

Hong Kong Housing Authority ‘Sale of Home Ownership Scheme Flats 2016’
and Hong Kong Housing Society ‘Subsidised Sale Flats Project’
Application Guide for Green Form Applicants

Green Application Form (Green Form) for Hong Kong Housing Authority (HA) ‘Sale of Home Ownership Scheme (HOS) Flats 2016’ and Hong Kong Housing Society (HS) ‘Subsidised Sale Flats (SSF) Project’ is for the use of applicants falling under the following categories:

- (a) Households of Public Rental Housing (PRH) units under the Hong Kong Housing Authority (HA) (with the exception of tenants under conditional tenancies) or Hong Kong Housing Society (HS);**
- (b) Holders of a valid Green Form Certificate issued by the Housing Department (HD)/ Urban Renewal Authority (URA);**
- (c) Staff of the Estate Assistant grade of the HD who is holding a valid “Letter of Assurance” issued by the HD;**
- (d) Recipients of Rent Allowance for the Elderly Scheme (RAES) administered by the HA; and**
- (e) Households affected by the Ming Wah Dai Ha Redevelopment Project of the HS (households who had opted for special cash allowance in lieu of rehousing shall not apply within two years from the date of termination of their respective tenancies).**

This sale exercise will have 3,677 new units and 7 resale units including (a) HOS flats of Ka Shun Court and Ping Yan Court of the HA at Hin Tin Street, Sha Tin and Ping Ha Road, Yuen Long respectively; and (b) SSF of Greenhill Villa and Greenview Villa (resale units) of the HS at Siu Lek Yuen Road, Sha Tin and Tsing Luk Street, Tsing Yi respectively. Eligible applicants invited for flat selection may purchase one of the above mentioned units.

Applicants who were unsuccessful in previous applications under HA’s HOS or HS’s subsidised housing schemes may apply, provided that they meet the eligibility criteria.

Before filling in the application form, please read carefully this Application Guide for Green Form Applicants (Application Guide) and make reference to the guidance notes for completing the application form at paragraph 7 and Annex A. At the time of submitting the application form, applicants and their family members are ONLY required to submit (a) the completed application form; and (b) a crossed cheque or cashier’s order for payment of application fee. Please retain this Application Guide for future reference.

1. Eligibility Criteria

- 1.1 One-person applicants (Note 1)/ family applicants (consisting of two or more members) falling into one of the following categories :
- (a) Tenants of the HA or the HS PRH estates (with the exception of tenants under conditional tenancies) –**
 - (i) Households of PRH units should have their eligibility for Green Form application verified by their respective Estate Offices/ District Tenancy Management Offices;**
 - (ii) The applicant or any member of the family has not breached any clause of the Tenancy Agreement/ Tenancy Card or any terms and conditions of their Fixed-Term Licence of their PRH unit, has not accrued 16 or more valid points under the Marking Scheme for Estate Management Enforcement in Public Housing Estates, and has not been issued Notice-to-Quit to terminate the tenancy/ licence, whether appeal procedure is in progress or not;**
 - (iii) Under normal circumstances, tenants/ licensees of PRH are not subject to the restriction of ownership of domestic property (Note 2). However, some of the PRH occupants can only enjoy Green Form status if they meet the requirement of not owning domestic property (Note 2). In order to enjoy such status, the**

Note 1: One-person applicant includes : unmarried person, divorcee, widow/ widower and married person whose spouse does not have the right to land in Hong Kong. If a one-person female applicant has been pregnant for 16 weeks on the closing date of application, the unborn child will be counted as a member of the household and the application will also be regarded as family category provided that a valid medical certificate specifying the period of pregnancy shall be submitted upon the request of the HA. In connection with the right to land in Hong Kong, any person who has the right to land subject to certain conditions of stay (except those concerning the limit of stay) is not deemed to have the right to land in Hong Kong.

Note 2: The applicant and the family members are regarded as owning domestic property if they have : starting from 15 March 2014 (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or (ii) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or (iii) owned more than 50% of the shares in a company which directly or through a subsidiary company owned any domestic property; or (iv) been a beneficiary of any domestic property (including land) in Hong Kong; or (v) assigned any domestic properties in Hong Kong or any interest in such properties (the date of assignment means the date of execution of the Deed of Assignment); or (vi) withdrawn from any company which owned any domestic property in which the applicant/ family member owned more than 50% of the shares. Domestic property includes any domestic property, uncompleted private domestic property, rooftop structures approved by the Building Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.

- applicants must still meet the requirement at the time of completing all relevant formalities for flat purchase;
- (iv) HA tenants occupying two or more PRH units may apply with the Green Form according to the following rules:
- Households consisting of one nuclear family will be allowed to buy only one flat under the current sale exercise;
 - Households consisting of two or more nuclear families will be allowed to split and submit separate applications on the conditions that –
 - (1) the current requirements for splitting of household are met;
 - (2) endorsement of their application forms has been given by their respective Estate Offices/ District Tenancy Management Offices; and
 - (3) only two flats under the subsidised housing schemes may be purchased at the most (including flats bought with loans/ subsidies granted under the Home Purchase Loan Scheme (HPLS), Home Assistance Loan Scheme (HALS) or flats previously bought under the HOS Secondary Market Scheme (SMS), the Mortgage Subsidy Scheme (MSS), the Tenants Purchase Scheme (TPS), the Buy or Rent Option (BRO) or other subsidised housing schemes administered by the HS).
- (b) Persons falling into one of the following categories who are holders of valid Green Form Certificates issued by the HD/ URA –
- (i) Successful Waiting List applicants whose eligibility for PRH has been established and who are due for allocation of PRH in about a year's time;
 - (ii) Junior civil servants opting for purchase of HOS flats under Civil Service Public Housing Quota, whose eligibility has been established;
 - (iii) Clearees affected in clearance exercises initiated by the Government and victims of natural disasters with PRH eligibility;
 - (iv) Clearees affected in urban renewal projects with PRH eligibility;
 - (v) PRH residents whose eligibility for allocation of PRH flat has been established due to divorce/ splitting; and
 - (vi) Former PRH tenants holding a Letter of Assurance issued by the HD whose eligibility for allocation of the PRH flat has been established.
- (c) Staff of the Estate Assistant grade who hold a valid Letter of Assurance issued by the HD and meet the following criteria –
- (i) Staff of the Estate Assistant grade who have obtained a Letter of Assurance under the special arrangement of phase 4 must still meet the requirements concerning not owning domestic property (Note 2) applicable at the time of application for the Letter of Assurance when they purchase a flat by means of the Letter of Assurance;
 - (ii) Staff of the Estate Assistant grade who have obtained a Letter of Assurance under the special arrangement of phase 5 must still meet the requirements concerning: (i) not owning domestic property (Note 2); (ii) residence rule applicable to family members; (iii) maximum salary point of family members who are civil servants applicable at the time of application for the Letter of Assurance when they purchase a flat by means of the Letter of Assurance; or
 - (iii) Staff of the Estate Assistant grade who have obtained a Letter of Assurance under the special arrangement set out in the memo issued by the Chief Executive Officer/ Management on 1.2.2000 and 25.3.2002, and by the Senior Executive Officer/ Estate Management on 23.5.2005 must still meet all the relevant requirements set out in the above memos and all their appendices (including the requirement of not owning domestic property (Note 2)) when they purchase a flat by means of the Letter of Assurance.
- (d) RAES recipients may also apply with Green Form provided that the RAES recipients or any member of the family has not breached any clause of their Rent Allowance Agreement.
- (e) Households affected by the Ming Wah Dai Ha Redevelopment Project of the HS (households who had opted for special cash allowance in lieu of rehousing shall not apply within two years from the date of termination of their respective tenancies).

1.2 **The applicant must be at least 18 years old on the closing date of application.**

1.3 All family members listed in the PRH tenancy or Green Form Certificate must be included in the same application form. The applicant and his/ her family members must be related.

1.4 The applicant and the family member(s) listed in Part I of the application form must meet the eligibility criteria of the application from submission of the application form up to the date of signing the Agreement for Sale and Purchase (ASP) for the purchase of a HOS flat of the HA or the Preliminary Agreement for Sale and Purchase (PASP) for the purchase of a SSF of the HS. Those who are found ineligible will have their applications cancelled immediately, and the application fees paid will not be refunded.

1.5 Each person can only be listed in one application form under this sale exercise. **Spouses of married persons must be included in the same application form**, unless supporting documents are submitted to prove that they are legally divorced, or the spouses do not have the right to land in Hong Kong (Note 1) or are deceased. Any separate applications submitted by a married couple will also be regarded as duplication. The HA will check in detail for duplicate applications. **Should duplicate application be found, all related applications will be null and void. The**

application fees paid will not be refunded.

1.6 No member of the family and the applicant has received housing subsidies described in paragraph 4 below.

2. **Priority Scheme for Families with Elderly Members**

Families consisting of two persons or above with ordinary Green Form status and opting to join the 'Priority Scheme for Families with Elderly Members' will be accorded priority in flat selection if they meet the following requirements :

- 2.1 The elderly member must have reached the age of 60 on the closing date of application (14 March 2016) and must be a family member listed in the PRH tenancy/ Green Form Certificate.
- 2.2 The elderly member must become an owner or a joint owner of the purchased flat. He/ She should have the mental capacity (if necessary, the HA may require the elderly member to provide a recent medical proof) to understand the nature and effect of all documents relating to the application and legal documents, such as ASP/ PASP/ Deed of Assignment and so on, which he/ she signs.
- 2.3 If the elderly member is married, his/ her spouse must also be included in the same application unless supporting documents are submitted to prove that they are legally divorced, or the spouse does not have the right to land in Hong Kong (Note 1) or are deceased.
- 2.4 The applicant must sign a joint declaration with the elderly member at the time of signing the ASP/ PASP, undertaking that they are willing to live together in the purchased flat.
- 2.5 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/ HS in future.

3. **Application Arrangements for PRH Households, Green Form Certificate/ Letter of Assurance Holders and RAES Recipients**

Category	Notes to Applicants
(a) PRH tenants/ licencees of the HA	<p>Upon taking over their newly purchased flats, tenants/ licencees of PRH units of the HA shall immediately submit a Notice-to-Quit to the HD for terminating within 60 days the tenancy/ licence of their units. They shall return their PRH units in vacant possession to the HA on or before the day the tenancy/ licence is terminated.</p> <p>Tenants/ licencees unable to return their PRH units within the specified period have to submit an application in advance to the HD for an extension of stay up to 30 days. If the extension is approved, they will have to pay an occupation fee equal to three times the prevailing net rent/ licence fee of the PRH unit plus rates. If the tenant/ licencee has been paying market rent/ licence fee before the deadline for vacating the PRH unit, the occupation fee for the extended stay will be charged at either the rate of market rent/ licence fee or three times the prevailing net rent/ licence fee of the PRH unit plus rates, whichever is the higher.</p> <p>For tenants occupying two or more PRH units, if the households consist of one nuclear family, they will be allowed to buy only one HOS flat and have to surrender all the PRH units they are currently occupying. If the households consist of two or more nuclear families, they will be allowed to split and submit separate applications. However, they may purchase only two flats under the subsidised housing schemes at the most. They have to surrender one of their PRH units upon taking over the first flat and all the remaining PRH units upon taking over the second flat.</p>
(b) PRH tenants of the HS	They shall return their PRH units in vacant possession to the HS according to the relevant regulations.
(c) Holders of valid Green Form Certificates issued by the HD / URA	<p>Holders of Green Form Certificates must still meet the eligibility criteria specified in the certificate at the time of purchasing a flat under the current sale exercise.</p> <p>Their PRH registration numbers/ any remaining Green Form Certificate(s) and/ or Certificate of Eligibility to Purchase will become null and void upon their successful purchase of a flat offered for sale in the current sale exercise, and they will not be allocated any PRH (including IH) unit.</p> <p>Persons, being family members of households living in PRH units, shall move out from the PRH unit and have their names deleted from the respective public housing tenancy within 60 days upon taking over their newly purchased flat, or to surrender the PRH unit currently occupied to the HA/ HS in accordance with the requirements of sub-paragraph 3(a)/ 3(b) above.</p>

(d) Staff of the Estate Assistant grade who hold a valid Letter of Assurance issued by the HD	Their PRH registration numbers/ Letter of Assurance will become null and void upon their successful purchase of a flat under the current sale exercise and they will not be eligible for allocation of a PRH unit.
(e) RAES recipients	The granting of RAES allowance will cease after 60 days from the date of take-over of the newly purchased flat.
(f) Households affected by the Ming Wah Dai Ha Redevelopment Project of the HS	Apart from being allocated an ordinary order of priority for flat selection, they will have absolute priority (over all other applicants) to select flats of the Greenhill Villa of the HS (maximum quota is 200).

4. Ineligible Applicants

- 4.1 Those who have purchased a flat or have obtained a loan or subsidies under the following subsidised home ownership schemes, as well as their spouses (including the spouses of purchasers and loan/subsidies receivers who were unmarried at that time) :
- HOS;
 - Private Sector Participation Scheme (PSPS);
 - Middle Income Housing Project at Melody Garden;
 - MSS;
 - BRO;
 - SMS;
 - HPLS/ HALS;
 - TPS (applicable to those who have purchased a flat under TPS for over ten years);
 - any subsidised housing schemes administered by the HS (including loan/subsidies under any subsidised housing schemes);
 - any subsidised housing schemes administered by the Urban Renewal Authority (URA).
- Even though the relevant owner/borrower has sold the flat or repaid the loan, he/ she, as well as his/ her spouse, are not eligible to apply.
- 4.2 Within two years after the date of execution of the Deed of Assignment for the purchase of a flat under paragraph 4.1, the crucial members (Note 3) of 2-person families are not eligible to apply (unless they get married or are permitted to receive the housing benefits provided by their employers). Other family members will not be bound by this restriction provided that they meet the eligibility criteria.
- 4.3 Member of the Civil Servants' Co-operative Building Society or any housing scheme of a similar nature or a lessee under any Government Built Housing Scheme (PRH tenants are exempted from this requirement).
- 4.4 Kowloon Walled City clearerees who have received the Government compensation set at HOS price level and their spouses listed on the clearance register (including the spouses of clearerees who were unmarried at the time of receiving the compensation).
- 4.5 Clearerees who had opted to receive cash allowance/ ex-gratia payment granted by the HD/ URA and are therefore not allocated any form of PRH shall not apply within two years after the receipt of the allowance.
- 4.6 Qualified households affected by land resumption and clearance required under the Hong Kong section of Guangzhou-Shenzhen-Hong Kong Express Rail Link project and the Liantang/ Heung Yuen Wai Boundary Control Point and Associated Works, who had chosen the "ex-gratia cash allowance-only" option shall not apply within three years after the receipt of the allowance.
- 4.7 Households affected by the Ming Wah Dai Ha Redevelopment Project of the HS who had opted for special cash allowance in lieu of rehousing shall not apply within two years from the date of termination of their respective tenancies.
- 4.8 **The HA reserves the right to reject applications after scrutiny, and the application fees will not be refunded.**

5. Applying for Other Subsidised Housing Schemes at the Same Time

- Should the applicant and/ or other family member(s) listed in Part I of the application form :
- also apply for other subsidised housing schemes and more than one applications are successful, they can only opt for one of the schemes and all other application(s) have to be cancelled.
 - successfully acquire a flat under other subsidised housing schemes and become owner(s) or member(s) of the acquired flat, he/ she/ they is/ are required to delete his/ her/ their name(s) from the application under the current sale exercise. Accordingly, the HA will re-assess the eligibility of applicants under the application and**

Note 3: A crucial member is a member, other than the owner, included in an application form to fulfill the eligibility criteria of the minimum number of two qualified persons for family.

the priority for flat selection. Besides, if the deletion results in a change of the application category from family applicant to one-person applicant, assessment of income and asset will be based on the limits for one-person applicant.

5.3 successfully acquire a flat under the current sale exercise, the application(s) for PRH (including Interim Housing (IH)) from the applicant and/ or other family member(s) will be cancelled and no PRH flat (including IH) will be allocated.

6. Obtaining the Application Form

6.1 From 22 February 2016 to 14 March 2016, Application Forms, Application Guides, Sales Booklets of Ka Shun Court and Ping Yan Court of the HA can be obtained at the following venues (during office hours) or downloaded from the following website :

- (i) HOS Sales Unit of the HA (HOS Sales Unit) (Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon);
- (ii) Estate Offices and District Tenancy Management Offices of the HA;
- (iii) Estate Offices of the HS;
- (iv) Public Enquiry Service Centres of the Home Affairs Department;
- (v) Sham Shui Po Housing Information Centre (2/F Podium, Un Chau Shopping Centre, Un Chau Estate, Kowloon); and
- (vi) Website : www.housingauthority.gov.hk/hos/2016.

Promotion leaflets of Greenhill Villa and Greenview Villa will also be provided at venues (i) to (v).

6.2 From 22 February 2016 to 21 March 2016, Sales Arrangements, Sales Brochures and Price Lists of Greenhill Villa and Greenview Villa of the HS can be obtained at the following venues (during office hours) or downloaded from the following websites :

- (i) The Office of the HS (Tone King Building, 413 Castle Peak Road, Cheung Sha Wan, Kowloon);
- (ii) HOS Sales Unit (Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon) (Distribution of the above documents will cease after 14 March 2016);
- (iii) Greenhill Villa website : www.greenhillvilla.com.hk; and
- (iv) Greenview Villa website : www.greenviewvilla.com.hk.

6.3 From 22 February 2016 to 14 March 2016, Application Forms and Application Guides can also be obtained at the Office of the HS at Tone King Building, 413 Castle Peak Road, Cheung Sha Wan, Kowloon.

7. Guidelines on Completing the Application Form

7.1 Before filling in the application form, applicants should read this Application Guide carefully so as to understand the eligibility criteria, guidelines for completing the application form, application details, etc. Please also make reference to Annex A.

7.2 Applicants should fill in the application form in English block letters (and Chinese if applicable) with a black or blue ball pen. **Applicants and relevant family member(s) should sign against amendments, if any. No correction materials such as correction fluid or tapes for obliteration should be used.**

7.3 Applicants who are PRH tenants/ licencees are not subject to restrictions on income and assets and therefore they are not required to fill in Part V of the application form or to provide income and assets proof. Applicants holding Green Form Certificates are still subject to restrictions on income and assets. They must fill in the Total Monthly Household Income and Total Net Asset Value of the Household of the application form. The HA will notify applicants to provide relevant supporting documents, if necessary.

8. Payment of Application Fees

Application fee of **HK\$200** should be paid by a crossed cheque (**the cheque can be issued by applicants or other persons**) or cashier's order. The cheque or cashier's order should be made payable to **"HONG KONG HOUSING AUTHORITY"**. The identity card number and contact telephone number of the applicant should be written at the back of the cheque or cashier's order. Please make reference to Annex A of this Application Guide. **Application fee paid is non-refundable. If the cheque or cashier's order is dishonoured for whatever reasons, the application will be cancelled automatically.**

9. Submission of Application Form

The application period is from 29 February 2016 to 14 March 2016. The closing time is 7 p.m. on 14 March 2016. **Applicants should submit (a) completed application form; and (b) a crossed cheque or cashier's order for application fee of HK\$200 made payable to "HONG KONG HOUSING AUTHORITY"** in a manner as specified below.

(a) Applicants who are PRH households	They are required to submit during office hours their completed application forms to their respective Estate Offices/ District Tenancy Management Offices for verification and endorsement. The Estate Offices/ District Tenancy Management Offices will forward the verified and endorsed application forms, together with the crossed cheque or cashier's order for payment of the application fee, to the HOS Sales Unit. Applicants may also submit the verified and endorsed application forms, together with a crossed cheque or cashier's order for payment of the application fee, by post or by hand during office hours to the HOS Sales Unit.
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(b) Applicants holding Green Form Certificates	The completed application forms and a crossed cheque or cashier's order for payment of the application fee, together with the original copy of Green Form Certificates, should be submitted by post or by hand during office hours, to the HOS Sales Unit.
(c) RAES recipients	The completed application forms, together with a crossed cheque or cashier's order for payment of the application fee, should be submitted during office hours to the Rent Allowance for the Elderly Scheme dedicated team at Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon.
(d) Staff of the HD Estate Assistant Grade holding a valid "Letter of Assurance" issued by the HD	The completed application forms, together with a crossed cheque or cashier's order for payment of the application fee, should be submitted during office hours to the Estate Offices/ District Tenancy Management Offices which manage their respective departmental quarters.

The office hours of the HOS Sales Unit during the application period are 8:00 a.m. – 7:00 p.m., from Monday to Sunday (including public holidays). The address is Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon. **Applications submitted before or after the application period will not be accepted. For submission by mail, the submission date is determined by the postmark. Applications which are delivered belatedly or returned to the applicants due to insufficient postage will not be processed.**

10. Change in Particulars of the Submitted Information

- 10.1 Any changes in the particulars (including but not limited to income, net asset value and ownership of domestic property) of the applicant and/or any family members listed in Part I of the application form or the family circumstances (including but not limited to marital status) should be reported in writing to the HA (address: Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon) with supporting documents so that the HA can reassess the eligibility of the application and the priority for flat selection. Application number should be quoted in the correspondence. Should there be any changes in the personal particulars or family circumstances that render them ineligible, the application will be cancelled and the HA, the HD and the HS 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.
- 10.2 Request for addition or deletion of member(s) listed in the application form will not be accepted, except for addition of family member(s) due to birth, marriage or the applicant's spouse/child(ren) aged under 18 being granted permission to stay in Hong Kong; or for deletion of family member(s) due to death, divorce or having successfully acquired a flat under other subsidised housing schemes and become an owner or member of the acquired flat as mentioned in paragraph 5. Should the request for addition of family member(s) be approved, the application category will still be based on the position as at the closing date of application. Should the request for deletion of member be approved which results in a change of the application category from family applicant to one-person applicant, assessment of income and asset will be based on the limits for one-person applicant. The HA will reassess the eligibility and priority for flat selection based on the latest information.

11. Application Handling Procedures

- 11.1 Upon receipt of the application forms, the HA will notify the applicants in writing of their application numbers, which should be quoted in all correspondence in future.
- 11.2 The HA will conduct a ballot to determine the sequence of the last two digits of application numbers held by applicants. Based on the ballot result, the HA will randomly generate the order of all applicants by computer and will, according to such order, invite applicants to submit supporting documents for conducting detailed vetting to determine whether individual applicants meet the eligibility criteria and their final priority. Results of the ballot and order for detailed vetting will be displayed in the following venues and website:
- HOS Sales Unit;
 - Estate Offices and District Tenancy Management Offices of the HA;
 - Estate Offices of the HS;
 - The Office of the HS at Tone King Building, 413 Castle Peak Road, Cheung Sha Wan, Kowloon;
 - Sham Shui Po Housing Information Centre (2/F Podium, Un Chau Shopping Centre, Un Chau Estate, Kowloon);
 - Public Enquiry Service Centres of the Home Affairs Department; and
 - Website : www.housingauthority.gov.hk/hos/2016.
- 11.3 After the ballot, the HA will issue letters to the prioritized applicants notifying them to submit the supporting documents to the HA **within 10 working days for detailed vetting to determine whether individual applicants meet the eligibility criteria and their priority for flat selection. If the invited applicants fail to submit the supporting documents within the specified period, or confirmed to be ineligible after detailed vetting by the HA, their applications will be cancelled.** Where a document to be submitted is not in Chinese or English, a Chinese or English translation must be attached with the name and official capacity (if any) of the translator stated. All photocopies submitted by the applicant must be clear and legible, otherwise delay in processing the application may be

caused.

Note : There is no guarantee that applicants being notified to submit supporting documents would be invited for flat selection in this sale exercise. Whether individual eligible applicants would be invited for flat selection in this sale exercise is subject to their priority for flat selection.

- 11.4 The HA may invite the applicants for an interview if necessary. At the interview, applicants may be required to provide other supporting documents to prove that they still meet the eligibility criteria. If the vetting procedures are impeded, the vetting results and priority for flat selection will be affected or delayed.
- 11.5 The HA will issue Flat Selection Letters to eligible applicants according to the number of flats available in this sale exercise and their priority for flat selection.

12. Quota Allocation and Priority for Flat Selection

- 12.1 There will be quota for the following three application categories. Remaining flats after deducting the quotas and any unused quota will be allocated to the family applicants for selection :

Application Categories	Quota	
	Green Form Applicants	White Form Applicants
(a) Persons affected by the Ming Wah Dai Ha Redevelopment Project of the HS (Confined to purchase of a flat of Greenhill Villa only)	200	Not Applicable
(b) Families applying under the ‘Priority Scheme for Families with Elderly Members’	1,000	1,000
(c) One-person applicants	100	100

The quota allocation ratio between Green Form and White Form applicants is 50:50. If the allocated quota for Green Form applicants for a particular application category is not fully utilised, the remaining quota will be allocated to White Form applicants of the same application category and vice versa (for example, if the allocated quota for Green Form applicants under ‘Priority Scheme for Families with Elderly Members’ is not fully utilised, the remaining quota will be allocated to White Form applicants under ‘Priority Scheme for Families with Elderly Members’ and vice versa.)

- 12.2 The flat selection order of different categories of applicants is as follows.

Green Form Applicants	White Form Applicants
(1) Family applicants and one-person applicants affected by the Ming Wah Dai Ha Redevelopment Project of the HS (This priority order only applies to the quota of 200 flats in Greenhill Villa for selection under absolute priority by applicants affected by the Ming Wah Dai Ha Redevelopment Project of the HS.)	(1) Nuclear family applicants applying under the ‘Priority Scheme for Families with Elderly Members’
(2) Family applicants applying under the ‘Priority Scheme for Families with Elderly Members’	(2) Other nuclear family applicants
(3) Other Family applicants	(3) Non-nuclear family applicants
(4) Other One-person applicants	(4) One-person applicants

- 12.3 All “family” applicants and “one-person” applicants will be allocated an ordinary order of priority for flat selection. Family applicants and one-person applicants affected by the Ming Wah Dai Ha Redevelopment Project of HS will be allocated a separate order of priority for flat selection under the category of ‘Applicants affected by the Ming Wah Dai Ha Redevelopment Project of the HS’. While family applicants will have priority over one-person applicants under this category, both will have absolute priority (over all other applicants) to select flats of the Greenhill Villa of the HS (maximum quota is 200). Family applicants who join the ‘Priority Scheme for Families with Elderly Members’ will also be allocated an additional order of priority for flat selection. Therefore, if a Green Form family applicant affected by the Ming Wah Dai Ha Redevelopment Project also applies under the ‘Priority Scheme for Families with Elderly Members’, apart from being allocated an ordinary order of priority for flat selection under the ‘family applicants’ category, the applicant will also be allocated two more orders of priority under the ‘Applicants affected by the Ming Wah Dai Ha Redevelopment Project of the HS’ and ‘Priority Scheme for Families with Elderly Members’ categories respectively (i.e. a total of three). For other Green Form and White Form family applicants who also apply under the ‘Priority Scheme for Families with Elderly Members’, they will be allocated an ordinary order of priority for flat selection under ‘family applicants’ category and an additional order of priority under the ‘Priority Scheme for Families with Elderly Members’ (i.e. a total of two).

- 12.4 According to the order of priority as mentioned in paragraph 12.2, HA will invite eligible applicants of different categories for flat selection. Applicants holding more than one order of priority will be invited to select a flat under the first prioritized category that they belong to. If applicants fail to purchase a flat under the quota of that category, the HA will invite them for flat selection again when their order of priority under their next prioritized category turns up, provided that flats are available for selection under that category. For example, Green Form family applicants affected by Ming Wah Dai Ha Redevelopment Project will first be invited, according to their order of priority under the ‘applicants affected by the Ming Wah Dai Ha Redevelopment Project of the HS’ category, to select a flat of the

Greenhill Villa. If the quota under this category has been exhausted or the applicants fail to purchase a flat, they will be invited for flat selection again when their order of priority under the 'Priority Scheme for Families with Elderly Members' or 'other family applicants' categories arise and flats are available under these categories for sale. Likewise, other Green Form and White Form family applicants applying under the 'Priority Scheme for Families with Elderly Members' who fail to purchase a flat under the specific quota of that category will be invited for flat selection again when their order of priority under the 'family applicants' category arise and flats are still available.

- 12.5 In executing flat selection order, the ratio between ordinary Green Form (i.e. categories 2 to 4 as stated in the table of paragraph 12.2) and White Form applicants will be 1:1. In other words, for every two applicants on the priority list, the order will be: (a) one ordinary Green Form applicant; (b) one White Form applicant.
- 12.6 If PRH tenants rehoused through the Express Flat Allocation Scheme exercise apply within three years from the date of tenancy commencement of their PRH units by using Green Form, they will be treated as if they were White Form applicants in terms of flat selection priority and will be put under the White Form queue. Any flats purchased by this category of Green Form applicants will be counted against the White Form quota. Upon taking over of their purchased flats, this category of Green Form applicants, similar to other Green Form applicants, have to surrender their PRH units to the HA.

13. Flat selection

- 13.1 After detailed vetting, the HA will invite eligible applicants in writing to the HOS Sales Unit at an appointed time to select their flats and complete all the purchasing formalities according to their priority for flat selection. 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 flats 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) which may have occurred since the date of application (if applicable).
- 13.2 Flat selection letters will be issued according to the order of priority. Applicants who fail to keep their appointment will lose their eligibility for flat selection and will be overtaken by others lower in the queue. The application fees paid will not be refunded. 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 HA's prior approval in writing. Due to the change of appointment, the applicant's order of priority for flat selection will be deferred accordingly. The HA, the HD and the HS do not guarantee that there will be available quota for flat selection under the category that the applicant belongs to after change of the appointment.
- 13.3 If an applicant turns up at the HOS 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.
- 13.4 After flat selection by all other invited applicants, one-person applicants may choose a flat of any available size out of the remaining 200 flats.
- 13.5 After a flat has been selected, an applicant has to sign the ASP (applicable to HA's HOS flats) or the PASP (applicable to HS's Greenhill Villa flats) within the same day. Should an applicant who has selected a flat fail to turn up at the HOS Sales Unit to sign the relevant ASP or the PASP by 5:00 pm within the same day of flat selection, he/ she will be deemed as giving up the selected flat. The flat shall be taken back for selection by other applicants 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. Please refer to paragraph 13.6 for the purchasing arrangement of resale flats of Greenview Villa.
- 13.6 Applicants may make appointment to conduct on-site inspection of the selected flat after his/ her flat selection of Greenview Villa (the resale unit), and have to sign the PASP no later than 5:00 pm within the next working day after flat selection. In the event that the applicant is not satisfied after inspecting the selected flat, he/she may return to the HOS Sales Unit no later than 5:00 pm within the next working day after flat selection to cancel it. He/ She is then permitted to select another flat in the ensuing flat selection session in order of priority number. However, the HA, the HD and the HS do not guarantee that quota of the category that the applicant belongs to is still available for flat selection. Upon cancellation of flat selection, the selected flat will be offered again for selection by other applicants according to their priority in the first flat selection session on the next working day. Should an applicant who has selected a flat fail to turn up at the HOS Sales Unit to sign the PASP or cancel the selected flat by 5:00 pm within the next working day after flat selection, the flat selection will be deemed cancelled. No further flat selection opportunity will be offered to the applicant under the same application category and the application fees paid will not be refunded. In the event where the applicant selects the same flat which he/ she has earlier rejected, he/ she has to sign the PASP within the same flat selection day without any arrangement for inspection of the flat.
- 13.7 After the execution of the ASP (applicable to HA's HOS flats) or the PASP/ASP (applicable to HS's SSF), if the purchaser is proved to be ineligible for the current sale exercise, the ASP/PASP already signed will be cancelled and all fees and charges paid in respect of the application/ purchase will not be refunded.

14. Ownership Arrangement

- 14.1 The applicant must become the owner of the flat purchased. The applicant, however, may 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 with the applicant at the HOS Sales Unit for completion of necessary formalities.
- 14.2 Applicants joining the 'Priority Scheme for Families with Elderly Members' must share the ownership of the flat with one of the elderly members, although they may also choose one of the adult members listed in the same application form as a joint owner at the same time. The elderly member concerned and the family member concerned (if applicable) are also required to turn up in person at the HOS Sales Unit together with the applicant for completion of relevant formalities.

[Paragraphs 15 to 18 are ONLY applicable to the purchasers of HOS flats of the HA]

15. Paying Purchase Price and Obtaining Legal Title to the Flats

- 15.1 Although the purchasers will sign the ASP before the staff of the HA, the staff will only interpret the contents of the ASP to the purchasers and attest their signing of the ASP. The staff will not give the purchasers any legal advice on the ASP or any other matters in connection with the transaction.
- 15.2 The purchaser must, at the time of signing the ASP at the HOS Sales Unit, make a deposit of not less than 5% of the purchase price to the HA. After the **Occupation Permit** for the building(s) concerned has been issued, the HA's appointed solicitor 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.
- 15.3 The purchaser is advised to engage a separate firm of solicitors of his/ her choice to act for him/ her in relation to the transaction. However, the contents of the conveyancing documents will be determined by the HA.
Please note that the solicitors appointed by the HA are acting for the HA only and will not be able to protect the purchaser's interest. If the purchaser instructs a separate firm of solicitors, that firm of solicitors will be able to give independent advice to the purchaser at every stage of the purchase. If the purchaser does not instruct a separate firm of solicitors of his/ her choice to act for him/ her in his/ her completion of the purchase, he/ she will execute the assignment at the office of the solicitors of the HA. The solicitors of the HA will only interpret the contents of the assignment to him/ her and attest his/ her execution, and will not act as the purchaser's solicitors in the transaction, and will not advise the purchaser on the ASP or any other matters in connection with the transaction. In such cases, the legal costs to be paid to the HA's appointed solicitors for executing the transaction shall be borne by the purchaser (not by the HA). The solicitors of the HA, not acting for the purchaser in the transaction, will not be able to protect the purchaser's interest.

16. Mortgage Arrangement

- 16.1 Purchasers should assess one's own financial capability and eligibility for mortgage 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 which is available from the HOS Sales Unit for a mortgage loan on special concessionary terms specified by the HA. The conditions are subject to final approval by the bank or financial institution concerned. The participating banks or financial institutions on the list have entered into a Deed of Guarantee with the HA. Some of the mortgage terms are as follows:
- (a) loan amount not exceeding the balance of the purchase price after deposit;
 - (b) maximum repayment period of 25 years; and
 - (c) interest rate at a maximum of the Best Lending Rate quoted by the bank or financial institution concerned minus 0.5% per annum.
- If the purchaser wishes to mortgage with other bank/ financial institution, which has not entered into a Deed of Guarantee with the HA, the purchaser is required to obtain prior approval from the Director of Housing for such mortgage arrangement. Otherwise, relevant provisions of the Housing Ordinance (Cap. 283) will be contravened. The purchaser is reminded to allow sufficient time for processing of the concerned application in order to avoid any possible delay in the mortgage arrangement and an administrative fee is required for the concerned application.
- 16.2 A purchaser may also 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.
- 16.3 Except with the approval of the Director of Housing, the purchaser shall not secure any other form of mortgage financing or refinancing, including increasing the amount of the mortgage loan. For details, please contact the HOS Sales Unit.
- 16.4 If the purchaser, who has mortgaged the flat purchased to a participating bank or financial institution that has entered into a Deed of Guarantee with the HA, defaults on mortgage payments before paying off the mortgage loan, the 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 bank or financial institution will, pursuant to the Deed of Guarantee, make a claim against the HA for the payment of all the above arrears that the purchaser owes. The HA shall then under the Deed of Guarantee pay the same to the bank or financial institution. In relation to the payments made by the HA to the bank or financial

institution, the HA will then recover such payments and the interest from the purchaser.

17. Fees and Charges to be Paid Upon Purchasing a Flat

- 17.1 The purchaser, when completing the formalities of purchasing a flat, is required to pay fees including but not limited to the following:
- (a) All stamp duties payable (Note 4);
 - (b) Registration fees for registration of the deeds in the Land Registry;
 - (c) Legal costs:
 - (i) The purchaser, unless appointing his/ her own solicitors, is required to pay the legal costs of the solicitors appointed by the HA. The fee rate charged by the HA's appointed solicitors for the sale and purchase of HOS flats will be made known later (Note: The HA's appointed solicitors are acting for the HA only and not for the purchasers);
 - (ii) If the purchaser appoints his/ her own solicitors, he/ she is only required to pay the legal costs of his/ her solicitors;
 - (d) The fees for certified copies of the deeds (including the Government lease, the Deed of Mutual Covenant and other relevant title deeds);
 - (e) 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 balance of the purchase price at the rate of 2% per annum above the Best Lending Rate as announced by the Hongkong and Shanghai Banking Corporation Limited;
 - (f) Debris removal fee (if any), decoration deposit (if any) and special fund (if any); and
 - (g) Management fee and management fee deposit.
- 17.2 If the purchaser requires a mortgage loan to finance the purchase of the flat, he/ she is also required to pay:
- (a) The registration fee for registration of the mortgage deed in the Land Registry; and
 - (b) Legal costs of the solicitors acting for the bank or the financial institution offering the loan for the mortgage arrangements. (Note: If the bank or the financial institution appoints also the HA's appointed solicitors to handle the mortgage arrangements, the solicitors will charge a separate fee.)

18. Special Restrictions on Purchasers and Their Family Members

All the HOS flats of the HA sold under the current sale exercise are subject to certain conditions, most of which are stipulated in the Housing Ordinance (Cap. 283). The main conditions include the following:

- 18.1 **Application for other housing subsidies** – successful HOS flat purchasers and their spouses (including the future spouses of one-person applicants) under the current sale exercise will be debarred from all subsidised housing schemes administered by the HA, the HS or the URA in future.
- 18.2 If the applicant and/or family members listed in Part I of the application form is/are on the household record of other subsidised housing schemes, he/ she/they shall move out from such unit and have his/ her /their name deleted from the respective household register or record within 60 days upon the flat purchased under the current sale exercise has been handed over to him/ her/them.
- 18.3 **Mortgage** –the purchaser may secure a first mortgage to cover the balance of the purchase price of the flat only as provided in paragraphs 16.1 and 16.2 above. Except with the approval of the Director of Housing, the purchaser shall not secure any other form of mortgage financing or refinancing, or increase the amount of the mortgage loan prior to the payment of premium.
- 18.4 **Use** - the flats should be used only for residential purposes and for occupation by the purchaser and the family members listed in the application form. Only the spouse and child(ren) aged under 18 of the owner or joint-owner are allowed to add to the household register of the HOS flat in future.
- 18.5 **Occupation** – staff of the HD are empowered to require owners or occupiers to provide particulars about the use and occupation of the flat, and to enter and inspect the flat. Any owner or occupier who refuses to provide the particulars required shall be guilty of an offence and liable on conviction to a fine at Level 4 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 3 months; any owner or occupier who makes a false statement shall also be guilty of an offence and liable to a fine at Level 5 as specified in the same Schedule and to imprisonment for 6 months. (Note: As at the date of printing the application form for the current sale exercise, the maximum fines at Level 4 and Level 5 are HK\$25,000 and HK\$50,000 respectively.)
- 18.6 **Deletion of record** – deletion of crucial members (Note 3) of 2-person families can only be effected after the purchase of a flat for two years (as from the date of execution of the Deed of Assignment), unless they get married or are permitted to receive the housing benefits provided by their employers.
- 18.7 **Assignment or letting** -
- (a) The flat shall not be assigned by the purchaser to any other person or organization before executing the Deed of Assignment. If a purchaser would like to cancel the ASP and if the HA agrees to the same, a sum equivalent to 5% of the purchase price will be retained by the HA as consideration for cancellation of the ASP. Besides, the

Note 4: The HA/ HS are not responsible for stamp duties related matters. Purchasers may call the Inland Revenue Department at 2594 3202 or browse its website (www.ird.gov.hk/eng/faq/index.htm) for details.

purchaser is required to pay or reimburse the HA for all legal costs, charges and disbursements (including stamp duty, if any) in connection with or arising from the cancellation of the ASP.

- (b) A purchaser who wishes to assign or let the flat after the Deed of Assignment comes into effect will be subject to the terms of the Deed of Assignment and the provisions in the Housing Ordinance (Cap. 283) and its subsequent amendments. **The HA will not buy back the HOS flats sold under the current HOS sale exercise.** Flat owners have the option to assign or let their flats in the open market subject to payment of a premium to the HA or from the third year onwards from the date of first assignment (Note 5) sell their flats to eligible purchasers under the SMS (Note 6) without payment of a premium.

The premium which the owner is required to pay is calculated based on the prevailing market value of the flat without alienation restrictions, and the difference between the purchase price of the flat and its initial market value as specified in the first assignment (Note 5) or latest assignment (for a resale flat) between the HA and the purchaser. In other words, the premium is calculated by applying the original discount of the purchase price to the prevailing market value.

Purchasers should take note that the market value used to calculate the discount at the time of purchase is the market value prevailing at the date of the ASP. The sale price of HA's HOS flats, once fixed, will remain unchanged throughout the sale period. As there is normally a time lag of a few months between the fixing of the sale price and the signing of the ASP, during which the market value of a flat may fluctuate according to the market conditions, the actual discount rate at the time of signing the ASP may be different from that when the price was fixed. The actual discount at the time of signing the ASP will be adopted for calculation of the premium.

Please refer to the HA/HD website (www.housingauthority.gov.hk) for details.

- 18.8 **Unlawful alienation or parting with possession** – any unlawful letting or conveyance of the flat purchased under the current sale exercise or any agreement for such letting or conveyance or purported letting or conveyance shall be void. Any person who alienates, lets, conveys, charges, or parts with possession of the flat or enters into an agreement to do so in breach of the Housing Ordinance (Cap. 283), commits an offence and is liable to a fine of HK\$500,000 and to imprisonment for one year.

[Paragraphs 19 to 22 are ONLY applicable to the purchasers of SSF units of the HS]

19. Paying Purchase Price and Obtaining Legal Title to the Flats

- 19.1 The purchaser shall pay a deposit, equivalent to 5% of the purchase price upon signing the PASP by a cashier's order. Besides, the purchaser shall attend the solicitors' office within 5 working days (excluding Saturday, Sunday and public holiday) after the date hereof to sign the ASP and pay the estimated stamp duty and a further deposit (equivalent to 5% of the Purchase Price). If the purchaser fails to attend solicitors' office to sign the ASP within 5 working days after the date hereof, the PASP will be rescinded and the deposit paid will be forfeited. No further flat selection opportunity will be offered to the purchaser.
- 19.2 The purchaser of Greenhill Villa will have to pay the balance of the purchase price (equivalent to 90% of the Purchase price) and complete the sale and purchase after the issue of Certificate of Completion and also within 14 days after the date of the HS's notification to the Purchaser in accordance with the ASP.
- 19.3 The purchaser of Greenview Villa will have to pay the balance of the purchase price (equivalent to 90% of the Purchase price) and complete the sale and purchase within 60 days after the signing of the PASP.

20. Fees and Charges to be Paid Upon Purchasing a Flat

- 20.1 The purchaser, when signing the ASP, is required to pay fees including but not limited to the following:
- (a) All payable stamp duty, if any (Note 4);
 - (b) Registration fees for registration of title deeds in the Land Registry;
 - (c) Legal costs:
 - (i) If the purchaser chooses the HS's appointed solicitor to handle the ASP and the Assignment for him/ her as well, the HS will procure its solicitor to waive the Purchaser's legal costs of the ASP and the assignment (Note: The purchaser can instruct his/ her own independent solicitor to act for him/ her to conduct the purchase or he/ she can instruct the Vendor's solicitor to act for him/ her as well as for the Vendor. If the purchaser instructs the solicitor for the Vendor to act for him/ her as well and if a conflict arises between him/ her and the Vendor, the solicitor may not be able to protect the purchaser's interests and he/ she will then have to instruct his/ her own solicitor anyway);
 - (ii) If the purchaser appoints his/ her own solicitors, he/ she is only required to pay the legal costs of his/ her

Note 5: The date of first assignment should not be construed as the date of completion of individual court. For flats offered in the current sale exercise, the date of first assignment refers to the date of the first deed of assignment of a particular flat from the HA to a purchaser.

Note 6: The implementation of the SMS is to allow the owners of flats under the HOS, PSPS, TPS, MSS and BRO to sell their flats without the need for payment of premium from the third year onwards from the date of first assignment to tenants of PRH estates under the HA or the HS, authorised residents of IH under the HA, holders of Green Form Certificates issued by the HD/ URA, recipients of RAES, HD Estate Assistant grade staff who are holders of the Letter of Assurance issued by the HD, successful applicants under the scheme of "Extending the HOS Secondary Market to White Form Buyers", or other eligible persons.

solicitors;

- (d) The fees for certified copies of the title deeds (including the Government lease, the Deed of Mutual Covenant and other relevant title deeds) and plan fee;
- (e) In the event of the purchaser failing to complete the transaction by the specified date in accordance with the ASP, the HS shall, without prejudice to any other remedy, be entitled to demand and receive from the purchaser payment of interest on the balance of the purchase price at the rate of 2% per annum above the Best Lending Rate as announced by the Hongkong and Shanghai Banking Corporation Limited; and
- (f) Debris removal fee (if any), special fund (if any), management fee and management fee deposit.

20.2 If the purchaser requires a mortgage loan to finance the purchase of the flat, he/ she is also required to pay:

- (a) The registration fee for registration of the mortgage deed in the Land Registry; and
- (b) Legal costs of the solicitors acting for the bank or the financial institution offering the loan for the mortgage arrangements. (Note: If the bank or the financial institution appoints also the HS's appointed solicitors to handle the mortgage arrangements, the solicitors may charge a separate fee.)

21. Mortgage Arrangement

21.1 Purchaser requiring a mortgage loan to pay the balance of the purchase price should apply to a bank or financial institution on the HS's approved list. The maximum loan amount would be 90% of the purchase price. The HS will announce the list of approved banks/ financial institutions shortly. All banks and financial institutions should adopt the "Standard Mortgage Deed" which is provided by the HS in processing the mortgage loan. The actual amount of loan, repayment period, interest and other terms of the mortgage loan will be subject to the approval of the banks/ financial institutions on a case by case basis according to the circumstances of the purchaser. Please note that the HS does not warrant that the purchaser can obtain mortgage loan at 90% of the purchase price or any mortgage loan from any banks or financial institutions.

21.2 The terms and conditions of the mortgages as well as the approval conditions offered by banks/ financial institutions will be subject to the policy of respective banks/ financial institutions and on a case by case basis according to the financial circumstance of the purchaser. Therefore, the purchaser is advised to enquire with the banks/ financial institutions approved by the HS on details of the terms and conditions of the mortgages before flat selection. **No warranty** or guarantee is given by the HS that the purchaser can obtain any mortgage loan or the maximum loan amount.

21.3 In case the Purchaser wishes to obtain a "staff housing loan mortgage" from his/ her employer, the Purchaser should submit written application to the HS for prior consent. The HS will issue procedural guidelines to the Purchaser upon receipt of such application. The HS has discretion to reject any applicant without giving any explanation. [Note: Applicant should pay the administrative fee and solicitors' fee for vetting the staff housing loan mortgage.]

22. Special Restrictions Imposed on Purchasers and Their Family Members

22.1 After acquiring the SSF of the HS, all members included in the application list will be excluded from further enjoyment of any form of housing benefits or subsidies offered now or in the future by the URA, the HS and the HA (including PRH, IH, BRO, HOS, HOS SMS, PSPS, Flat-for-Sale Scheme (FFSS), FFSS Secondary Market Scheme, Sandwich Class Housing Scheme and any other form of home assistance scheme). Both the purchaser and his/ her spouse (including those who are unmarried at the time of purchase of the SSF units) will be debarred from all subsidised housing schemes mentioned above.

22.2 The purchaser and all family members listed in the application are required to live in the SSF unit.

22.3 All SSF sold under Greenhill Villa and Greenview Villa by the HS are subject to certain restrictions on alienations which are stipulated in the relevant Land Grant of the respective projects :

- (a) **Use** - Units sold should be used only for residential purpose.
- (b) **Buyback, assignment, mortgage, letting and charge** –
 - (i) After the purchaser executes the assignment, any assignment, charging, letting or mortgaging, etc. of the unit will be subject to the provisions in the Land Grant. Under the terms of the Land Grant, unless allowed under the provisions therein, before an owner pays premium to the Government, the owner is prohibited from assigning, charging, letting or mortgaging the unit or assigning or transferring his interest in the unit in any form.
 - (ii) Within a period of the first 2 years from the date of the assignment, the owner shall offer to sell back the unit to the HS at the original purchase price less any amount unpaid under any approved mortgage and other approved deductible expenses. If the owner has not received any reply from the HS of its intention to buy back the unit within 28 days after the HS has received the notice, the owner may apply to the Government for assessment of premium, and may subsequently sell, assign, mortgage, charge or let the unit after paying the premium.
 - (iii) After the first 2 years but before the expiry of the first 5 years, the owner is still required to sell back the unit to the HS at a price to be fixed by HS less any amount unpaid under any approved mortgage and other approved deductible expenses. If the owner has not received any reply from the HS of its intention to buy back the unit within 28 days after the HS has received the notice, the owner may apply to the Government for assessment of premium, and may subsequently sell, assign, mortgage, charge or let the unit after paying the premium.

- (iv) After the expiry of the first 5 years from the date of the assignment, the owner may directly apply to the Government for assessment of premium, and may subsequently sell, assign, mortgage, charge or let the unit after paying the premium.
- (v) The premium is based on the prevailing market value of the flat without alienation restrictions, and calculated at a proportion being the difference between the purchase price of the flat and its initial market value. Please refer to the website of Greenhill Villa (www.greenhillvilla.com.hk) or the website of Greenview Villa (www.greenviewvilla.com.hk) for the details of the calculations of the premium.
Note: The above restrictions are contained in the Land Grant, the HS does not have any right or power to vary the provisions therein. **Further, the HS will not buy back the SSF sold under the current sale exercise.**
- (vi) Alternatively, the owner may sell his/ her flat to a qualified person in the secondary market under the FFSS without paying any premium at the expiry of two (2) years after executing the first assignment.
- (vii) No purchaser may assign or transfer his/ her rights and interests under the PASP or ASP.
- (viii) Purchasers should take note that the full market value used to calculate the discount at the time of purchase is the market value prevailing at the date of the PASP. Once determined, the purchase price of the HS's SSF will remain unchanged during the offer period. There is usually a gap of several months between determination of purchase price and execution of the PASP. During such time the market value of a flat may be adjusted in accordance with market conditions. As a result the discount offered at the time of purchase may be different from that offered when the purchase price was set. The amount of premium payable is calculated based on the actual discount enjoyed by the purchaser at the time of signing the PASP.

The above is for reference only, please refer to the terms of the Land Grant for details.

23. Important Notes

- 23.1 Any application which contains false or misleading information will be cancelled. Any flat purchased as a result of providing false or misleading information shall be recovered, and the PASP or ASP executed shall be rescinded and any fees paid will not be refunded. The decision of the HA, the HD and the HS on such false statement and information or application shall be final.
- 23.2 Under Section 26(2) of the Housing Ordinance (Cap. 283), any person who knowingly makes any false statement or provides any misleading information to the HA in respect of an application for purchasing a flat shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year. According to Section 26A of the Housing Ordinance (Cap. 283), any person who is found guilty by the Court of contravening the said provisions will be ordered to (a) assign the purchased flat to the HA; or (b) pay to the HA a sum equivalent to the difference between the original purchase price and the full market value of the flat as at the date of the conviction.
- 23.3 If anyone breaches Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a flat, the Court may, according to Section 26B of the Housing Ordinance (Cap. 283), order the purchaser to (a) assign the purchased flat to the HA; or (b) pay to the HA a sum equivalent to the difference between the original purchase price and the full market value of the flat as at the date of issue of the Court Order.
- 23.4 Any person who induces the HS to proceed with the sale and purchase of a flat by any deceit (including the making of false or untrue statement in connection with this application) could be held criminally liable for, among other crimes, fraud under Section 16A of the Theft Ordinance (Cap. 210), and be punishable by imprisonment.
- 23.5 According to the ASP of flats sold by the HS, if a purchaser has made any statement false or untrue to the HS in connection with his application for the purchase of the flat, the HS shall, without prejudice to and in addition to any other remedies it may have, have the right to (a) rescind the ASP and to forfeit an amount not more than 5% of the purchase price from the deposit paid; or (b) if the flat has already been assigned to the purchaser, demand the purchaser to (i) assign back the flat to the HS or (ii) pay the HS such proportion of the full market value which was not paid at the time of the assignment of the flat.

24. Notes on Collection of Personal Data

- 24.1 The personal data collected in this application form are used for processing applications under the current sale exercise and other matters pertaining to the enforcement of the Housing Ordinance (Cap. 283) or land lease related issues. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches and to contact the applicants for such purposes. The personal data in the application form, including the declaration by the applicant and his/ her family members authorising the collection and comparison/ checking of their personal data, are provided by the applicant and his/ her family members on a voluntary basis. However, if insufficient information is provided, the HA, the HD and the HS may not be able to process the application. In that case, the application fee paid will not be refunded.
- 24.2 The personal data provided by the applicant and his/ her family members in the application form will be used by the HA, the HD and the HS for the purpose of preventing the applicant and his/ her family members from enjoying double housing benefits and for the purposes of carrying out the checking/ verification and matching procedures. Such procedures include: (a) vetting the application and determining the eligibility of the applicant, (b) checking whether the applicant has applied for other subsidised housing schemes, (c) giving approval under the current sale exercise and handling any subsequent changes in family circumstances, property ownership, mortgage arrangements, sale of

property, etc. and (d) the data are also used to prevent the purchaser and his/ her spouse from participating in any other subsidised housing schemes administered by the HA/ HS/ URA in future.

- 24.3 When assessing the eligibility of the applicant and his/ her family member(s), the HA, the HD and the HS may compare and match the personal data provided in the application form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such information is false or misleading, and may take appropriate action against the person(s) concerned on the basis of the result of the data comparison and matching. The applicant and his/ her family member(s) should also authorise the HA, the HD and the HS to verify and match the information concerned with other government departments (including but not limited to the Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, banks and financial institutions), or the employers concerned. Furthermore, the applicant and his/ her family member(s) should agree that any government departments (including but not limited to the Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, banks and financial institutions), or the employers concerned may disclose the applicant's and his/ her family members' personal data in their possession to the HA, the HD and the HS for the purpose of comparing and matching the information provided in this application form. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches. The applicant and his/ her family member(s) should also agree that the HA, the HD and the HS may pass the application form and the supporting document(s) submitted to the HA's data processing service contractor for data processing in connection with his/ her application, and that the information provided will be passed to the HA Hotline/ HOS Sales Hotline/ 1823/ HS Sales Hotline for answering his/ her enquiries.
- 24.4 For the purposes stated above, the HA, the HD and the HS may disclose the personal data provided by the applicant and his/ her family member(s) in the application form to other government departments (including but not limited to the Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), and to employers concerned or relevant public/ private organisations/ companies (including but not limited to the URA, banks and financial institutions) or check such data with these parties.
- 24.5 The personal data provided in the application form are for application under the current sale exercise. Pursuant to the Personal Data (Privacy) Ordinance (Cap. 486), the applicant and his/ her family member(s) are entitled to request access to or correction of the personal data stated in the application form. Where necessary, such requests should be made in writing and directed by post or fax (fax no. 2761 6363) to the Departmental Data Protection Officer of the HA Headquarters, 33 Fat Kwong Street, Kowloon. A fee may be charged for the request for access to personal data.

25. Warning

Applicants should note that fees payable to the HA for the current sale exercise is mentioned in paragraph 8 of this Application Guide. If they are approached by any person who offers to provide assistance in return for remuneration, they should report to the Independent Commission Against Corruption (ICAC) without delay. Attempted bribery is also an offence in law. The HA will refer the case to the ICAC for investigation and cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

26. Contact Us

Enquiries	Contact Method
<ul style="list-style-type: none"> ● Application details of the current sale exercise ● Sale of HOS flats of the HA : <ul style="list-style-type: none"> - Ka Shun Court - Ping Yan Court 	<ul style="list-style-type: none"> ● Call HA Sales Hotline on 2712 8000 (handled by 1823). ● Write to the HOS Sales Unit at Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon or P.O. Box 71813, Kowloon Central Post Office. ● Details are available at the following websites : <ul style="list-style-type: none"> (i) Website : www.housingauthority.gov.hk/hos/2016; (ii) Ka Shun Court website : www.housingauthority.gov.hk/hos/2016/KaShun; and (iii) Ping Yan Court website : www.housingauthority.gov.hk/hos/2016/PingYan.
<ul style="list-style-type: none"> ● Sale of SSF units of the HS : <ul style="list-style-type: none"> - Greenhill Villa - Greenview Villa (Resale) 	<ul style="list-style-type: none"> ● Call HS Sales Hotline on 8101 2238. ● Details are available at the following websites : <ul style="list-style-type: none"> (i) Greenhill Villa website : www.greenhillvilla.com.hk; and (ii) Greenview Villa website : www.greenviewvilla.com.hk.

27. Points to note

- 27.1 This Application Guide is intended to explain the related matters in respect of the current sale exercise, which has no legal effect in itself.
- 27.2 The HA and the HS reserve the right to amend, correct or revise this Application Guide without prior notification.

Application Form (Green Form)

Hong Kong Housing Authority 'Sale of Home Ownership Scheme Flats 2016' and Hong Kong Housing Society 'Subsidised Sale Flats Project'

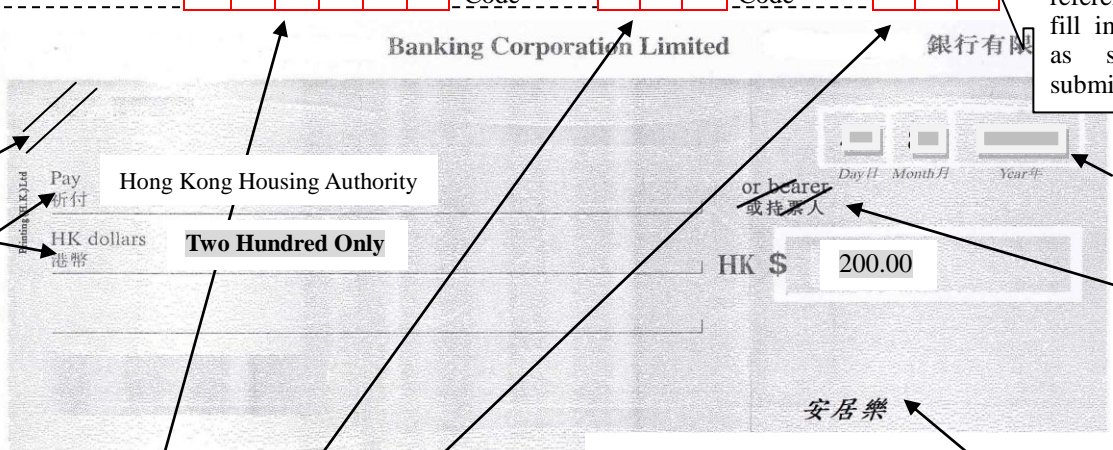
Part I Particulars of the applicant and all family members who will live with the applicant upon purchase of a flat
 Please mark the box '☐' as '■' as appropriate.

		Applicant	Member	Member	Member
Chinese Name (if any)		安居樂	置居樂	安快樂	
English	Surname	ON	CHI	ON	Please fill in the information according to HKIC or Hong Kong Birth
	Given Name	KUI LOK	KUI LOK	FALOK	
Hong Kong Identity Card No. (including the no. or letter in bracket)		G 1 2 3 4 5 6 7	H 5 6 7 8 9 0 (8)	()	
Hong Kong Birth Certificate No. (if HKIC not yet issued)		Not Applicable	()	J 1 2 8 1 2 8 (8)	
Date of Birth day month year		07 07 1975	15 06 1979	04 04 2005	
Sex (M – Male, F – Female)		■ M ☐ F	☐ M ■ F	■ M ☐ F	Please mark the box '☐' as '■' according to the status of individual member.
Relationship with Applicant	1. Husband/ Wife		1. ■	1. ☐	
	2. Father/ Mother		2. ☐	2. ☐	
	3. Son/ Daughter		3. ☐	3. ■	
	4. Father-in-law/Mother-in-law		4. ☐	4. ☐	
	5. Son-in-law/daughter-in-law		5. ☐	5. ☐	
	6. Brother/ Sister	Not Applicable	6. ☐	6. ☐	
	7. Grandfather/Grandmother		7. ☐	7. ☐	
	8. Grandchild		8. ☐	8. ☐	
	9. Other, please specify		9. ☐	9. ☐ ()	
Marital Status	1. Unmarried	1. ☐	1. ☐	1. ■	
	2. Married	2. ■	2. ■	2. ☐	
	3. Married (Spouse not having the right to land in Hong Kong)	3. ☐	3. ☐	3. ☐	
	4. Divorced	4. ☐	4. ☐	4. ☐	
	5. Widowed	5. ☐	5. ☐	5. ☐	
Pregnant for 16 weeks on the closing date of application (applicable to female applicants)		☐ Yes	Not Applicable	Not Applicable	Please provide contact telephone no.
Hong Kong Contact Tel. No. of Applicant		Home :	Mobile :	Office :	

Part II Record of payment of the application fee (to be completed by applicant)

(The identity card number and contact tel. no. of the applicant should be written at the back of the cheque or cash)

Cheque/Cashier's Order No.	2 4 6 1 3 5	Bank Code	1 2 4	Branch Code	0 1 2	Cheque No., Bank Code and Branch Code in this template are for reference only. Please fill in the information as shown on the submitted cheque.
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Crossed cheque →
In block letter →
Two Hundred Only →
Post-dated cheque will not be accepted →
Cross out bearer →
The signature should be the same as the signature of bank account holder (Cheque can be issued by applicant or other persons). →

To : Housing Manager/Sales,
Home Ownership Scheme Sales Unit
Podium Level 1, Hong Kong Housing Authority
Customer Service Centre,
3 Wang Tau Hom South Road, Kowloon.

Annex B

Hong Kong Housing Authority 'Sale of Home Ownership Scheme Flats 2016'
and Hong Kong Housing Society 'Subsidised Sale Flats Project'
Employee's Income Certificate

- Attention: (i) An employee may submit a photocopy of this form to his/ her employer for completion.
(ii) Please fill in English block letters (and Chinese if applicable) with a black/ blue ball pen.
(iii) Please do not use correction materials to make any corrections or else this employee's income certificate will be invalidated. Should it be necessary to do so, please cross out the erroneous information and fill in the correct information, which should be countersigned by the signatory of this certificate with the company chop affixed.
(iv) Please indicate 'Nil' in all columns not applicable to the employee or cross them out.

I/ We confirm that *Mr./ Miss/ Ms. _____ (H.K.I.C. No: _____), is an employee in my/ our firm since _____ (date) holding the post of _____.
His/ her income before deduction of contribution for Mandatory Provident Fund (MPF)/ Provident Fund (PF), if any, for the past six months (Note 1) is as follows:

Month/ Year	Basic salary	Overtime allowance	Other allowance/ incentives (Note 2)	Non year-end bonuses or commission	Contribution to a MPF/ PF (Note 3)	Net income after contribution to a MPF/ PF has been deducted

Note 1: For example, if the application date is 1 March 2016, the employer should declare the employee's income for the period from September 2015 to February 2016.

Note 2: Includes but not limited to travelling allowance, hardship allowance (obnoxious duties), housing allowance, food allowance, education allowance etc.

Note 3: Please declare the 5% statutory contribution to a MPF/ PF, but do not include any contribution made voluntarily by the employee.

Other than the above income, in the past 12 months, the employee *was paid/ was not paid as follows:

Other income	HK\$ (After deducting the statutory contribution to MPF/ PF)	Paid Date
* Year-end double pay/ year-end bonus/ other year-end gratuity		
* Year-end double pay/ year-end bonus/ other year-end gratuity		

Our firm *has/ has not furnished Employer's Return in respect of the income of the above-named employee to the Inland Revenue Department.

*The employee broke his/ her service for the period from _____ to _____.

*There is no break of his/ her service. He/ She has resigned (Effective date : _____).

I understand that under Section 26(2) of the Housing Ordinance (Cap. 283), if I knowingly make in this certificate any false or provide any misleading information to the Hong Kong Housing Authority in respect of the employee's application under the Home Ownership Scheme, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

I also understand that any person who induces the Hong Kong Housing Society to proceed with the sale and purchase of a flat by any deceit (including the making of false or untrue statement in this certificate) could be held criminally liable for, among other crimes, fraud under Section 16A of the Theft Ordinance (Cap. 210) and be punishable by imprisonment.

Signature of Employer/

Person in Charge

(Company Chop)

Name of Signatory

(in Block Letters)

Name of Company : _____

Designation of Signatory

(Please use Block Letters)

Office Address

Office Tel.

Date

* Please delete as appropriate

Please tear-off this page for use by employer