



一次過「寮屋住戶自願登記計劃」申請表格

Application Form for the One-off Squatter Occupants Voluntary Registration Scheme

在填寫表格前，請先細閱《一次過「寮屋住戶自願登記計劃」簡介》，再按照本表格訂明的登記要求填妥資料，並於截止日期前連同所須證明文件交回，否則登記申請可能不獲處理。

Please read carefully the "Guide for the One-off Squatter Occupants Voluntary Registration Scheme", provide all the information required in this form and return it together with the supporting documents as required before the deadline, otherwise this registration application may not be processed.

第一部分 – 現時居住的構築物資料

Part I – Residing Structure Information

構築物的牌照／寮屋登記編號 : _____
Licence/Squatter Control No. of the Structure

構築物地址 Address of the Structure : _____
(必須註明鄉村／寮屋區的名稱)
(Must state the name of the village/squatter area)

第二部分 – 上述構築物的住戶資料

Part II – Information of Occupant(s) of the Structure

	申請人 Applicant	同住直系家庭成員 ¹ Immediate family member(s) residing in the Structure ¹				
		(1)	(2)	(3)	(4)	(5)
中文姓名 Chinese Name (if any)						
英文姓名 姓氏 (Surname)						
English 名字 (Given Name)						
出生日期 (日／月／年) Date of Birth (dd/mm/yyyy)	/ /	/ /	/ /	/ /	/ /	/ /
性別 Sex						
與申請人的關係 (請提交證明文件副本 ²) Relationship with Applicant (Please provide copy of supporting documents ²)						
香港身分證／出生證明書號碼 (請提交證件副本) HK Identity Card/ Birth Certificate No. (Please provide copy of identity documents)						
在構築物居住的年期 (請提交證明文件副本 ³) Year of Residence in the Structure (Please provide copy of supporting documents ³)						

- 直系家庭成員包括父母、配偶及子女等；同住非直系親屬請另表申請。
Immediate family members include parents, spouse and children etc.; other family member(s) residing in the Structure should submit an application separately.
- 如結婚證書、出生證明書等。
For example, marriage certificate, birth certificate, etc.
- 可獲接納為居住證明的文件，包括於 2018 年 5 月 10 日或之前發出並印有申請人及／或其直系家庭成員姓名的報稅表／繳稅通知書、銀行結單、政府和公共機構發出的任何函件或繳費通知書、選舉事務處備存的紀錄、子女的學生手冊等。
Documents such as tax returns/tax demand notes, bank statements, any letters or demand notes from the Government and public agencies, records at the Registration and Electoral Office, children's school handbooks, with the name(s) of the Applicant and/or his/her immediate family member(s) printed thereon and issued on or before 10 May 2018, may be accepted as proof of residence.

第三部分 – 通訊資料

Part III – Correspondence Information

通訊地址 (如與上述構築物地址不同，必須以正楷填寫。)
Correspondence Address (must be completed in BLOCK letters if different from the Structure address above)

聯絡電話 Contact Phone Number

(1) _____

(2) _____

第四部分 – 申請人及同住直系家庭成員聲明

Part IV – Declaration of the Applicant and Immediate Family Member(s) Residing in the Structure

我／我們同意並聲明：

I/We agree and declare that:

1. 我／我們在填寫申請表之前已詳閱並明白《一次過「寮屋住戶自願登記計劃」簡介》所載各項內容。我／我們自願提供一切必須填報的資料作登記之用。
I/We have read carefully and understood the contents of the “Guide for the One-off Squatter Occupants Voluntary Registration Scheme” before completing this form. I/we provide all required information voluntarily for registration purpose.
2. 地政總署為處理我／我們的自願登記申請，可向有關的政府部門、公／私營機構及／或任何擁有我／我們個人資料的第三者(例如僱主)蒐集我／我們的個人資料進行核對，以核實我／我們的登記資格。在蒐集資料過程中，地政總署可將我／我們提供的個人資料向上述政府部門、公／私營機構及／或第三者披露作核對之用。我／我們同意在有需要時另行簽署同意書，授權上述政府部門、公／私營機構及／或任何擁有我／我們個人資料的第三者向地政總署提供我／我們的個人資料，以處理我／我們的自願登記申請。
I/We agree that the Lands Department may, in processing my/our application for voluntary registration, collect my/our personal data from other relevant government departments, public/private organizations and/or any other third party (such as employers) possessing my/our personal data for verification of my/our eligibility for registration. In the process, the Lands Department may disclose the personal data contained herein to the abovementioned government departments, public/private organizations and/or any other third party for verification. In this connection, I/we authorize, and undertake to provide separate consent(s), if necessary, to, these government departments, public/private organizations and/or any other third party possessing my/our personal data to furnish the Lands Department with my/our personal data for processing this application for voluntary registration.
3. 我／我們明白佔用持牌非住用構築物／已登記非住用寮屋作居住用途，根據現行寮屋管制政策是違規行為。然而，就已遞交一次過自願登記申請並符合登記訂明要求的住戶，只要住戶沒有改變及該構築物沒有任何現行寮屋管制政策下的其他違規情況，一般不會因為改變作居住用途的違規行為而招致執管，但我／我們明白政府會保留就寮屋管制政策進行執管的權利。我／我們明白和同意地政總署使用該等個人資料，當日後有關構築物所在土地因政府發展進行清拆時作一般特惠補償及安置安排的資格審核；地政總署亦可使用該等個人資料以在適當情況下根據寮屋管制政策進行任何必要的調查和執管行動，包括處理有關構築物任何住戶改變的投訴或違反現行寮屋管制政策的情況。地政總署會把此申請收集的個人資料存檔，直至完成所述用途。
I/We understand that occupation of licenced/surveyed non-domestic structures for domestic purposes is a breach of the current Squatter Control Policy. However, for occupants who have duly submitted the registration application and fulfilled all registration requirements, enforcement action would not normally be taken on this ground, provided that there is no change in the registered occupants and there is no other breach under the prevailing Squatter Control Policy, but I/we understand that the Government reserves the absolute right to take enforcement action under the Squatter Control Policy. I/we understand and agree that the Lands Department may use the collected personal data for future assessment of eligibility for ex-gratia compensation and rehousing arrangements in the event that the area, within which the Structure is located, is required to be cleared for the Government’s development purpose; the Lands Department may also use those collected personal data for any necessary investigation and enforcement action under the Squatter Control Policy, including handling complaints received against changes of registered occupant(s) residing in the concerned Structure or any other breaches under the prevailing Squatter Control Policy. The personal data collected in this application will be kept by the Lands Department until fulfillment of the said purposes.
4. 申請表上填報的資料詳情全部屬實，正確無訛。
All the above information provided in this form is true and correct.

注意 (i) 申請人及名列第二部分年滿18歲或以上的直系家庭成員均須在下方簽署。未滿18歲直系家庭成員須由父／母／監護人代表簽署。

Important Notes The Applicant and all immediate family members aged 18 or above listed in Part II are required to sign below. The parent/guardian of the immediate family member(s) aged below 18 should sign the application form on the said member’s behalf.

(ii) 父／母／監護人須為未滿18歲直系家庭成員的資料是否準確負上法律責任。
Parent/Guardian shall be held liable for the accuracy of the data of his/her immediate family member(s) aged below 18.

	姓名 Name	簽署 Signature
申請人 Applicant	:	_____
家庭成員 Family Member (1)	:	_____
家庭成員 Family Member (2)	:	_____
家庭成員 Family Member (3)	:	_____
家庭成員 Family Member (4)	:	_____
家庭成員 Family Member (5)	:	_____

日期 (日／月／年) :

Date (Day/Month/Year) _____ / _____ / _____