

Integrated Building Rehabilitation Assistance Scheme



Application Form

(Applicable to Owners' Corporation / Owners' Organisation / Representatives of all owners to apply for the schemes below)

Building Maintenance Grant Scheme for Needy Owners




Please read the respective **Application Notes and Notes for Filling in the Application form** before completing this Application form.

Please submit the completed Application Form with the required documents by hand or by post to Flat B, G/F, 777-783 Yu Chau West Street, Kowloon

Enquiry : 3188 1188

如欲索取中文版申請表格，請致電3188 1188

Notes for Filling in the Application Form

1. Before completing this application form, please refer to the Application Notes of the Building Maintenance Grant Scheme for Needy Owners (‘the Scheme’) for application details. Please use the following QR code to login to the “Building Rehabilitation Platform” for details. 
2. The Scheme is applicable to the scope of subsidised owner-occupied properties:
 - The owner's apportionment of the cost of repair works in the common areas of the building;
 - Private areas (individual flats) repair works costs; and
 - Repayment of the “Building Safety Loan Scheme” of the Buildings Department (BD) or the Urban Renewal Authority (URA)'s “Home Renovation Interest-free Loan” , “Common Area Repair Interest-free Loan” or the Hong Kong Housing Society (HKHS)'s “Common Area Repair Interest-free Loan” .
3. Applicants of this Scheme must be holders of a valid Hong Kong Identity Card, and at the same time be the registered owners of and reside in residential **or composite buildings (commercial & residential buildings)**, and fulfil the following criteria:
 - Recipients of Old Age Living Allowance (OALA) or Comprehensive Social Security Assistance (CSSA); or
 - Aged 60 or above **and comply with the income and asset limits**; or
 - Recipients of Disability Allowance **and comply with the income and asset limits**
4. If the registered owner of the property (who holds the property in joint tenancy) is an undischarged bankrupt, all owners of the property are not eligible for subsidy under the Scheme.
5. The applicant and his/her legal spouse (if married) must reside in the applied property.
6. Each applicant and his/her legal spouse (if married) can receive a maximum grant of HK\$80,000 in total under this Scheme and the “Building Maintenance Grant Scheme for Elderly Owners” administered by the HKHS.

Important Notes

7. Income and Asset Limits

Please use the following QR code to login to the "Building Rehabilitation Platform" and check Part 1(b) of Appendix 1 of the "Integrated Building Rehabilitation Assistance Scheme" (IBRAS)



Notes on Repair Works in Owner-occupied Flats

Please use the following QR code to log in to the "Building Rehabilitation Platform" and check out the "In-flat Works Tips of Building Maintenance Grant Scheme For Needy Owners" for the assessment criteria of the subsidy amount and the template of repair quotations.



8. Eligible applicants will not be granted any subsidy under the Scheme if :

- i. the relevant repair works in the owner-occupied flat have commenced before the application is approved; or
- ii. the Certificate of Completion for the repair works in the common areas of the building has been issued prior to the submission of the application; or
- iii. concurrent applications for building maintenance loans and/or grants under the BD, HKHS or URA for the same repair works item (except for owner-occupiers applying for the "Operation Building Bright 2.0" / "Lift Modernization Subsidy Scheme"); or
- iv. the owner-occupier's flat involves alterations that do not comply with the layout of the approved building plans and have not been approved by the BD or the Hong Kong Housing Authority.

This application form will not be provided in conjunction with the application for subsidy under the "Operation Building Bright 2.0" and "Lift Modernisation Subsidy Scheme" for owner-occupiers or elderly owner-occupiers. For enquiries about the applications, please call 3188 1188 or use the QR code on the right to obtain the relevant application forms.



Section I : Information of Owner-occupied Property (Application Flat)				
1.	Property Address			
	Area	Hong Kong / Kowloon / New Territories	District:	
	Street/Road:		Street/ Road No.:	
	Building/ Estate (if applicable):		Block:	
	Floor		Unit:	

All owner-occupier registered owners must complete Section II if applying for the grant.

Section II : Information of Applicant (Registered Owner of Owner-occupied Property)				
<p>All owner-occupiers (Applicants) of the flat under application are required to fill in the form. If the applicant and his/her spouse are joint owners, only one of them is required to be the applicant.</p> <p>If there is more than one applicant, please photocopy and complete the form.</p>				
1.	Owner's Information			Applicant (1)
1.1	Name			
1.2	Hong Kong Identity Card Number			
1.3	Date of Birth (dd/mm/yyyy)			/ /
1.4	Hong Kong Mobile Phone Number (must be provided to receive SMS)			
1.5	Residential Phone Number (if any)			
1.6	Does the owner reside in the Application Flat listed in Section I?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Owners (the applicant and his/her legal spouse) who are currently residing in the Application Flat are required to fill in Clauses 2 to 6.</p>				
2.	Owner's Legal Spouse Information			
2.1.	Applicant's Marital Status			<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced/Separated
2.2.	If married, is the spouse live together in the Application Flat listed in Section I?			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3.	Information of Legal Spouse Living Together			
	2.3a	Name of Spouse		
	2.3b	Spouse's Hong Kong / Other District's Identity Document Number		
	2.3c	Spouse's Date of Birth (dd/mm/yyyy)		
	2.4d	Is the spouse joint tenant owner of the unit under application		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Correspondence Address (if different from the address of the owner-occupied property)			
4.	Name of other contact person (if any)		Relationship:	
	Hong Kong Mobile Phone Number (for receiving SMS)		Email Address	

Section II : Information of the Applicant and spouse residing with the Applicant (cont'd)			
<u>All</u> owner-occupiers (Applicants) and their spouses must complete the form. <u>If there is more than one applicant, please photocopy and complete the form.</u>			
		Applicant	Applicant's spouse (if applicable)
5.	Whether a bankrupt who has not been discharged from a bankruptcy order	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered owners who have not been discharged from bankruptcy will not be eligible to apply			
6.	Are you currently receiving Old Age Living Allowance (OALA), Comprehensive Social Security Assistance (CSSA), or Disability Allowance (DA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please skip to questions 6.1 - 6.3. If not, the owner-occupier must be aged 60 or above and complete Section III - Income and Asset Declaration Form.			
6.1	Are you an existing recipient of Old Age Living Allowance (OALA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach a photocopy of the latest 3-month bank passbook (or monthly statement record) and a photocopy of a valid approval letter issued by the Social Welfare Department (Applicants are not required to complete the income and asset declaration form).			
6.2	Are you an existing recipient of Comprehensive Social Security Assistance (CSSA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach a. A photocopy of the latest 3-month bank passbook (or monthly statement record) and a valid approval letter issued by the Social Welfare Department; and b. A photocopy of medical exemption certificate. (Applicants are not required to complete the income and asset declaration form.) Applicants under this category must fulfil at least one of the following criteria: <ul style="list-style-type: none"> • The applicant's family members residing with him/her are aged 65 or above • The family member residing with the applicant is certified by a doctor from public hospital or clinic as a disabled person or in poor health • None of the family members residing with him/her is an able-bodied adult aged below 50 			
6.3	Are you an existing recipient of Disability Allowance (DA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach a photocopy of the latest 3-month bank passbook (or monthly statement record) and a photocopy of the valid approval letter issued by the Social Welfare Department, and complete Section III - Income and Assets Declaration Form.			

Section III : Declaration of Applicant's Income and Assets	All registered owners (Applicants) must complete the form. If there is more than one applicant, please photocopy and complete the form.
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The following owner-occupiers (Applicants) are required to complete Section III below, and the spouse of the applicants are required to complete Section IV on the next page.

- Applicants are receiving Disability Allowance (DA)
- Applicants aged 60 or above who are not receiving Old Age Living Allowance (OALA) or Comprehensive Social Security Assistance (CSSA)

1.	Income Declaration (Please add "✓" to the appropriate box <input type="checkbox"/> and delete as applicable)		
1.1	<input type="checkbox"/>		I have not worked since _____ and currently do not have any income and do not hold a business registration or run any business.
1.2	<input type="checkbox"/>		I am currently working at _____ (company name) and earning HK\$ _____ per month.
1.3	<input type="checkbox"/>		I am currently receiving a pension/retirement benefit of HK\$ _____ per month.
1.4	<input type="checkbox"/>		My current accommodation has a sublet with a monthly rental income of HK\$_____.
1.5	<input type="checkbox"/>		Others : _____

2.	Asset Declaration		
	In addition to the residential properties reported in the application form, the total net assets owned by me are as follows:		
		Asset declaration category (Please cross out the blanks that are not applicable)	Current market value of assets (Please fill in the integer amount)
	2.1	Cash and bank savings	HK\$
	2.2	Hong Kong Residential Properties (Excluding the properties on this application form)	HK\$
	2.3	Non-residential properties in Hong Kong	HK\$
	2.4	Properties outside Hong Kong	HK\$
	2.5	Vehicles	HK\$
	2.6	Total Value of Shares of Listed Companies	HK\$
	2.7	Assets of self-employed business	HK\$
	2.8	Unit Trust Fund	HK\$
	2.9	Others: _____	HK\$
		Total Net Asset Value	HK\$

Name of Applicant: _____	Signature: _____
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Section IV : <u>Declaration of Income and Assets of Applicant's Spouse</u>	Spouses of <u>all</u> applicants are required to fill in the form. If there is more than one applicant, please photocopy and complete the form.
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The spouse (if applicable) of the following owner-occupier (Applicant) is required to complete the Income and Assets Declaration Form:

- Spouse of an applicant is receiving Disability Allowance
- Spouse of an applicant aged 60 or above who is not receiving OALA or Comprehensive Social Security Assistance (CSSA)

<u>1</u>	<u>Income Declaration</u> (Please add "✓" to the appropriate box and delete as applicable)		
1.1	<input type="checkbox"/>		I have not worked since _____ and currently do not have any income and do not hold a business registration or run any business.
1.2	<input type="checkbox"/>		I am currently working at _____ (company name) and earning HK\$ _____ per month.
1.3	<input type="checkbox"/>		I am currently receiving a pension/retirement benefit of HK\$ _____ per month.
1.4	<input type="checkbox"/>		My current accommodation has a sublet with a monthly rental income of HK\$ _____.
1.5	<input type="checkbox"/>		Others : _____

<u>2</u>	<u>Asset Declaration</u>		
	In addition to the residential properties reported in the application form, the total net assets owned by me are as follows:		
		<u>Asset Declaration Category</u> (Please cross out the blanks that are not applicable)	<u>Current Market Value of Assets</u> (Please fill in the integer amount)
	2.1	Cash and bank savings	HK\$
	2.2	Residential properties in Hong Kong (Excluding the properties on this application form)	HK\$
	2.3	Non-residential properties in Hong Kong	HK\$
	2.4	Properties outside of Hong Kong	HK\$
	2.5	Vehicles	HK\$
	2.6	Total Value of Shares of Listed Companies	HK\$
	2.7	Assets of self-operated business	HK\$
	2.8	Unit Trust Fund	HK\$
	2.9	Others: _____	HK\$
		Total Net Assets	HK\$

Name of Applicant's Spouse: _____ Signature: _____

Section V: Purpose of Subsidy Application and Cost of Repair Works				
1	Application for Subsidizing Owners' Contribution of Repair Works in Common Areas (Please fill in if applicable)			
	1.1	Repair Cost Contribution in Applicant's flat:	HK\$ Please attach a copy of the contribution notice, receipts and the works contract.	
	1.2	Owners' Organisation	Name of Owners' Organisation :	
			Contact Person	
			Contact Number	
	1.3	Property Management Company	Name of Property Management Company:	
			Contact Person	
			Contact Number	
	2	Application for Repair Works Costs of Subsidized Residential Flat (please fill in if applicable)		
		2.1	Have the repair works in the flats commenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No If the work has already commenced, eligible applicants will not be subsidized.
2.2		The works item or the location of the repair works involves any alteration of layouts or is carried out in a location that has already been altered.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure Approval of works items will be based on the original layout of the approved building plan . If the location of the repair works in an owner-occupied flat does not match with the layout of the approved building plan, the application will not be approved and subsidized.	
2.3		Quotation Price:	HK\$ A copy of the quotation, a copy of the valid Business Registration Certificate (Form 2) of the contractor should be attached.	
2.4		Contractor :	Name of Contractor :	
	Address and Contact Number :			
3	Application for financial assistance for repayment of loans from government departments or related organizations (Please fill in the form if applicable)			
	3.1	Buildings Department	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.2	Urban Renewal Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.3	Hong Kong Housing Society	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section VI : Declaration and Authorization**(I) Declaration of the Applicant**

Please read the following statement carefully and sign after understanding and agreeing to its contents (All registered owners must sign. If there are more than two registered owners, please attach a separate sheet(s) to be submitted together with this application form). By signing, you understand the following statements and agree to be bound by them.

In relation to my/our application to the Urban Renewal Authority ("URA") for participation in the Scheme, I/We hereby declare the following:

1. I/We understand the contents of this application form and the relevant application notes under the Scheme being applied for, and confirm that all the information and supporting documents provided by me/us in this application form (including all appendices) are true and correct.
2. I/We understand and fully agree to abide by the terms and conditions of application and the requirements of the Scheme.
3. I/We agree that the URA has the right to process and approve this application and each of them has the right to request me/us to submit additional information or documents required and to sign the relevant documents (e.g. undertaking), and I/we agree to comply with such requests. I/We will notify the URA in writing immediately of any changes to the information provided in this application form (including the information of my/our family member(s)) after I/we have submitted this application form.
4. I/We understand that the submission of this application form does not constitute any guarantee or undertaking by the URA that all applications will ultimately be approved and all applications will be subject to their respective terms and conditions of approval and requirements. The URA's decision on this application shall be final and the URA reserves the right to adjust the amount available or approved or not to accept this application at any stage without giving any reason and without incurring any liability to any person.
5. I/We agree and authorize the URA to use this application form and the information I/we have provided or will provide to the URA for the purposes set out in Section VII of this application form and to provide to the third parties mentioned in that Section VII.
6. I/We undertake that the URA's staff, representatives may conduct inspection to the property under application to assess the condition of it. I/We agree that the URA may disclose the information to the public about the subsidy under this application and about the repair works, and publish such information in the URA's promotional publications or use it in other publicity channels. I/We agree to provide appropriate assistance to the URA in connection with the relevant promotional activities.
7. I/We undertake to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of Hong Kong.

(II) Authorization of Applicant

Please read the following authorization carefully and sign after understanding and agreeing to its contents. (All registered owners must sign. If there are more than two registered owners, please attach a separate sheet(s) and to be submitted together with this application form). By signing, you understand the following authorizations and agree to be bound by them.

In order to ensure that the URA will be able to process this application (including verifying my/our eligibility and, if necessary, recovering my/our outstanding subsidy to the URA), I/we unconditionally approve, fully agree to and irrevocably authorize the URA to take the following measures for this application:

1. To make enquiries of, verify with, obtain from or disclose my/our personal data or records or information on the status of this application to any Government departments, public organizations, relevant owners' corporations, my/our representative(s) or family member(s);
2. To disclose my/our personal data or records to the Land Registry("LR") and verify with LR on particulars of all the properties previously and currently owned by me/us in Hong Kong.

Each applicant and his/her spouse must sign. If there is more than one applicant, please photocopy and complete the form.

Owner-occupier Applicant		Spouse of Owner-occupier Applicant	
Name	Signature	Name	Signature
Date :		Date :	

Points to be noted :

1. Please confirm any amendments, deletions or obliteration by signing next to it.
2. Any wilful misrepresentation or omission of information will render the application disqualified. Please note that obtaining pecuniary advantage by deception is a criminal offence.
3. The URA reserves the right to adjust the amount available or approved or to reject this application at any stage without giving any reason.

Section VII : The Statement of Personal Information Collection**Purposes of collection of personal data (The provision of personal data is necessary or authorized under the Personal Data (Privacy) Ordinance)**

The personal data provided by the applicant to the URA in connection with this application will be used by the URA for the following purposes:

1. Processing and approving eligibility for applications under the Scheme or for other purposes relating to the approval of applications;
2. Promoting and implementing the Scheme or providing information or services in relation to the Scheme;
3. Conducting statistical research and analyses relating to the Scheme;
4. Conducting research on building maintenance in Hong Kong;
5. Investigating and handling the Scheme involved, and complaints or cases involving the URA; and
6. Previewing, detecting or investigating any suspicious, fraudulent or illegal acts.

The provision of personal data by applicants to the URA is voluntary. If the applicant fail to provide sufficient personal data, the URA may not be able to process the application and the application may be rejected accordingly. Please ensure that all personal data provided are accurate and notify the URA in writing immediately of any change of personal data.

Transfer of Personal Data

The URA will keep the personal data of the applicant as confidential, but for the purposes set out above, the URA will provide the personal data provided by the applicant to the following parties on a need basis.

1. Any third party (e.g. professional consultants) providing services to the URA in relation to the Integrated Building Rehabilitation Assistance Scheme (IBRAS);
2. Government departments including but not limited to the Development Bureau, Security Bureau, Housing Bureau, Buildings Department, Fire Services Department and Electrical and Mechanical Services Department;
3. Regulatory authorities, supervisory/law enforcement agencies, including but not limited to the Independent Commission Against Corruption, the Hong Kong Police Force and the Competition Commission;
4. Public bodies, including but not limited to the Hong Kong Housing Society, CLP Power Hong Kong Limited, HK Electric Investments Limited, etc;
5. Professional institutes and academic groups ; or
6. Organizations/persons to whom the applicant has given consent or authorization for the provision of such personal data.

Access to Personal Data

The applicant has the right to access and correct his/her personal data kept by the URA and to obtain a copy of the data file upon payment of a fee.

Enquiry

For enquiries regarding the collection of personal data by the URA, including requests for access, correction or any other matters mentioned above, please contact the Urban Renewal Authority, the contact details and address are set out below:

General Manager (Building Rehabilitation)
Urban Renewal Authority
Unit B, G/F, 777-783 Yu Chau West Street, Kowloon.
Tel: 2588 2333
Fax: 2588 2542

Notes :

1. The URA is a public body under the regulation of the Independent Commission Against Corruption and the Office of The Ombudsman.
2. The URA is a public body prescribed under the Prevention of Bribery Ordinance. Staff of the URA are subject to the Prevention of Bribery Ordinance and are not allowed to solicit or accept any pecuniary or other form of advantage from clients, contractors, suppliers or any other persons.
3. The application form and its contents are not legally binding on the URA. The URA will not be liable to any person for any loss arising from reliance on any information contained in this application form.
4. The URA reserves the right to modify the above contents without notice and the online version shall prevail. For the latest version, please visit the website of the "Building Rehabilitation Platform" (www.brplatform.org.hk) or call the URA's Building Rehabilitation Assistance Scheme hotline at 3188 1188 or visit our office for enquiry.

Application forms can be submitted in person or by mail to the office of the Building Rehabilitation Division of the Urban Renewal Authority

Address

Unit B, G/F, 777-783 Yu Chau West Street, Kowloon
(Lai Chi Kok station exit B1)



Office hours:

Monday to Friday 9:00 am - 5:30 pm (Saturday and Public Holidays - Closed)



Contact Number

General Enquiry : 3188 1188

Application Info

BR Platform Website		https://www.brplatform.org.hk/en
Download Application Form (Download centre)		https://www.brplatform.org.hk/en/download-centre
e-Application		https://www.brplatform.org.hk/en/e-application