

申請供應 / 更換電器 / 熱水爐 (GPA 24)

Application for Supply / Replacement of Domestic Appliances / Water Heaters

Part I (To be completed by applicant)

致: 物料統籌科
傳 真: 2200 4341

To: Government Property Administrator

Through [Commissioner of Police] (Head of Department)*

*Note: **Head of Department** is required to **check** if the applicant is receiving **domestic appliances allowance** and to **certify** that the applicant is **eligible for the supply of domestic appliances / water heaters** in accordance with CSR 864(1) & (2) and Accommodation Circular (AC) No. 3/2018 in Part II of this form before passing this form to GPA for processing.

1. Acknowledgment and Declaration

- (a) I acknowledge the conditions stipulated in AC No. 3/2018, CSR 864(1) & (2) & 866(5).
(b) I declare that I **# am / am not** in receipt of domestic appliances allowance and I undertake to notify my Department of my cessation of eligibility for the allowance within 30 days from the day of supply of domestic appliances.

2. Supply and Replacement of Domestic Appliances and Water Heaters

I apply for the supply / replacement of the following domestic appliances / water heaters: (Note: Please **tick “✓”** the **“Supply”** or **“Replacement”** boxes of the items applied for and **indicate the quantity required**. If the domestic appliances / water heaters have been provided by the Government in the quarters, please tick the **“Replacement”** Box.) (數量) (供應) (更換)

Item	Description	Quantity Required		Supply	Replacement
A.	Domestic Gas Appliances				
1	Standard size cooker (officer of D4 and above or equivalent may, on request, be provided with a larger size cooker) (煮食爐)	Not applicable			
B.	Domestic Electric Appliances				
2	Standard size refrigerator (officer of D6 and above or equivalent may, on request, be provided with a larger size refrigerator) (雪櫃)	Not applicable			(by EMSD)
3	Heating system for the hot room (heaters may also be provided for bedroom built-in cupboards already equipped with power sockets), or if there is no hot room, for bedroom built-in wardrobes equipped with power sockets (防潮管)	300 mm	1,200 mm		(by EMSD)
4	Pedestal fan (座地風扇)	Not applicable			(by EMSD)
5	Portable electric heater (if there is no built-in electric fire) (暖爐)	Not applicable			(by EMSD)
6	Exhaust fan inside bathrooms and kitchen (抽氣扇) Location:				(by EMSD)
C.	Water Heaters (See Note (e) and Para. 3)				
7	Gas Water Heater for the kitchen and bathrooms (氣體熱水爐) Location:				

Note: (a) According to Accommodation Regulations 530 and its Annex IX, eligible officers [set out under CSR 864 (1)] of-

(i) Government quarters of Grade “G” or above may apply for the above Items 1 to 7.

(ii) Government quarters below Grade “G” may apply for Items 6 and 7 only.

(b) According to AC No. 3/2018, water heaters are provided as a standard provision in Departmental Quarters irrespective of the eligibility of the occupants set out in Note (a).

(c) The quantity if required for each of Items 1, 2, 4 & 5 is ONE. For items 3, 6 & 7, quantity to be supplied depends on the number of bathrooms / bedrooms / kitchen in the quarters.

(d) Provision of the above items is subject to availability of funds and stocks.

(e) If repair / replacement / installation of electric water heaters is required, please submit Form RP 001-NEO to EMSD via Head of Department.

* 如須申請更換氣體熱水爐，必須夾附損壞報告(向相關註冊氣體工程承辦商索取⁽¹⁾)，否則該申請未能跟進。

3. For Replacement Applications Related to Gas Water Heaters Only

I attach a condemn report issued by a Registered Gas Contractor certifying that the existing gas water heater is unserviceable or beyond economical repairs.

(a) The Registered Gas Contractor is appointed by GPA: **#Yes / No [Please go to (b) if the answer is “no”]**

(b) Registration no. of the Registered Gas Contractor¹: _____

Delete as appropriate

Name of Applicant: _____ Department: Hong Kong Police Force
Designation & UI: _____ Mobile & Home Tel No.: _____
Accommodation at(地址): _____
Signature: _____ Date: _____

¹ List of Registered Gas Contractors available at: https://www.emsd.gov.hk/filemanager/en/content_261/overall_RGC.pdf

Part II (To be completed by Department)

To: Government Property Administrator

- A) The applicant **# is / is not** in receipt of domestic appliances allowance.
- B) **# I certify that the officer is eligible for the supply / replacement of domestic appliances in accordance with CSR 864(1) & (2); OR**
I certify that the officer is eligible for the supply / replacement of water heaters in accordance with AC No. 3/2018.
- C) The accommodation concerned is **# non-departmental quarters / departmental quarters**.
- D) Condemn Report (for gas water heaters only) is attached.

Delete as appropriate

Name of Certifying Officer: _____ Post: _____
for: _____ Commissioner of Police (Head of Department)
Signature: _____ Date: _____