

**Appendix 4.3 –  
Sample Declaration on Reimbursement Caps on Housing Benefits Granted to RSS Before**

Agreement No.: *(Insert the Agreement Number)*

Agreement Title: *(Insert the Agreement Title)*

To: *(Insert the Consultant Name)* (“the Company”)

For your application for reimbursement on housing benefits for my case for working as a Resident Site Staff (“RSS”) associated with the subject consultancy agreement,

I hereby declare that I have been granted for reimbursement on housing benefits for an aggregate period of \_\_\_\_ months for RSS employment contracts commencing after 1 August 2018 associated with consultancy agreements under the purview of the Architectural and Associated Consultants Selection Board (“AACSB”) or the Engineering and Associated Consultants Selection Board (“EACSB”) of the Government of the Hong Kong Special Administrative Region (the “Government”), details are as follows:

Consultancy Agreement No.	Consultant Name	Start Month (mmm/yyyy)	End Month (mmm/yyyy)	Total Number of Months

I understand that pursuant to Section 4.3 of the “Management Handbook for Direct Employment of Resident Site Staff by Consultants on Public Works Projects” promulgated by the Development Bureau (Works Branch) or equivalent, the Company can only apply for reimbursement of housing benefits for an eligible RSS who has not been reimbursed for housing benefits from consultants for a maximum aggregate period of 120 months during his/her RSS service, irrespective of whether his/her RSS service has been broken or not, counting from RSS employment contracts commencing after 1 August 2018 associated with consultancy agreements under the purview of the AACSB or the EACSB. Notwithstanding the above maximum aggregate period, neither the Government nor any consultant (including the Company) has any obligation to guarantee any RSS employment contract and housing benefits to any RSS.

I hereby declare that the information contained in this declaration is true, accurate and complete to the best of my knowledge. I understand that if any information is untrue, inaccurate or incomplete, I may be subject to criminal investigation and prosecution, and the Company may terminate my employment as RSS.

I understand that for the purpose of administration of public works project(s) and the subject consultancy agreement, the above information will be disclosed by the Company to the Government.

I hereby give consent to the Company for disclosure of my personal data including but not limited to my name, identity card number (or passport number), and all of the above information to the Government for the above purpose and storage in the RSS Database maintained by the Government.

Name (of Resident Site Staff) : \_\_\_\_\_

Identity Card/Passport Number : \_\_\_\_\_  
(first four digits)

Signature : \_\_\_\_\_

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