to provide sufficient information, the LandsD (and its authorised contractor(s)) may not be able to process the application.
7. The LandsD (and its authorised contractor(s)) may, for the purpose of assessing and making payment of the EGA to the applicant, disclose the personal data provided by the applicant in this form to other government departments.

#### **Access to and Correction of Personal Data**

8. The applicant has a right under Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance to request access to and correction of personal data. Such right includes the right to obtain a copy of the personal data provided in this form upon payment of photocopying fees and other necessary charges. The applicant is also entitled to request correction of the personal data if he/she considers them inaccurate.

9. Requests for access to and correction of personal data should be addressed to:

Departmental Secretary  
Lands Department  
21/F, North Point Government Offices  
333 Java Road  
Hong Kong  
Tel. No.: 2231 3288