

Original to: Applicant  
Copies to: Ministry of Finance and National Planning  
Ministerial File  
Ministry of Works & Supply  
Public Service Management Division

**APPLICATION FOR HOUSING ALLOWANCE**  
(To be completed in original and four copies)

To the Permanent Secretary: Ministry/Province.....

**PART I**

I hereby apply for housing allowance, my details are as under:

Full Names:.....

Department and Ministry or Province/School:.....

.....

Teaching Service (TS) N<sup>o</sup>:..... Man N<sup>o</sup>:.....

National Registration Card N<sup>o</sup>. (NRC):.....

Rank:..... Division:..... Salary: K.....per annum.

Housing Allowance applied for: (a) Owner Occupied  (b) Own Arrangement

**DECLARATION:**

I..... declare that the information provided is correct and that if this declaration or any of the particulars are found to be false within my own knowledge, I shall be liable to prosecution.

Applicant's signature: ..... Date: .....

**PART II**

(To be completed by Officer's Head of Department personally)

I hereby certify:

- (i) That the details given in Part 1 above are correct;
- (ii) That there are no surplus housing entitlements within this Department as at today (date)

.....

VERIFIED BY:..... DATE:.....

I recommend that the application be approved.

.....  
**DATE**

.....  
**HEAD OF DEPARTMENT**

**PART III**

To: (Applicant)

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**APPLICATION FOR HOUSING ALLOWANCE**

Your application for housing allowance is approved/not approved for the following reason:

.....  
.....  
.....  
.....

Approved housing allowance .....% of basic salary with effect from .....

.....

**DATE**

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**PERMANENT SECRETARY  
PUBLIC SERVICE MANAGEMENT DIVISION**