

**Hong Kong Housing Authority ‘Sale of Green Form Subsidised Home Ownership Scheme Flats 2024’
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)**

Flat Selection Procedures and Points to Note

(A) Enquiry on the Latest Sales Position

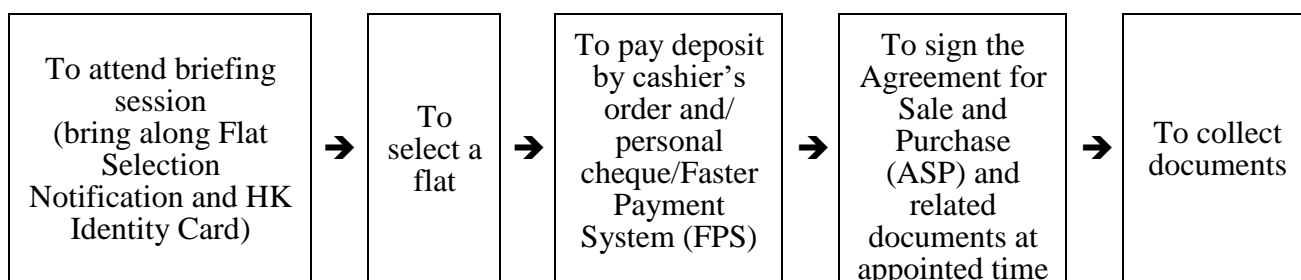
Since Flat Selection Notification is sent out before the flat selection date, the Hong Kong Housing Authority (HA) and the Housing Department (HD) do not guarantee that flats will be available for selection by the time the applicants show up at the appointed time. If the allocated quotas / flats for their application category have been exhausted/ sold out, the flat selection appointment arranged for them will be withheld, please pay attention to the latest sale status.

- (i) During the flat selection period, applicants may view the updated sales position on the display screens at the Green Form Subsidised Home Ownership Scheme (GSH) Sales Unit (the GSH Sales Office) (1/F Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon). **The operation hours of display screens in the Green Form Subsidised Home Ownership Scheme (GSH) Sales Unit (the GSH Sales Unit) are from 8:00 a.m. to 8:00 p.m. from Monday to Sunday (including public holidays).**
- (ii) The daily sales position would be updated and uploaded at 8:00 p.m. of each flat selection date to the HA/HD website (www.housingauthority.gov.hk/gsh/2024). In addition, the number of GSH flats still available for flat selection will be updated at the HA Sales Hotline - 2712 8000 at 10:00 p.m. daily for applicants’ enquiries.

(B) Viewing of Building Models and Doll Houses of new GSH flats (Only applicable to the purchasers of GSH flats)

Applicants can view the information about this sale exercise and doll houses of new GSH flats at the Exhibition Gallery of GSH Sales Unit (1/F Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon). **The opening hours of the Exhibition Gallery during flat selection period are from 8:00 a.m. to 7:00 p.m. from Monday to Sunday (including public holidays).**

(C) Flat Selection Procedures



- (1) Under normal circumstances, the HA, after detailed eligibility vetting, will invite eligible applicants in writing to the Unit at **1/F Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon** at an appointed time to select their flats and complete all the purchasing formalities according to applicants’ priority for flat selection. If required, the HA may also arrange applicants to undergo eligibility vetting on their appointed day of flat selection. In the latter situation, the HA will notify the applicants in advance when sending out the flat selection invitation letters. The applicants must continue to meet all eligibility criteria when they go through the purchasing formalities, or else their applications will be cancelled and the flat selected by them will be taken back and the application fees paid will not be refunded. When going through the flat purchasing formalities, applicants are required to sign a declaration declaring that all the information provided in the application form is true and correct, and report any changes (including but not limited to income, net asset value, ownership of domestic property, marital status and family composition (if applicable)) which may have occurred since the date of application.

- (2) Eligible applicants can choose to buy a GSH flat or recovered Tenants Purchase Scheme (TPS) flat of the HA (if any).
- (3) The applicant **must** turn up for flat selection in person.

All applicants (including the elderly member(s) aged 60 or above of families joining the “Priority Scheme for Families with Elderly Members”) and any family member who intends to become a **joint owner** (aged 18 or above listed in the application form of this sale exercise) **must** turn up in person in the GSH Sales Unit to complete the purchasing formalities. If an applicant or any family member who intends to become a joint owner (including the elderly member) is not able to turn up in person to complete the relevant formalities, he/she is required to **obtain prior written approval from the GSH Sales Unit and sign a valid Power of Attorney at a solicitor firm** to authorise a family member aged 18 or above listed on the application form to complete the purchase on his/her behalf. If the applicant is the only person listed in the application form, he/she may authorise a relative to complete the purchase on his/her behalf, provided that the authorised person is aged 18 or above and is holding a valid Power of Attorney. Applicants shall submit a written application to the GSH Sales Unit as early as possible before the date of flat selection so as to avoid delay in completing the purchase formalities due to the time required to process relevant documents. Applicants need to bear and be responsible for all the fees required for obtaining the Power of Attorney.

- (4) The applicant should come to the GSH Sales Unit for registration **15 minutes before** the flat selection session as specified in the flat selection notification. There are 3 selection sessions per day during flat selection period (The GSH Sales Unit may re-arrange the following flat selection sessions in accordance with the number of applicants turning up for flat selection.):

<u>Session 1</u>	<u>Session 2</u>	<u>Session 3</u>
9:00 a.m.	10:30 a.m.	12:00 noon

Flat Selection Notification will be issued according to the application category and the order of priority. Applicants who fail to keep their appointment will lose their eligibility for flat selection and their flat selection priority will be taken up by others lower in the queue. The application fees paid will not be refunded. If the applicant is late on the appointed date of flat selection, while the appointed flat selection session has already begun, the applicant will not be arranged for flat selection in the appointed flat selection session and arrangements will be made for the applicant to select a flat at the next available time slot. If an applicant needs to change his/her appointment (**the appointment can only be postponed but cannot be advanced**), he/she has to seek the GSH Sales Unit’s prior approval in writing. Change of appointment can only be effected upon approval, the applicant’s order of priority for flat selection will be deferred accordingly. The HA and the HD will not guarantee that there will be available quota or flat for selection under the category that the applicant belongs to after change of the appointment. If an applicant turns up at the GSH Sales Unit at the appointed time but fails to purchase a flat while stock still lasts, he/she will be deemed as giving up his/ her chance of flat selection, **the applicant will not be given another chance for flat selection again under the same application category**, the application fee paid will not be refunded.

- (5) Family or one-person applicants living in PRH estates affected by the HA’s announced clearance programme are allowed to select flats before family or one-person applicants of other categories. During individual flat selection sessions on the flat selection days, after registration of all applicants, their order of flat selection priority will be arranged according to their flat selection priority. They will then be arranged to enter the flat selection room accordingly. Applicants should take note of the latest information on flats available for selection displayed at the screens of the GSH Sales Unit. For all applicants who have been arranged to enter the flat selection room, selection of flat is on “first select first served” basis (subject to acknowledgement by computer). If a particular flat is selected by more than one applicant at the same time, the priority for selecting the flat will be determined by the applicant’s order of priority after registration in that flat selection session. The selected flat, once confirmed by applicants, cannot be changed

- (6) After selection of a GSH flat/ recovered TPS flat of the HA by the applicants, they will receive a computer printout listing the deposit amount has to be paid at the time of signing the ASP. Please be reminded that once payment is confirmed, the transaction cannot be cancelled.
- (i) **Buyer to purchase a GSH flat** must pay **not less than 5% of the purchase price** as deposit via FPS or bring along with him/ her a **cashier's order in the sum not less than HK\$43,000** for paying the deposit. If the amount of such cashier's order is less than 5% of the purchase price, any outstanding balance should be paid by a cashier's order, a personal cheque or via FPS upon signing of the ASP (payment in cash or company cheque will not be accepted). Alternatively, the purchasers may settle the full amount of deposit via FPS upon signing of the ASP.
 - (ii) **Buyer to purchase a recovered TPS flat** must pay **not less than 5% of the purchase price** as deposit via FPS or bring along with him/ her a **cashier's order in the sum not less than HK\$11,000** for paying the deposit. If the amount of such cashier's order is less than 5% of the purchase price, any outstanding balance should be paid by a cashier's order, a personal cheque or via FPS upon signing of the ASP (payment in cash or company cheque will not be accepted). Alternatively, the purchasers may settle the full amount of deposit via FPS upon signing of the ASP.
 - (iii) Cashier's order(s) or personal cheque should be made payable to "**HONG KONG HOUSING AUTHORITY**" for paying the deposit of the above (i) or (ii).
 - (iv) After paying the designated amount of cashier's order, applicant can select to settle the outstanding deposit balance by FPS. Applicant can use the mobile payment app which supports FPS QR Code to scan the FPS Advice provided by the HA to make the payment.
If applicants select to use FPS for the payment, they should pay attention to and prepare the following items before attending the flat selection:
 - (a) Applicant authentication for mobile banking app is required and need to enable the QR code scanner of your mobile banking app.
 - (b) The QR code scanning function provided by individual banks may vary. Applicant should contact your bank for details first.
 - (c) Before paying the deposit, please check the FPS daily payment limit pre-set with your bank and to ensure there are sufficient funds in the account.
 - (d) Please carefully check all the information on the FPS Advice before confirming the payment instruction and retain the payment records.
- (7) **The applicant and/ or the family member(s) listed in the application form must meet the eligibility criteria of the application from submission of the application form up to the date of signing the ASP for the purchase of a GSH flat/recovered TPS flat of the HA, they must make relevant declarations again at the day of flat selection.** Applicants holding Green Form Certificates (GFC) and/ or the family member(s) listed in the application form have to declare the total household monthly income and the total net household asset value. GFC holders with eligibility under the Civil Service Public Housing quota established are required to declare their pay scale point in the civil service. For any changes in the family circumstances (including but not limited to the income, net asset values, domestic property ownership, family size, marital status and employment status), or the total household monthly income/ total net household asset value has exceeded the prescribed limits (if applicable), they should inform the GSH Sales Unit of such changes immediately before proceeding to the Flat Selection Room for reassessment of the eligibility of application and priority for flat selection. If the applicants fail in the eligibility vetting, or should there be any changes in the personal particulars or family circumstances which render them ineligible, the flat he/ she selected will be cancelled, and the application will be cancelled. The HA and the HD shall not be responsible for any loss or claims arising therefrom. The application fees paid will not be refunded and cannot be transferred to other parties.
- (8) The HA will offer to sell the flats that are covered in the price list and the HA has the absolute right to withdraw from the sale of any flat at any time during the sales period.
- (9) Points to Note:
- (i) After a GSH flat of the HA has been selected, normally an applicant has to sign the ASP within the same day. Should an applicant who has selected a flat fail to turn up at the GSH Sales Unit to sign the relevant ASP within the specified time, he/ she will be

deemed as giving up the selected flat. The flat shall be taken back for selection by other applicants on the next flat selection day according to their priority, **the applicant concerned will not be given another chance for flat selection under the same application category.** The application fee paid will not be refunded.

- (ii) After a recovered TPS flat of the HA has been selected, whether the applicant decides to purchase or give up the selected flat after flat viewing (if available), he/ she must return to the GSH Sales Unit in person to sign the ASP or inform the GSH Sales Unit to give up the selected flat by the next working day at the latest after the flat viewing. If the applicant fails to turn up for flat viewing at the specified time arranged by the GSH Sales Unit, and fails to confirm the transaction with the GSH Sales Unit by the next working day at the latest, he/ she will be **considered as having given up the right to buy for the first time.** If the applicant gives up the recovered TPS flat selected for the first time, the selected flat will be released for selection by other applicants on the next flat selection day according to the priority for flat selection. **The applicant cannot revert to choosing a GSH flat. He/ She will be allowed to select another recovered TPS flat under the same application category** and the same flat viewing arrangements will apply. However, the HA does not guarantee that there will still be recovered TPS flat(s) available for selection. If the applicant decides not to purchase the second recovered TPS flat which he/ she selected after viewing, he/ she will be considered as having given up the right to buy. **The applicant will not be given another chance for flat selection under the same application category,** the application fee paid will not be refunded. Under any circumstances, if the applicant selects again the same recovered TPS flat which he has viewed and rejected before (if that flat is still available for sale), he/ she must sign the ASP on the flat selection day and no flat viewing will be arranged again for that flat. If flat viewing cannot be arranged due to whatever reasons, the applicant will be requested to return to the GSH Sales Unit in person to sign the ASP or inform the Unit to give up the selected flat by the next working day at the latest after the flat selection day. If applicant decides **to give up the flat viewing** on the selected flat, he/ she must sign the ASP on the flat selection day and understands that flat viewing of the selected flat will not be arranged after the execution of the ASP, and before the execution of the Deed of Assignment and the handover of the flat and shall make no claim whatsoever on the same.
- (iii) The HA sets a quota of about 40% flats of new GSH development, i.e. total of 1,050 GSH flats for family applicants applying under the “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme”. If family applicants applying under the “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme” category fail to obtain a quota, they would still have the opportunity to purchase a flat under the “Other Family Applicants” category. If a family applicant under the “Priority Scheme for Families with Elderly Members” and/or “Families with Newborns Flat Selection Priority Scheme” category has successfully selected a GSH flat and signed the ASP of a GSH flat, the relevant quota will be treated as consumed. Any GSH flat(s) quota released due to later rescission of the ASP of a GSH flat from this application category will not be allocated back to another applicant under the “Priority Scheme for Families with Elderly Members” category.
- (iv) The HA also sets a quota of 250 GSH flats for one-person applicants. When there are only 250 GSH flats remaining for selection (i.e. 250 GSH flats reserved for one-person applicants) or when the list of “Other Family Applicants” category is exhausted (whichever is earlier), One-person applicants will be invited for flat selection and they are allowed to buy any remaining flats, irrespective of flat size. If a one-person applicant has successfully selected a GSH flat and signed the ASP of a GSH flat, the relevant reserved flat will be treated as taken up. Any GSH flat(s) quota released due to later rescission of the ASP of a GSH flat from this application category will not be allocated back to “One-person Applicants” category. The rescinded flat will be allocated back to applicants under “Other Family Applicants” category for selection according to their priority order.
- (v) During the flat selection period, upon completion of the relevant procedures for cancellation of the ASP of a GSH flat/ recovered TPS flat by the HA, the rescinded flat will be released for selection by applicants on the next flat selection day according to the

order of flat selection priority.

- (vi) Each applicant can only select one flat. Should the applicant who has selected a flat decide not to sign the ASP or fail to turn up at the GSH Sales Unit to sign the relevant ASP and other documents, and submit the cashier's order/personal cheque within the specified time, he/ she shall be deemed to have given up the selected flat. The application fee paid will not be refunded.
- (10) Ownership Arrangement:
- (i) Sole/ Joint Ownership

The applicant must become the owner of the flat purchased. The applicant may choose to be the sole owner of the flat, or choose to share the ownership with one of the adult family members listed in the application form provided that the ownership is in the form of joint tenancy not inheritable by a third party. This family member is required to turn up in person at the GSH Sales Unit together with the applicant for completion of necessary formalities. Only adult family member included in the PRH tenancy/ Rental Estate tenancy/ GFC can become a joint owner.
 - (ii) For applicants who opt to join the 'Priority Scheme for Families with Elderly Members', at least one elderly member with aged 60 or above must be the owner or a joint owner of the purchased flat and no more than three persons are allowed to be joint owners of the flat. The applicant and family member(s) listed in the application form are willing to live together with the elderly member in the purchased flat. **At least one family member listed in the application form must live in the purchased flat with the elderly member.** Except for permanent departure, death or other compassionate reasons recommended by the Director of Social Welfare, the name of the elderly member cannot be deleted from the record of owners kept by the HD in future.
 - (iii) An applicant or any family member who intends to become a joint owner (including the elderly member) is/ are required to turn up in person at the GSH Sales Unit together with the applicant for completion of purchasing formalities. The applicant and the joint owner (if any) should have the mental capacity (if necessary, the HA may require the concerned person(s) to provide a recent medical proof) to understand the nature and effect of all application documents relating to this sale exercise and the legal documents, such as the ASP / Deed of Assignment of a flat and so on, which he/ she signs.
 - (iv) To apply for change of ownership for GSH flats/ recovered TPS flats by the purchaser (only confined to aged 18 family members listed in the application form of this sales exercise) before executing assignment, the applicant will have to pay an administration fee, re-execute the sales documents, and pay all other relevant expenses.
- (11) Legal representative
- Please refer to **Annex III** – Arrangement on Appointment of Solicitors.
- (12) Fees Payable
- (i) Legal costs and disbursements:
Please refer to **Annex III** - Arrangement on Appointment of Solicitors.
 - (ii) Purchasers are responsible for payment of all other fees in connection with the purchase of the flat, including but not limited to stamp duty, registration fees, fees for certified copies of the deeds, etc. For details and means of payment, please refer to Application Guides or Price Lists.
- (13) Points to Note upon Purchasing a Flat
- (i) After signing the ASP, for uncompleted building(s), after the Occupation Permit for the building(s) concerned has been issued, the HA or HA's appointed solicitors will notify the purchasers in writing to complete the remaining conveyancing formalities and pay the balance of the purchase price within the specified period of time. For completed building(s) (e.g. resale flats and recovered TPS flats), the HA or HA's appointed

solicitors shall within 28 days after the date of signing the ASP notify the purchasers in writing in relation to the completion of sale and purchase. The purchasers shall complete the remaining conveyancing formalities and pay the balance of the purchase price within 14 days as specified in the notice.

- (ii) Purchasers should assess their own financial capability and eligibility for mortgage (if applicable) before entering into purchasing formalities. After signing the ASP, a purchaser requiring a mortgage loan to pay the balance of the purchase price should apply to a bank or financial institution on the approved list (participating bank or financial institution), which is available from the GSH Sales Unit, for a mortgage loan on special concessionary terms specified by the HA; and the mortgage conditions are subject to final approval by the participating bank or financial institution concerned. Corresponding list of participating bank or financial institution would be distributed to purchasers on the date of signing the ASP.
- (iii) In the event of the purchaser failing to complete the transaction by the specified date in accordance with the ASP, the HA shall, without prejudice to any other remedy, be entitled to demand and receive from the purchaser payment of interest on the outstanding amount of any part of the purchase price at the rate of 2% per annum above the Best Lending Rate as announced by the Hong Kong and Shanghai Banking Corporation Limited.
- (iv) The flat shall not be assigned by the purchaser to any other person or organisation before executing the Deed of Assignment. If a purchaser requests for cancelling the ASP where the HA agrees to the same, the HA shall be entitled to retain a sum equivalent to 5% of the purchase price as consideration for his agreeing to cancel the ASP. Besides, the cancellation of the ASP is subject to the provisions of the ASP including the purchaser being required to pay or reimburse the HA for all legal costs, charges and disbursements (including stamp duty (if any) and registration fee) in connection with or arising from the cancellation of the ASP.
- (v) A purchaser may obtain a loan to cover the balance of the purchase price under a mortgage from his/ her employer who offers a bona fide staff housing mortgage loan scheme provided that prior approval from the Director of Housing is obtained. As the vetting process takes time, the purchaser should make the application as soon as possible. For details, please refer to the reference material on “Staff Housing Loan Mortgage” distributed at the time of purchasing a flat.
- (vi) If the purchaser, who has mortgaged the flat purchased to a participating bank or financial institution, defaults on mortgage payments before paying off the mortgage loan, the participating bank or financial institution concerned will sell the flat. Should the sale proceeds of the flat fail to cover the full outstanding balance of the mortgage and all the interest, legal costs, administration fees, etc. payable under the mortgage, the participating bank or financial institution will, pursuant to the Deed of Guarantee (DoG), make a claim against the HA for the payment of all the above arrears that the purchaser owes. The HA shall then under the DoG pay the same to the participating bank or financial institution. In relation to the payments made by the HA to the participating bank or financial institution, the HA will then recover such payments and the interest from the purchaser.