



Social Housing Project – Cheung Sha Wan “Shun Ting Terraced Home”

Supporting Documents Checklist

(Originals and copies of documents must be submitted on interviewing day)

1. Identity Documents for Applicants and Family Members	
Copy of identity documents of individual family members	<input type="checkbox"/> Hong Kong Identity Card (for persons aged 11 or above) <input type="checkbox"/> Birth Certificate (for persons aged below 11) <input type="checkbox"/> One-way Permit / travel document / passport or related supporting documents (persons who have arrived in Hong Kong for less than 7 years, documents permitting them to land in Hong Kong with the stamp showing the initial date of entry are required)
Copy of proof on family relationship	<input type="checkbox"/> Birth certificate or notary public certificate <input type="checkbox"/> Adoption or Appointment of Guardians documents issued by judicial authorities / government departments <input type="checkbox"/> Declaration
Copy of documents on marital status for married persons	<input type="checkbox"/> Certificate of Marriage. For customary marriage celebrated in Hong Kong, the original of a statutory declaration <input type="checkbox"/> For the spouse of an applicant/a family member who has no right to land in Hong Kong, a declaration specifying the same together with copy of the certificate of marriage and the identity document of his/her domicile (both front and back sides) <input type="checkbox"/> For a marriage registered on the mainland but without the relevant document, copy of the notary public certificate
Divorced persons, unmarried single parent or widowed persons	<input type="checkbox"/> Copy of court order of divorce (for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or 7B)) <input type="checkbox"/> For applications including children under the age of 18, copy of the court order for the custody of children <input type="checkbox"/> Copy of documents and declaration relating to divorce proceedings under process <input type="checkbox"/> For separated cohabittees, the female should submit the original of a statutory declaration stating the date of separation after co-habitation and arrangements for the custody of child(ren); while the male should submit a copy of the court order for the custody of child(ren) <input type="checkbox"/> For deceased spouse, copy of the marriage certificate and death certificate. <input type="checkbox"/> Declaration
Proof of Address	<input type="checkbox"/> Copy of any document bearing the Applicant’s residential/correspondence address in Chinese/ English (e.g. electricity bill)
Proof of Rent	<input type="checkbox"/> Receipt of Rent and copy
Proof of public Rental Housing application	<input type="checkbox"/> Document issued by Hong Kong Housing Authority with application number (blue card)
With pregnancy of 16 weeks or more	<input type="checkbox"/> Copy of medical proof issued by registered medical practitioner
For having chronic illness / disabled family member	<input type="checkbox"/> Copy of disability proof issued by registered medical practitioners or recognized medical personnel
2. Income and net asset value proof for Applicant and Family Members (in the past 6 months)	
Salaried employee (with a regular employer)	<input type="checkbox"/> Self- Tax bill, salary statement issued by employer (with company name, company chop, signature of person in charge, etc.), payroll account, bankbook
Salaried employee (with no regular employer) or Self-employed person	<input type="checkbox"/> Self-declaration of salary and relevant document
CSSA recipient	<input type="checkbox"/> Copy of documents indicating the amount of Comprehensive Social Security Assistance and the Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)
Where Applicant or Family Member are on retirement, unemployed or without any employment	<input type="checkbox"/> Declaration on the source of financial support
Record of deposit	<input type="checkbox"/> Bank account record of applicant and family member(s), such as bankbook, monthly bank statement, etc.
Leased / Vacant land / landed properties	<input type="checkbox"/> Copy of the latest demand note for rates and government rent <input type="checkbox"/> Declaration
Other sources of income (dividends, bonus, dividends / giving-outs of insurance policies, regular interest on fixed deposits, pension, contributions from relatives, etc.)	<input type="checkbox"/> Copy of pension documents <input type="checkbox"/> Declaration