

**Hong Kong Housing Authority 'Sale of Home Ownership Scheme Flats 2022' (HOS 2022)
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
and Hong Kong Housing Society 'Subsidised Sale Flats Project' (HS SSF)
Application Guide for Green Form Applicants**

Before filling in the application form, applicants should read carefully this Application Guide for Green Form Applicants (Application Guide) to understand the eligibility criteria and regulations, and must fill in and sign the application form in accordance with the requirements of the Application Guide. Once the applicants submit the application form, they understand the application requirements and agree to comply with the relevant regulations.

Each person can only be listed in one application form of this sale exercise (either online application / paper application for White Form or Green Form), otherwise it will be regarded as duplicate application. Any duplicate application will render all applications null and void, and the application fee paid is non-refundable and non-transferrable under any circumstances. When completing the application form, please make reference to paragraph 7 of this Application Guide and the template at Annex A. For those who had received housing subsidies before, please refer to paragraph 4 of this Application Guide. After submitting the application form, please keep this Application Guide for future reference.

Green Application Form (Green Form) for HOS 2022 and HS SSF is for the use by the following applicants only:

- (a) Households of Public Rental Housing (PRH) units under the Hong Kong Housing Authority (HA) (tenants under conditional tenancies or monthly licencees of HA Transitional Rental Housing units are not allowed to submit application);
- (b) Households of Group A Rental Estates (Rental Estates) or Elderly Persons Flats under the Hong Kong Housing Society (HS) (households of Group B Rental Estates or monthly licencees of HS Transitional Rental Housing units are not allowed to submit application);
- (c) Households who are affected by HA's clearance programme of Blocks 10 and 11 of Shek Lei Interim Housing (IH) and holding with a valid "Green Form Certificate (GFC) - Applicable to Sale of Home Ownership Scheme Flats Only" issued by the Housing Department (HD);
- (d) Holders of a valid "GFC – Applicable to Sale of Home Ownership Scheme Flats Only" issued by the HD / the Urban Renewal Authority (URA); and
- (e) Recipients of Rent Allowance for the Elderly Scheme (RAES) administered by the HA.

Applicants may choose either one of the following ways to submit application:

- (a) **Online application:** applicants should complete the online application form and pay the application fee of HK\$250 by a valid credit card (VISA, MasterCard, JCB or UnionPay) of the applicant or another person through the HA website: www.housingauthority.gov.hk/hos/2022. For details, please refer to the said website; or
- (b) **By post/by hand:** applicants should submit the original copy of the completed paper application form, together with copies of Hong Kong Identity Card (HKIC) or Hong Kong Birth Certificate (for persons aged below 11) of the applicant and/ or his/ her family member(s) listed in the application form and a crossed cheque or cashier's order for payment of application fee (HK\$250). Other means of payment (such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheques) will not be accepted.

Applicants can only submit application through either one of the above ways. If an online application is successfully submitted, the applicant and/ or his/ her family member(s) listed in the application form should not submit application form again by post or by hand, or vice versa. Each person can only be listed in one application form of this sale exercise, otherwise it will be regarded as duplicate applications. Any duplicate application, no matter online/ paper application will render all applications null and void, and the application fee paid is non-refundable and non-transferrable under any circumstances.

GFC Holders are required to attach the original copy of a “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” when submitting the paper application form. PRH tenants of the HA, rental estate tenants of the HS, persons whose eligibility for Civil Service Public Housing Quota or Special One-off Housing Allocation for Junior Civil Servants has been established and who have been issued valid GFC for purchase of flats under this sale exercise **are not required** to fill in total household monthly income and total net household asset value. Other applicants with GFC must fill in income and assets including in and outside Hong Kong. **Proofs for income, asset value and family members’ relationship are NOT required to be submitted at the time of submitting the application form, but please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA’s further vetting in future if required.** For applicants who have submitted their application through online submission, the HA will request them to submit copies of identity document or original copy of GFC if necessary. The HA will, according to the random order generated by computer from ballot result, notify the applicant and family member(s) listed in the application form who have higher priority in writing to submit relevant supporting documents within a specified period for detailed vetting.

Application to Join the Next HA’s Subsidised Sale Flats (SSF) Sale Exercise

[Sale of Green Form Subsidised Home Ownership Scheme Flats 2022 (GSH 2022)]:

Valid Green Form (GF) applicants of HOS 2022 and HS SSF will be allowed to opt for applying in GSH 2022 without having to submit a separate application and pay the application fee. The HOS and GSH 2022 are two separate sale exercises. Regarding the sales arrangement of GSH 2022, please pay attention to the announcement later.

If applicants wish to apply for GSH 2022, applicants need to indicate consent in Part VII of the HOS 2022 and HS SSF Green form to carry over the HOS 2022 and HS SSF application to GSH 2022. Information submitted in the application form will be used to verify the eligibility criteria and priority for flats selection in GSH 2022. The applicant and/or the family member(s) listed in the application must meet the eligibility criteria of GSH 2022. Those who are found ineligible will have their applications cancelled immediately.

If the family composition of the applicants has been changed or the applicants are no longer willing to purchase GSH 2022 flats, applicants are required to inform the HA soonest possible so that the HA can update the application information accordingly. If the changes will affect the applicants’ household category and priority for flat selection in GSH 2022, such as from a one-person household to a family household, or from a general family to a family applying under the “Priority Scheme for Families with Elderly Member (FEP)”, applicants are required to inform the HA in writing during the stipulated application period of GSH 2022.

The carry-over arrangement will not affect how HA process the GF applications for HOS 2022 and HS SSF. Applicants who have successfully purchased a flat under HOS 2022 and HS SSF or have been rejected under HOS 2022 and HS SSF, their carried-over applications will be cancelled immediately.

1. Eligibility Criteria

1.1 One-person applicants (Note 1 and Note 2)/ family applicants (consisting of two or more members)(Note 2) falling into one of the following categories :

- (a) Households of the HA’s PRH estates or households of HS’s Group A Rental Estates or HS’s Elderly Persons Flats (**the date of commencement of their PRH or rental estate tenancies must be on or before the closing date of application**) (not applicable to tenants under conditional tenancies of HA or monthly licencees of HA’s Transitional Rental Housing units or households of HS’s Group B Rental Estates or monthly licencees of HS’s Transitional Rental Housing units) / Households who are affected by HA’s clearance programme of Blocks 10 and 11 of Shek Lei Interim Housing (IH) and holding with a valid “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” issued by HD –

Note 1: One-person applicant includes: unmarried person, divorcee (have obtained the Court Order of Divorce), widow/ widower, married person whose spouse does not have the right to land in Hong Kong and married person with marriage certificate issued after the closing date of application. 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 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.

Note 2: The applicant and all family members must be residing in Hong Kong and have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay). **Family members who do not have the right to land in Hong Kong should not be included in the application.**

- (i) Households of PRH / IH units / Rental Estates / Eldery Persons Flats should apply together with **all family members** listed in the tenancy agreement/ occupation licence/ fixed-term licence and have their eligibility verified by their respective Estate Offices/ District Tenancy Management Offices (Please contact relevant Estate Offices/ District Tenancy Management Offices direct for details);
 - (ii) The applicant or any member of the family has not breached any clause of the tenancy agreement/ occupation licence/ any terms and conditions of their fixed-term licence of their PRH unit/ Rental Estates, 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/ occupation licence/ fixed-term licence; and
 - (iii) HA tenants occupying two or more PRH units may apply according to the following rules:
 - Households consisting of one nuclear family (Note 3) will be allowed to buy only one flat under this sale exercise (please refer to paragraph 3(a) for flat recovery arrangement);
 - Households consisting of two or more nuclear families will be allowed to split and submit separate applications on the conditions that –
 - (1) endorsement of their application forms has been given by their respective Estate Offices/ District Tenancy Management Offices; and
 - (2) at most only two flats under the subsidised housing schemes may be purchased (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 Home Ownership Scheme, the Private Sector Participation Scheme (PSPS), the Green Form Subsidised Home Ownership Pilot Scheme/ the Green Form Subsidised Home Ownership Scheme (GSH), 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 and URA.)
- (b) Persons falling into one of the following categories who are holders of valid “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” issued by the HD/ URA –
- (i) PRH applicants who have passed the detailed vetting and whose eligibility for allocation of PRH has been established;
 - (ii) Persons under Civil Service Public Housing Quota or Special One-off Housing Allocation for Junior Civil Servants whose eligibility has been established (Note: The breach of any conditions of application as stipulated in the circular memorandum for Civil Service Public Housing Quota or Special One-off Housing Allocation for Junior Civil Servants issued by Civil Service Bureau by any person listed in the application form may result in the cancellation of the application. In that case, any application fee paid will not be refunded. Once the applicants have successfully purchased a flat under this sale exercise through signing an Agreement of Sale and Purchase (ASP) of a HOS flat/ recovered TPS flat of the HA or a Preliminary Agreement for Sale and Purchase (PASP) of a SSF of the HS under this sale exercise, any remaining GFC(s) and/ or Certificate of Eligibility to Purchase issued by the HD will be cancelled.);
 - (iii) Clearees affected in clearance exercises initiated by the Government and victims of natural disasters whose PRH eligibility has been established;
 - (iv) Clearees affected in urban renewal projects whose PRH eligibility has been established;
 - (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 (LA) issued by the HD whose eligibility for allocation of the PRH flat has been established.
- (c) RAES recipients may apply provided that they or any member of the family have not breached any clause of their Rent Allowance Agreement.

1.2 If applying as a household, the applicant and his/ her family members must be related.

1.3 **The applicant must be at least 18 years old on the closing date of application and must become the owner of the flat purchased.**

Note 3: Nuclear families refer to families comprising (i) husband and wife or (ii) parent(s) and child(ren) (including step child(ren) or adopted child(ren), but supporting documents should be submitted upon the request of the HA). **Grandparent and grandchild(ren) are non-nuclear families**, but they will be regarded as nuclear families if supporting documents can be provided to prove that the parents of the grandchild(ren) are deceased, or if both grandparents and grandchild(ren) are included in the application with either one of the grandparents as the applicant.

- 1.4 All family members listed in the PRH tenancy/ Rental Estate tenancy/fixed-term licence or GFC must be included in the same application form.
 - 1.5 **The applicant and 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 HOS flat/ recovered TPS flat of the HA or the PASP for the purchase of a SSF of the HS.** Those who are found ineligible will have their applications cancelled immediately, and the application fee paid is non-refundable and non-transferrable.
 - 1.6 **Each person (regardless of applicant or family member(s)) can only be listed in one application form under this scheme (either online/ paper application for White Form or Green Form), otherwise it will be regarded as duplicate application.** If applicant and his/ her family member(s) or a married couple submits separate applications, the applications will also be regarded as duplicate application. **Any duplicate applications, no matter online/paper application will render all applications null and void, and application fee paid is non-refundable and non-transferrable under any circumstances.**
 - 1.7 **If the applicant and/ or the family member(s) listed in the application form is/are married, his/ her/ their spouse(s) must be included in the same application form.** Otherwise, the HA may cancel all the related applications. If there are supporting documents to prove that they are divorced or the spouses do not have the right to land in Hong Kong (Note 2) or the spouses deceased, the applications may not be cancelled. To prove that the spouses are divorced, the divorcee must present the certificate of making **Decree Nisi Absolute (Divorce)** and the date of divorce must be on or before the closing date of application, otherwise their spouses must be included in the same application form. Failure to do so may render the HA to cancel all the related applications. **If the applications are cancelled, the application fee paid will not be refunded and cannot be transferred.**
 - 1.8 If the spouse of a one-person applicant does not intend to add into the PRH/Rental Estate tenancy, his/her spouse must also be included in the same application (except legally divorced, or the spouse does not have the right to land in Hong Kong (Note 2) or deceased), the order of priority for flat selection of this kind of application will be processed according to the arrangements for one-person applicant (excluding one-person applicant living in Housing for Senior Citizens who has obtained approval in principle for adding his/ her spouse into the PRH tenancy).
 - 1.9 Divorcee/legal guardian must be granted the custody of the family member under 18 years old by court. For joint custody order, the physical care and control of the underaged member have to be granted. For divorced applicants applying with child(ren) under the age of 18, a copy of the court order for the custody of children (issued on or before the closing date of application) is required. For unmarried applicants applying with child(ren) under the age of 18, mother is required to submit a declaration for the arrangement for the custody of children; father is required to submit a copy of the court order for the custody of children (issued on or before the closing date of application). For deceased spouse, a copy of the marriage certificate and death certificate are required.
 - 1.10 No member of the family and the applicant has received housing subsidies described in paragraph 4 below.
 - 1.11 Applicants who were unsuccessful in previous applications for subsidised housing schemes under the HA, the HS or the URA may apply, provided that they meet the eligibility criteria.
2. **Priority Scheme for Families with Elderly Members**
- Families consisting of two persons or above 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 and must be a family member listed in the PRH tenancy/ Rental Estate tenancy/ fixed-term licence/ GFC - Applicable to Sale of Home Ownership Scheme Flats Only.
 - 2.2 At least one 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 and the HS may require the elderly member to provide a recent medical proof) to understand the nature and effect of all application documents relating to this sale exercise 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 2) or deceased. To prove that the spouses are divorced, the divorcee must present the certificate of making **Decree Nisi Absolute (Divorce)** and the date of divorce must be on or before the closing date of application, otherwise their spouse must be included in the same application

form. Failure to do so may render the HA to cancel all the related applications. **If the applications are cancelled, the application fee paid will not be refunded and cannot be transferred.**

- 2.4 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.
- 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 and the HS in future.

3. Application Arrangements and Notes to Applicants

Applicants' Eligibility	Points to Note
(a) PRH tenants/ households living in Blocks 10 and 11 of Shek Lei Interim Housing with verified eligibility for PRH flats and holding a valid "GFC - Applicable to Sale of Home Ownership Scheme Flats Only" issued by the HD / fixed-term licencees of the HA	<p>Upon (i) the date of taking over the HOS flats/ recovered TPS flat/ HS SSF; or (ii) the 10th working day from the date of Deed of Assignment of a HOS flat/ recovered TPS flat of the HA or the Assignment of a SSF of the HS inclusively, whichever is earlier, tenants/ licencees of PRH/ IH units of the HA shall immediately submit a Notice-to-Quit to the HD for terminating within 60 days the tenancy/ occupation licence/ fixed-term licence of their units. They shall return their PRH/ IH units in vacant possession to the HA on or before the day the tenancy/ occupation licence/ fixed-term licence is terminated.</p> <p>Tenants/ Licencees unable to return their PRH/ IH 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/ IH 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/ IH 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/ recovered TPS flat/ HS SSF in this sale exercise 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 signing the Deed of Assignment of a HOS flat/ recovered TPS flat of the HA or the Assignment of a SSF of the HS for the first flat in accordance with (i) or (ii) of paragraph 3(a) and surrender all the remaining PRH units upon signing the Deed of Assignment of a HOS flat/ recovered TPS flat of the HA or the Assignment of a SSF of the HS for the second flat.</p> <p>PRH tenants/ households living in IH/ fixed-term licencees affected by the HA's clearance programmes should note that the HOS flat/ recovered TPS flat/ HS SSF offered for sale in this sale exercise may be due for occupation after the removal deadline of the PRH/ IH units they are currently occupying. Purchasers of such flats are nonetheless required to move out of their present housing units before the removal deadline without any rehousing arrangement including transitional accommodation arrangement from the HA, the HD and the HS. The HA, the HD and the HS shall not be held responsible for any loss or expenses thus incurred.</p>
(b) Rental Estates' tenants / Elderly Persons Flats' tenants / licencees of HS	<p>Upon the date of taking over the HOS flat/ recovered TPS flat/ HS SSF, tenants / licencees of the rental flats of the HS shall immediately submit a "Notice of Tenancy / Licence Termination" to the HS for terminating within a maximum of 2 calendar months, terminating the tenancy / licence on the last day of the month and shall return the rental flats in vacant possession to the HS on or before the day the tenancy / licence is terminated. Please contact the respective HS Estate Offices for details.</p>

(c) Holders of valid GFCs issued by the HD / URA	<p> Holders of GFCs must still meet the eligibility criteria specified in the certificate at the time of purchasing a HOS flat/ recovered TPS flat/ HS SSF under this sale exercise.</p> <p> Their PRH registration numbers/ any remaining GFC(s) and/ or Certificate of Eligibility to Purchase will become null and void after they have successfully acquired a flat under this sale exercise through signing an ASP/ PASP, and they will not be allocated any PRH (including Interim Housing (IH)) unit or will not be approved for other subsidised housing schemes.</p> <p> Persons who are family members of households living in PRH units (including IH) shall move out from the PRH (including IH) unit and have their names deleted from the respective public housing tenancy, 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. Please contact the respective Estate Offices for details.</p> <p> GFC Holders who are clearerees affected by the Government's clearance programmes/ natural disasters should note that the HOS flat/ recovered TPS flats/ HS SSF offered for sale in this sale exercise may be due for occupation after the removal deadline of the unit/ structure to be cleared which they are currently occupying. Purchasers of such flats are nonetheless required to move out of their present housing units/ structure before the removal deadline without any rehousing arrangement including transitional accommodation arrangement from the HA, the HD or the HS. The HA, the HD and the HS shall not be held responsible for any loss or expenses thus incurred.</p>
(d) RAES recipients	<p> The granting of RAES allowance will be ceased automatically after 60 days upon (i) the date of taking over the HOS flat/ recovered TPS flat/ HS SSF; or (ii) the 10th working day from the date of the Deed of Assignment of a HOS flat/ recovered TPS flat of the HA or the Assignment of a SSF of the HS inclusively, whichever is earlier.</p>

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). Even if 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:

- (a) Home Ownership Scheme (HOS);
- (b) Private Sector Participation Scheme (PSPS);
- (c) Green Form Subsidised Home Ownership Pilot Scheme/ Green Form Subsidised Home Ownership Scheme (GSH);
- (d) Middle Income Housing Scheme (MIHS) (Melody Garden);
- (e) Mortgage Subsidy Scheme (MSS);
- (f) Buy or Rent Option (BRO);
- (g) HOS Secondary Market Scheme (SMS)/ Interim Scheme (2013 & 2015)/ White Form Secondary Market Scheme (WSM);
- (h) Home Purchase Loan Scheme (HPLS)/ Home Assistance Loan Scheme (HALS);
- (i) Tenants Purchase Scheme (TPS) (For those who have purchased a flat under TPS within 10 years, they may apply with a White Form) (Note 4);
- (j) any subsidised housing schemes administered by the HS (including Flat-for-Sale Scheme (FFSS), FFSS Secondary Market Scheme, Sandwich Class Housing Scheme and loan/ subsidies under any subsidised housing schemes); and
- (k) any subsidised housing schemes administered by the URA.

Note 4: Owners and all authorised family member(s) of TPS flats are allowed to apply for purchase of HOS flats by using White Form within ten years from the date of assignment from the HA. This arrangement only applies to owners (and all authorised family member(s) of TPS flats) who obtained ownership of the TPS flats by virtue of their previous status as sitting tenants of the relevant TPS flats. This arrangement does not apply to those owners of TPS flats, the ownership of which were obtained by virtue of their Green Form status through previous restricted sale exercises of vacant TPS flats or resale in HOS Secondary Market or open market or GSH and HOS Sales Schemes.

- 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 5) 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/ HS/ URA / Lands Department in lieu of any form of PRH, are not allowed to apply within two years after the date of receipt of the allowance/ ex-gratia payment.
- 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 of HS's Group B Rental Estates.
- 4.8 Monthly licencees of HA or HS Transitional Rental Housing Units.
- 4.9 Tenants under conditional tenancies.
- 4.10 **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 the application form:

- 5.1 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) has/ have to be cancelled.
- 5.2 **successfully purchased a flat under other subsidised housing schemes, their application under HOS 2022 and HS SSF will be cancelled immediately. Even if they have cancelled the ASP of a HOS flat/ recovered TPS flat of the HA or the PASP of a SSF of the HS of that flat, their eligibility for purchasing a flat under HOS 2022 and HS SSF cannot be reverted.**
- 5.3 successfully acquired a flat under other subsidised housing schemes by **individual family member(s)** and who 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 this sale exercise. Accordingly, the HA will re-assess the eligibility of applicants under the application and the priority for flat selection. If the deletion results in a change of the application category from family applicant to one-person applicant, income and asset limits (if applicable), and the order of priority for flat selection will be based on the arrangements for one-person applicants.
- 5.4 successfully acquire a flat under this sale exercise through signing of an ASP of a HOS flat/ recovered TPS flat of the HA or a PASP of a SSF of the HS, the application(s) for PRH (including Interim Housing (IH)) from the applicant and all other family member(s) listed in the application form will be cancelled and no PRH flat (including IH) will be allocated.

6. Obtaining the Application Form

- 6.1 Application Form, Application Guide and Sales Booklet(s)/Sales Leaflet(s) for HOS flats/ recovered TPS flats of the HA under this sale exercise can be obtained within application period, at the following venues (during office hours of respective offices) or downloaded from the HA/HD website:
 - (a) The Office of HA's HOS Sales Unit (HOS Sales Unit) (Address: Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon) (near Exit A, Lok Fu MTR station);
 - (b) The Office of HA's Green Form Subsidised Home Ownership Scheme Sales Unit (Address: 1/F, Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon) (the nearest MTR Exit:B3, Kwun Tong MTR station) ;

Note 5: 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.

- (c) Estate Offices and District Tenancy Management Offices of the HA;
- (d) Rental Estate Offices of the HS;
- (e) Home Affairs Enquiry Centres of the Home Affairs Department; and
- (f) HA/HD Website : www.housingauthority.gov.hk/hos/2022

6.2 During the application period, promotion leaflets of Greenhill Villa, Mount Verdant and Terrace Concerto will also be provided at venues (a) to (e) of paragraph 6.1 above. Sales Brochures and Price Lists of Greenhill Villa, Mount Verdant and Terrace Concerto of the HS can be obtained at the following venues during office hours or downloaded from the following websites :

- (a) HKHS Applications Section (Address: G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong)
- (b) HOS Sales Unit;
- (c) Greenhill Villa website : www.greenhillvilla.com.hk;
- (d) Mount Verdant website : www.mountverdant.hkhs.com; and
- (e) Terrace Concerto website : www.terraceconcerto.hkhs.com

7. Guidelines on Completing the Application Form

7.1 Applicants should fill in the application form in English block letters and Chinese (if applicable) with a black or blue ball pen (**erasable ball pen should not be used**). **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.**

7.2 Applicants who are PRH tenants / fixed-term licencees of the HA or Rental Estate tenants of the HS are not subject to restrictions on ownership of domestic property, income and assets, therefore they are not required to fill in Part V and Part VI of the application form or to provide income and assets proof.

7.3 Applicants holding GFCs are still subject to restrictions on ownership of domestic property, income and assets and of the relevant applications/ schemes (such as PRH applications). They must fill in their ownership of domestic property and income and asset in Part V and Part VI of the application form. Persons whose eligibility for Civil Service Public Housing Quota or Special One-off Housing Allocation for Junior Civil Servants has been established must fill ownership of domestic property in Part V. Income and assets in and outside Hong Kong, in HK dollars and whole number. Please make reference to restrictions and calculation method on income and assets of the relevant applications/ schemes. **Please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA's further vetting in future if required.**

8. Payment of Application Fees

8.1 The application fee is **HK\$250**.

8.2 For online application, applicants are required to pay the application fee by a valid credit card (VISA, MasterCard, JCB or UnionPay) of the applicant or another person online.

8.3 For application by post/ by hand, applicants are required to pay the application fee at the time of submitting the application form under the Scheme by a crossed cheque (**the cheque can be issued by applicants or other persons**) or cashier's order.

8.4 The cheque or cashier's order should be made payable to **"HONG KONG HOUSING AUTHORITY"**. **The HKIC 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 (Template) of this Application Guide.

8.5 **Payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheque will not be accepted. Application fee paid is non-refundable and non-transferrable. If the cheque or cashier's order is dishonoured for whatever reason, the application will be cancelled automatically.**

9. Submission of Application Form

The application period is from 25 February 2022 to 24 March 2022. The closing time is 7 p.m. on 24 March 2022. **Applications submitted before or after the application period will not be accepted. For submission by post, 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.**

Online Application

Applicants can complete the online application and pay the application fee through the HA/HD website: (www.housingauthority.gov.hk/hos/2022). Online application opening time is 8 a.m. on 25 February 2022 and closing time is 7 p.m. on 24 March 2022. (Applicants must complete both the application and payment of application fee before the closing time. The closing time will be in accordance with the Application System).

After submitting an online application, the applicant and his/ her family member(s) (if any) listed in the application form is/ are necessary to sign on the application form and submit the copies of their HKIC or Hong Kong Birth Certificate (for persons aged below 11). Staff of the respective Estate Office/ District Tenancy Management Office/ Rental Estate Office will contact the applicant upon receipt of the online application for the arrangement.

Paper Application

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** (near Exit A, Lok Fu MTR station).

For paper application, applicants should submit (i) the original copy of the completed application form; (ii) the copies of their HKIC or Hong Kong Birth Certificate (for persons aged below 11) of applicant and family member(s) listed in the application form; (iii) a crossed cheque or cashier’s order for application fee of **HK\$250 made payable to “**HONG KONG HOUSING AUTHORITY**” (Please write down the HKIC number and contact telephone number of the applicant at the back of the cheque/ cashier’s order. Only crossed cheque or cashier’s order is acceptable. Other payment means such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheques will not be accepted.); and (iv) the original copy of a “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” (if applicable) in the manner as specified below.**

(a) Applicants who are residing in PRH units / Blocks 10 and 11 of Shek Lei Interim Housing with verified eligibility for PRH flats and holding a valid “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” issued by the HD	They are required to submit the completed application forms to their respective Estate Offices / District Tenancy Management Offices during office hours for verification of eligibility. The Estate Offices/ District Tenancy Management Offices will forward the verified and endorsed application forms, together with the crossed cheques or cashier’s orders for payment of the application fee, to the HOS Sales Unit.
(b) Applicants who are residing in Rental Estates or Elderly Persons Flats of the HS	They are required to submit the completed application forms to their respective Rental Estate Offices during office hours for verification of eligibility. The Estate Offices will forward the verified and endorsed application forms, together with the crossed cheques or cashier’s orders for payment of the application fee, to the HOS Sales Unit.
(c) Applicants holding valid “GFCs - Applicable to Sale of Home Ownership Scheme Flats Only” (Not including the applicants living in Blocks 10 and 11 of Shek Lei Interim Housing)	The completed application forms and a crossed cheque or cashier’s order for payment of the application fee, together with the original copy of the “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” , should be submitted by post or by hand during the above specified office hours to the HOS Sales Unit. [Note: Proofs for income, asset value and family member’s relationship are NOT required at the time of submitting this application form. Please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA's further vetting in future if required. The HA will, according to the random order generated by computer from ballot result, notify the applicant and family member(s) listed in application form who have higher priority in writing to submit an “Income and Asset Declaration Form” and relevant supporting documents within a specified period of time for detailed vetting.]
(d) 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 Applications Sub-section, Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon.

Applicants can only submit application through either one of the above ways. If an online application was successfully submitted, the applicant and/or his/her family member(s) listed in the application form should not submit any application again by post or by hand, or vice versa. Each person can only be listed in one application form of this sale exercise (either online/ paper application for White Form or Green Form), otherwise it will be regarded as a duplicate application. Any duplicate applications, no matter online/ paper application will render all applications null and void, and the application fee paid is non-refundable and non-transferrable under any circumstances.

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 (not applicable to PRH tenants)] of the applicant and/or any family members listed in the application form or the family circumstances (including but not limited to marital status) should be reported in writing to the HOS Sales Unit of the HA (Address: Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon). For ease of identification, please mark “HOS 2022 and HS SSF” on the envelope and clearly list out the changes required 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 which 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. If the applicant household is a sitting PRH/ Rental Estate household/ Elderly Persons Flats, prior approval for addition/deletion of family members has to be obtained from the respective estate office/ District Tenancy Management Office/ Rental Estate office before submission of an application to the HOS Sales Unit of the HA in accordance with Paragraph 10.1. 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 (if applicable) 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 of the applicant.

11. Application Handling Procedures

- 11.1 Upon receipt of the application forms, the HA will notify the applicants in writing of their application numbers (**Note: For online application, application numbers will be sent to applicants by email**), which should be quoted by the applicant in all correspondences and marked “HOS 2022 and HS SSF” on the envelope in future.
- 11.2 Applicants will receive two emails separately upon their successful online applications and payment of application fees. First payment acknowledgment email will be sent upon the completion of payment transaction within one day. For applicants who are living in the HA’s PRH Estates/ IH or the HS’s Rental Estates/ Elderly Persons Flats, the staff in their estate office will contact them to verify their household information upon receipt of their online application. Applicants and all family members aged 18 or above are required to sign a copy of the application form prepared by the estate office and return it to the estate office for follow-up action. Application number will be sent to applicants by another email later.
- 11.3 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 the last two digits within different application categories by computer. Results of the ballot and order for detailed vetting will be displayed in the venues and website stipulated in paragraph 6.
- 11.4 Households of PRH Estates/ Rental Estates/ Elderly Persons Flats and licencees of fixed-term licences are not subject to the restriction of income and asset, etc. After the ballot, the HA will issue letters to applicants holding GFCs and who have higher priority requesting them to submit the completed “Income and Asset Declaration Form” and 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 supporting documents within the specified period of time, or are 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 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 and the sales situation of the flats.)

- 11.5 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.
- 11.6 The HA will issue Flat Selection Notifications to eligible applicants or applicants who need to undergo eligibility vetting on the day of flat selection according to the number of flats available in this sale exercise and their priority for flat selection.
- 11.7 Application handling procedures are subject to relevant notifications issued by the HA from time to time. In case of dispute, the HA’s decision shall be final.

12. Flat Allocation and Priority for Flat Selection

12.1 The flat selection order of different categories of applicants is as follows:

Green Form Applicants	White Form Applicants
<ul style="list-style-type: none"> (1) Family applicants living in Blocks 9, 10, 11 and 13 of Pak Tin Estate (Note 6) who are affected by HA’s announced clearance programme(s) and where the target clearance date(s) is/are after the launch date of this sale exercise (2) Eligible family applicants living in Blocks 10 and 11 of Shek Lei Interim Housing (Note 7) who are affected by HA’s announced Interim Housing (IH) clearance programme(s) and where the target clearance date(s) is/are after the launch date of this sale exercise (3) Family applicants applying under the ‘Priority Scheme for Families with Elderly Members’ (4) Other family applicants (5) One-person applicants living in Blocks 9, 10, 11 and 13 of Pak Tin Estate (Note 6) who are affected by HA’s announced clearance programme(s) and where the target clearance date(s) is/are after the launch date of this sale exercise (6) Eligible one-person applicants living in Blocks 10 and 11 of Shek Lei Interim Housing (Note 7) who are affected by HA’s announced Interim Housing (IH) clearance programme(s) and where the target clearance date(s) is/are after the launch date of this exercise (7) Other one-person applicants 	<ul style="list-style-type: none"> (1) Nuclear family applicants applying under the ‘Priority Scheme for Families with Elderly Members’ (2) Other nuclear family applicants (3) Non-nuclear family applicants (4) One-person applicants

Note 6: For family applicants or one-person applicants living in Blocks 9, 10, 11 and 13 of Pak Tin Estate. Any applicants allocated the flats of Block 13 in Pak Tin Estate under Special Letting Arrangement for Vacant Flats in 2018 will not be given absolute priority in flat selection.

Note 7: For family applicants or one-person applicants living in Blocks 10 and 11 of Shek Lei Interim Housing with verified eligibility for PRH flats and holding a valid “GFCs - Applicable to Sale of Home Ownership Scheme Flats Only” issued by the HD only.

- 12.2 **Applicants can choose to buy a HOS flat and HS SSF or recovered TPS flat, if any, during flat selection.** The quota allocation ratio between Green Form and White Form applicants is 40:60. If the allocated quota for White Form applicants for a particular application category is not fully utilised, the remaining quota will be allocated to Green Form applicants of the same application category and vice versa. (For example, if the allocated quota for White Form applicants under the “Priority Scheme for Families with Elderly Members” is not fully utilised, the remaining quota will be allocated to Green Form applicants under the “Priority Scheme for Families with Elderly Members” and vice versa.)
- 12.3 The HA sets a quota of 2,700 HOS flats and HS SSF for family applicants applying under the “Priority Scheme for Families with Elderly Members” and also sets aside 900 HOS flats and HS SSF for one-person applicants. **The quotas set by the HA are applicable to HOS flats and HS SSF only.** When the quota of HOS flats and HS SSF for a relevant application category is exhausted, the HA will invite applicants under the next application category for flat selection (except other one-person applicants).
- 12.4 Once the quota set for the “Priority Scheme for Families with Elderly Members” category (i.e. 2,700 HOS flats and HS SSF) is exhausted, applicants under "Other Family Applicants" category will be invited for flat selection. If families applying under the “Priority Scheme for Families with Elderly Members” category fail to obtain a quota, they would still have the opportunity to purchase under the “Other Family Applicants” category. If the quota has not been fully consumed after all family applicants applying under the “Priority Scheme for Families with Elderly Members” category have been invited for flat selection, any unused quota will be carried forward to the “Other Family Applicants” category of the Green Form queue and “Other Nuclear Family Applicants/ Non-nuclear Family Applicants” categories of the White Form queue according to the quota allocation ratio. If a family applicant under the “Priority Scheme for Families with Elderly Members” category has successfully selected a HOS flat /HS SSF and signed the ASP of a HOS flat of the HA or the PASP of a SSF of the HS, the relevant quota will be treated as consumed. Any HOS flat(s) and HS SSF quota released due to later rescission of ASP of a HOS flat of the HA or the PASP /ASP of a SSF of the HS from this application category will not be allocated back to another applicant under the “Priority Scheme for Families with Elderly Members” category.
- 12.5 When there are only 900 HOS flats and HS SSF remaining for selection (i.e. 900 HOS flats and HS SSF 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. In case there are remaining HOS flats and HS SSF after the list of one-person applicants is exhausted, the remaining flats will be allocated back to “Other Family Applicants” category of the Green Form queue and “Other Nuclear Family/ Non-nuclear Family” categories of the White Form queue according to the quota allocation ratio. If there are more than 900 flats remaining after all family applicants have been invited to select flat, all remaining flats will be allocated to one-person applicants for their selection according to the quota allocation ratio for Green Form and White Form applicants. If a one-person applicant has successfully selected and signed the ASP of a HOS flat of the HA or the PASP of a SSF of the HS for a HOS flat or HS SSF, the relevant reserved HOS flat and HS SSF will be treated as taken up. Any HOS flat(s) and HS SSF released due to later cancellation of the ASP of a HOS flat of the HA or the PASP/ ASP of a SSF of the HS from this application category will not be allocated back to one-person applicant category. The rescinded flat will be allocated back to “Other Family Applicants” category of the Green Form queue and “Other Nuclear Family/ Non-nuclear Family” categories of the White Form queue according to the quota allocation ratio and their priority order.
- 12.6 Upon completion of the relevant procedures for cancellation of the ASP of a HOS flat/ recovered TPS flat of the HA or the PASP/ ASP of a SSF of the HS by the HA/ HS, the rescinded flat will be released for selection by applicants on the next flat selection day according to the order of flat selection priority.
- 12.7 All family applicants and one-person applicants will be allocated an ordinary order of priority for flat selection randomly generated by computer according to the ballot result. Family applicants who join the “Priority Scheme for Families with Elderly Members” will be allocated an additional order of priority for flat selection randomly generated by computer according to the ballot result, i.e. a total of two orders of priority will be allocated to them.
- 12.8 The HA will invite eligible applicants of different categories for flat selection according to the order of priority as stated in paragraph 12.1. Family or one-person applicants living in PRH estates affected by the HA’s announced clearance programme or the HA’s announced Interim Housing clearance programme are

allowed to select flats before family or one-person applicants of other Green Form categories and all White Form categories respectively. During the flat selection period, for every 5 attended applicants, their order of flat selection priority will be: (i) one Green Form applicant; (ii) one White Form applicant; (iii) one Green Form applicant; (iv) one White Form applicant and (v) one White Form applicant.

- 12.9 If family applicants who join the “Priority Scheme for Families with Elderly Members” fail to purchase a flat under the quota of that application category, the HA will invite them for flat selection again when their order of priority under the “Other Family/ Other Nuclear Family” turns up, provided that flats are available for selection under that category.
- 12.10 If PRH/ rental estate tenants rehoused through the HA’s Express Flat Allocation Scheme exercise or rental estate tenants rehoused through the HS’s Express Flat Allocation Scheme for Group A Rental Estates (2019) apply within three years from the date of tenancy commencement of their PRH units/ rental estates 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 signing the Deed of Assignment of their purchased flats, this category of Green Form applicants, similar to other Green Form applicants, have to surrender their PRH units/ rental estates units to the HA/ HS.
- 12.11 **Since Flat Selection Notification is sent out before the flat selection date, the HA, the HD and the HS 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.**
- 12.12 Flat allocation and priority for flat selection are subject to relevant sales arrangements issued by the HA from time to time. In case of dispute, the HA’s decision shall be final.

13. Arrangement for Flat Selection

- 13.1 The HA will offer to sell the flats that are covered in a price list. The HA has the absolute right to withdraw from the sale of any flat at any time during the sales period (only applicable to the purchasers of HOS flats and recovered TPS flats of the HA).
- 13.2 Under normal circumstances, the HA, after detailed eligibility vetting, 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. 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) which may have occurred since the date of application (if applicable).
- 13.3 Flat Selection Notifications 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 an applicant needs to change his/her appointment (the appointment can only be postponed but cannot be advanced), he/she has to seek the HOS 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, the HD and the HS 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.
- 13.4 During individual flat selection sessions on the flat selection days, after registration of all applicants (including the elderly member(s) aged 60 or above of families joining the “Priority Scheme for Families with Elderly Members”), the attending applicants will be listed 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 HOS 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). The selected flat, once confirmed by applicants, cannot be changed.

- 13.5 The applicant and the joint owner (if any) should have the mental capacity (if necessary, the HA and the HS 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 legal documents, such as the ASP / Deed of Assignment of a HOS flat/ recovered TPS flat of the HA or the PASP /ASP/ Deed of Assignment of a SSF of the HS and so on, which he/ she signs.
- 13.6 If an applicant or any family member who intend 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 HOS 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 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 HOS Sales Unit as early as possible before the date of flat selection so that the purchase formalities can be completed without delay 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. **The above authorisation arrangement is only applicable to the purchase of a HOS flat/ a recovered TPS flat of the HA, such authorisation is not applicable to the purchase of a SSF of the HS. Applicant or any family member who intend to become a joint owner (including the elderly member) and intend to purchase a SSF of the HS has to turn up in person for signing the PASP. Otherwise, they are required to change the appointment of flat selection according to paragraph 13.3 above.**
- 13.7 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.
- 13.8 After a HA's HOS flat/ recovered TPS flat has been selected, normally an applicant has to sign the ASP within the same day. Should an applicant who has selected a flat fails to turn up at the HOS 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.
- 13.9 After a resale HS SSF at Greenhill Villa/ Mount Verdant/ Terrace Concerto has been selected, the applicant or any family member who intend to become a joint owner (including the elderly member) may make appointment to conduct on-site inspection of the selected flat, and have to turn up in person to the HOS Sales Unit to sign the PASP, no later than 5:00 pm within the next working day after flat selection. In the event that the applicant or any family member who intend to become a joint owner (including the elderly member) is not satisfied after inspecting the selected flat, he/she has to turn up in person to the HOS Sales Unit no later than 5:00 p.m. within the next working day after flat selection to cancel it. The flat shall be taken back for selection by other applicants on the next working 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. The applicant or any family member who intend to become a joint owner (including the elderly member) who has selected a flat fail to turn up in person to the HOS Sales Unit to sign the PASP or cancel the selected flat by 5:00 p.m. within the next working day after flat selection, the flat selected 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.
- 13.10 After the execution of the ASP of a HOS flat/ recovered TPS flat of the HA or the PASP/ASP of a SSF of the HS, if the purchaser is proved to be ineligible, the ASP of a HOS flat/ recovered TPS flat of the HA or the PASP/ASP of a SSF of the HS already signed will be cancelled and all fees and charges paid (including deposit) in respect of the application/ purchase will not be refunded.
- 13.11 During the flat selection period, upon completion of the relevant procedures for cancellation of the ASP of a HOS flat/ recovered TPS flat of the HA or the PASP/ASP of a SSF of the HS by the HA or the HS, the rescinded flat will be released for selection by applicants on the next flat selection day according to the order of flat selection priority.
- 13.12 Arrangement of flat selection is subject to relevant sales arrangement issued by the HA or the HS from time to time. In case of dispute, the HA's or the HS's decision shall be final.

[Paragraphs 13.13 to 13.15 are ONLY applicable to the purchasers of recovered TPS flats of the HA]

- 13.13 After recovery of TPS flats, the HA will carry out refurbishment works to bring them up to a reasonable standard which commensurate with that of the flats that are used for letting purpose, before hand over to purchasers. The recovered TPS flats will be sold on an “as-is” basis and in the physical state and condition as they stand, no warranty or representation whatsoever has been given or is made by the HA regarding the physical state and condition thereof or the quality or fitness of the fittings and finishes or the installations and appliances (if any) incorporated thereof and the purchaser shall make no claim whatsoever on the same. Where the internal fittings relating to the water supply system, drainage system, electricity supply system and/or communal aerial broadcasting distribution system (except the communal facilities located in the flats) are found not functioning after the purchaser’s taking over of the flats, the purchaser may notify the HA in writing within seven days from the date of handover, and the HA will take follow up actions as necessary and appropriate.
- 13.14 No flat viewing for recovered TPS flats will be arranged by the HA for this sale exercise.
- 13.15 Information on the TPS estates such as land documents (Government Leases, Deeds of Mutual Covenant etc.) will be available on HA/HD’s designated websites. The HA will also provide the sales leaflet and photos of the interior of samples of recovered TPS flats during the application period; and sales pamphlets as well as photos and video clips of the interior of all the recovered TPS flats for sale under this sale exercise during the flat selection period at the HOS Sales Unit and on HA/HD’s designated websites.

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 must be included in the PRH tenancy/ Rental Estate tenancy/fixed-term licence or GFC and is required to turn up in person with the applicant at the HOS Sales Unit for completion of necessary formalities.
- 14.2 For applicants who opt to join the ‘Priority Scheme for Families with Elderly Members’, regardless of whether they choose to buy a HOS flat or a recovered TPS flat or a HS SSF, 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 elderly member and the family member (if applicable) who intend to become the owner or a joint owner of the purchased flat are required to turn up in person at the HOS Sales Unit together with the applicant for completion of necessary formalities.
- 14.3 If an applicant or any family member who intend 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 HOS 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 another 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 need to bear and be responsible for all the fees required for obtaining the Power of Attorney. **The above authorisation arrangement is only applicable to the purchase of a HOS flat/ a recovered TPS flat of the HA, such authorisation is not applicable to the purchase of a SSF of the HS. The applicant or any family member who intend to become a joint owner (including the elderly member) and intend to purchase a SSF of the HS has to turn up in person for signing the PASP. Otherwise, they are required to change the appointment of flat selection according to paragraph 13.3 above.**

[Paragraphs 15 to 18 are ONLY applicable to the purchasers of HOS flats and recovered TPS flats of the HA, for the purchasers of SSF of the HS, please refer to paragraphs 19 to 22]

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

- 15.1 Before the signing of the ASP, all purchasers are urged to appoint a firm of solicitors of their choice to advise them on matters relating to the purchase of a HOS flat/recovered TPS flat, such as alienation restrictions, stamp duties, etc., and to act for them in relation to their purchase of the flat. The firm of solicitors will be able to give advice to them at every stage of the purchase. 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 of a HOS flat must, at the time of signing the ASP at the HOS Sales Unit, bring along with him/ her a cashier’s order in the sum of **HK\$59,000 (The amount of cashier’s order payable is just a provisional figure for applicant’s reference. Please refer to the “Flat Selection Notification” for**

the finalized amount.) made payable to “**HONG KONG HOUSING AUTHORITY**” for paying the deposit (not less than 5% of the purchase price). If the amount of such cashier’s order is less than 5% of the purchase price, any outstanding balance should be paid by a personal cheque upon signing of the ASP (payment in cash or company cheque will not be accepted).

- 15.3 The purchaser of a recovered TPS flat must, at the time of signing the ASP at the HOS Sales Unit, bring along with him/ her a cashier’s order in the sum of **HK\$8,000 (The amount of cashier’s order payable is just a provisional figure for applicants’ reference. Please refer to the “Flat Selection Notification” for the finalized amount.)** made payable to “**HONG KONG HOUSING AUTHORITY**” for paying the deposit (not less than 5% of the purchase price). If the amount of such cashier’s order is less than 5% of the purchase price, any outstanding balance should be paid by a personal cheque upon signing of the ASP (payment in cash or company cheque will not be accepted).
- 15.4 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 after the date of such notice or such other date as specified in the notice.
- 15.5 **Purchasing HOS flat: 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.**
- (a) 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. If the purchaser instructs a separate firm of solicitors, that firm of solicitors will be able to give independent advice, such as alienation restrictions, stamp duties, etc. to the purchaser at every stage of the purchase. The purchasers have to pay the legal costs and expenses of their own solicitors. Purchasers are required to notify the HA the name and contact details of their appointed solicitors within reasonable time before completion or other time to be specified by the HA.
- (b) 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.
- 15.6 **Purchasing recovered TPS flat:**
- If the price of the flat is over one million dollars, purchasers must appoint a separate firm of solicitors of their choice to act for them in relation to the transaction. Such firm of solicitors should not be the firm of solicitors appointed by the HA for the concerned flat. If the price of the recovered TPS flat does not exceed one million dollars, purchasers may either appoint a separate firm of solicitors of their choice to act for them in relation to the transaction; or appoint the HA’s appointed solicitors to act for them in relation to the transaction.
- (a) 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. The purchasers have to pay the legal costs and expenses of their own solicitors. Purchasers are required to notify the HA the name and contact details of their appointed solicitors within reasonable time before completion or other time to be specified by the HA.
- (b) If the price of the flat does not exceed one million dollars, the purchaser can appoint the HA’s appointed solicitors to act for him/her for the completion of sale and purchase of the flat. The HA’s appointed solicitors for the flat will be acting jointly for the HA and the purchasers under such arrangement. If a conflict of interest arises between the HA and the purchaser, the HA’s appointed solicitors may not be able to protect the purchaser’s interests. For this type of joint representation cases, the purchaser will pay the specified solicitor fee for the concerned TPS estate and other legal costs and expenses.

16. Mortgage Arrangement

- 16.1 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, 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 existing 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 or 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. The purchaser is reminded to allow sufficient time to apply to HD for processing of the relevant approval in order to avoid any possible delay in the mortgage arrangement and an administrative fee is required for the concerned application. Please contact the bank or financial institution concerned for enquiries on mortgage arrangement directly.

- 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

[Paragraphs 17.1 to 17.2 are **ONLY** applicable to the purchasers of **HOS flats of the HA**]

- 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 8);
 - (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 HA's appointed solicitors. The fee rates 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

Note 8: The HA is not responsible for stamp duties related matters. Purchasers may call the Stamp Office of Inland Revenue Department at 2594 3202 or browse its website (www.ird.gov.hk/eng/faq/index.htm) for details.

- (g) Management fee, management fee deposit and the levy payable (if any) and penalty (if any) as prescribed by the Property Management Services Authority.

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 the purchaser a separate fee.)

[Paragraphs 17.3 to 17.4 are ONLY applicable to the purchasers of recovered TPS flats of the HA]

17.3 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 8);
- (b) Registration fees for registration of the deeds in the Land Registry;
- (c) Legal costs:
 - (i) If the purchaser appoints a separate firm of solicitors of his/her choice to act for him/her in relation to the sale and purchase of the recovered TPS flat, he/ she has to pay the legal costs and expenses of his/ her solicitors;
 - (ii) If the price of the recovered TPS flat does not exceed one million dollars, the purchaser can appoint the HA's appointed solicitors to act for him/her for the completion of sale and purchase of the recovered TPS flat. For this type of joint representation cases, the purchaser will pay the specified solicitor fee for the concerned TPS estate and other legal costs and expenses.;
- (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, management fee deposit and the levy payable (if any) and penalty (if any) as prescribed by the Property Management Services Authority.

17.4 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 the purchaser a separate fee.)

18. Special Restrictions on Purchasers and Their Family Members

All the HOS flats/recovered TPS flats sold under this sale exercise are subject to certain conditions. The main conditions are-

- 18.1 **Application for other housing subsidies** – successful flat purchasers and their spouses (including the spouses of purchasers who were unmarried at the time) and family members of paragraph 2.4 above under this sale exercise will be debarred from all subsidised housing schemes administered by the HA, the HS or the URA in future, including applying for purchase of HOS flats by using White Form (Note 4).
- 18.2 If the purchaser and/ or family members listed in the application form is/ are on the household record of other subsidised housing schemes, he/ she/ they shall move out from such unit(s) and have his/ her/ their name(s) deleted from the respective household register or record.
- 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 and Occupation** - 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/recovered TPS flat of the HA in future. According to Section 22 of the Housing Ordinance (Cap.283), staff of HD are empowered to enter and inspect the flat. Any person who obstructs staff of HD in the exercise of any power or the performance of any duty conferred or imposed under Section 29 shall be guilty of an offence and liable on conviction to a fine at level 3 and to imprisonment for 6 months. According to Section 25 of the Housing Ordinance (Cap.283), staff of HD are empowered to require the owner or occupier of the flat to provide specified particulars. 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 this sale exercise, the maximum fines at Level 4 and Level 5 are HK\$25,000 and HK\$50,000 respectively.)
- 18.5 **Deletion of record** – deletion of crucial members (Note 5) 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. Except family members of paragraph 2.4 above.
- 18.6 **Assignment or letting** –
- 18.6.1 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 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.
- 18.6.2 A purchaser who wishes to assign or let the HOS flat after becoming an owner of a flat at Yu Nga Court / Yu Tak Court / Kai Yan Court / On Sau Court / Kwun Shan Court / Kei Wah Court / Chiu Ming Court sold under this sale exercise as per the Deed of Assignment will be subject to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government lease. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats, and the following alienation restrictions will apply to the owners of the above flats:
- (a) Within the first five years from the date of the first Deed of Assignment of the flat from the HA to an owner (the first assignment), the owner has to sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at a price not more than the original purchase price under the first assignment.
 - (b) Between the sixth to the fifteenth year from the date of the first assignment, the owner has to sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at his/ her own negotiated price.
 - (c) After fifteen years from the date of the first assignment:
 - (i) The owner may sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at his/ her own negotiated price.
 - (ii) The owner may also sell or let the flat in the open market after payment of premium.
- 18.6.3 A purchaser who wishes to assign or let the HOS flat after becoming an owner of a resale HOS flat at Choi Wo Court/ Shan Lai Court (if any) sold under this sale exercise as per the Deed of Assignment will be subject to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government lease. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats, and the following alienation restrictions will apply to the owners of the above flats:
- (a) Within the first two years from the date of the first Deed of Assignment of the flat from the HA to an owner (the first assignment), the owner has to sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at a price not more than the original purchase price under the first assignment.
 - (b) Between the third to the tenth year from the date of the first assignment, the owner has to sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at his/ her own negotiated price.

- (c) After ten years from the date of the first assignment:
 - (i) The owner may sell the flat in the HOS Secondary Market to a person nominated by the HA without payment of premium and at his/ her own negotiated price.
 - (ii) The owner may also sell or let the flat in the open market after payment of premium.

18.6.4 A purchaser who wishes to assign or let the recovered TPS flat after becoming an owner under this sale exercise as per the Deed of Assignment 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 following alienation restrictions will apply to the owners:

- (a) Within the first two years from the Date of First Assignment (Note 9):
 - (i) The owner may sell the flat back to the HA at the purchase price specified in the Deed of Assignment.
- (b) Between the third to the fifth year from the Date of First Assignment:
 - (i) The owner may sell the flat back to the HA at the buyback price to be assessed by the HA, which is the assessed market value at the time of offer deducting the original purchase discount.
 - (ii) If the HA declines to accept the buyback application, the owner may sell the flat in the open market subject to the payment of a premium to the HA.
 - (iii) The owner may also sell the flat to an eligible purchaser in the HOS Secondary Market without payment of a premium to the HA and at his/her own negotiated price.
- (c) After five years from the Date of First Assignment:
 - (i) The owner may sell the flat in the open market subject to payment of a premium to the HA.
 - (ii) The owner may also sell the flat to an eligible purchaser in the HOS Secondary Market without payment of a premium to the HA and at his/her own negotiated price.

Upon receipt of an application of offer to sell to the HA, the HA reserves the right to accept the assignment of the recovered TPS flat to the HA or to decline the offer in accordance with the prevailing policy.

Under the current policy, the HA will not accept any application/ offer to sell a recovered TPS flat back to the HA from an owner after 5-year alienation restrictions period from the Date of First Assignment.

18.6.5 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 original purchase price of the flat and its initial market value as specified in the first assignment. In other words, the premium is calculated by applying the discount of the original purchase price to the prevailing market value.

Purchasers should take note that the initial 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 flats in this sale exercise, 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 sale 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 of the premium payment procedures.

18.7 Unlawful alienation or letting or parting with possession – Any unlawful alienation or letting or parting with possession of the flat purchased under this Scheme or any agreement for such alienation letting or purported letting or parting with possession shall be void. Any person having committed such act(s) has committed an offence and is liable to a fine of HK\$500,000 and to imprisonment for one year.

Note 9: The Date of First Assignment refers to the date of the first Deed of Assignment of a particular TPS flat from the HA to a purchaser.

[Paragraphs 19 to 22 are ONLY applicable to the purchasers of SSF 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/ Mount Verdant/ Terrace Concerto 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 10)
 - (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 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.

Note 10: The HS is not responsible for stamp duties related matters. Purchasers may call the Stamp Office of Inland Revenue Department at 2594 3202 or browse its website (www.ird.gov.hk/eng/faq/index.htm) for details.

- 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, TPS, 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 HS SSF) will be debarred from all subsidised housing schemes mentioned above.
- 22.2 The purchaser and all family members listed in the application form are required to live in the SSF.
- 22.3 All SSF sold under Greenhill Villa/ Mount Verdant/ Terrace Concerto 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), the website of Mount Verdant (www.mountverdant.hkhs.com) or the website of Terrace Concerto (www.terraceconcerto.hkhs.com) 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 unit under this 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 incorrect information/ statement or representation will be cancelled, that any ASP of a HOS flat/ recovered TPS flat of the HA or PASP/ASP of a SSF of the HS executed for flat purchased as a result of providing false or misleading information shall be rescinded and all sums paid as deposit under the relevant ASP of a HOS flat/ recovered TPS flat of the HA or PASP/ASP of a SSF of the HS will be forfeited and any administrative fees paid will not be refunded. The decision of the HA, the HD and the HS on such false or incorrect information statement or representation shall be final.

[Paragraphs 23.2 and 23.3 are ONLY applicable to the purchasers of HOS flats/ recovered TPS flats of the HA]

- 23.2 Under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement or provides any information to the HA in respect of an application for purchasing a HOS flat/ recovered TPS flat which he/she knows to be false or misleading as to a material particular shall be guilty of an offence and liable on conviction to a fine of \$500,000 and to imprisonment for 1 year. According to Section 26A of the Housing Ordinance (Cap. 283), where a court convicts a person of an offence under Section 26(2) of the Housing Ordinance (Cap. 283), the Court shall order either (a) that the flat be transferred to the HA or the HA's nominee; or (b) the offender forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the conviction.

- 23.3 If the Court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a HOS flat/ recovered TPS flat by the purchaser, the Court may, according to Section 26B of the Housing Ordinance (Cap. 283), order either (a) that the flat be transferred to the HA or the HA's nominee; or (b) the purchaser to forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the order.

[Paragraphs 23.4 and 23.5 are ONLY applicable to the purchasers of SSF of the HS]

- 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 this 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 processing of the application of this sale exercise 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 and his/ her family members have applied for other subsidised housing schemes; (c) giving approval to this application and handling any subsequent changes in family circumstances, property ownership, mortgage arrangements, sale of property, etc.; (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; (e) preventing applicant and his/ her family members from enjoying double housing benefits; and (f) for Lai Tsui Court sold by the HA, a flat owner may offer to sell the flat to the HA within the first five years from the date of first assignment (which is from the date of the first Deed of Assignment of the flat from the HA to the flat owner). Applicant and his/ her family members understand and acknowledge that if the applicant and his/ her family members cannot successfully purchase a flat under HOS 2022 and HS SSF sale exercise, and agree to carry over their HOS 2022 and HS SSF application to GSH 2022, and also cannot successfully purchase a subsidised sale flat, the HA may invite the applicant and his/ her family members to be the nominee to purchase such flat at Lai Tsui Court subject to the prevailing policy. Applicant and his/ her family members hereby authorise the HA to use the information as provided by him/her/them to the HA in this application for the purpose of and relating to the nomination to purchase the flat if they are invited to be the nominee, to purchase such flat. Applicant and his/ her family members understand there is no guarantee that HA will make such nomination.
- 24.3 When assessing the eligibility to apply and purchase 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 disclose, verify and match the information concerned with other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the Mandatory Provident Fund Schemes Authority (MPFA), 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, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the MPFA, banks and financial institutions), or the employers concerned may disclose the applicant's and his/ her family members' personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HS for the purpose of comparing and matching the information provided in the 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/ HA 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, Transport Department, Immigration Department and Inland Revenue Department), and to employers concerned or relevant public/ private organisations/ companies (including but not limited to the URA, the MPFA, 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 this 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 application fees payable to the HA for this sale exercise is stated 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

26.1 For enquiries on application details of this sale exercise, please call HA Sales Hotline on 2712 8000 (handled by 1823), or 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 browse the following websites:

- (a) www.housingauthority.gov.hk/hos/2022; and
- (b) Yu Nga Court website : www.housingauthority.gov.hk/hos/2022/YuNga
- (c) Yu Tak Court website : www.housingauthority.gov.hk/hos/2022/YuTak
- (d) Kai Yan Court website : www.housingauthority.gov.hk/hos/2022/KaiYan
- (e) On Sau Court website : www.housingauthority.gov.hk/hos/2022/OnSau
- (f) Kwun Shan Court website : www.housingauthority.gov.hk/hos/2022/KwunShan
- (g) Kei Wah Court website : www.housingauthority.gov.hk/hos/2022/KeiWah
- (h) Chiu Ming Court website : www.housingauthority.gov.hk/hos/2022/ChiuMing
- (i) Choi Wo Court website : www.housingauthority.gov.hk/hos/2022/ChoiWo
- (j) Shan Lai Court website : www.housingauthority.gov.hk/hos/2022/ShanLai
- (k) Recovered TPS Flats website : www.housingauthority.gov.hk/mini-site/tps/

26.2 For enquiries on application details of HS SSF, please call HS Sales Hotline on 8101 2238 during the office hours, or browse the following websites:

- (a) Greenhill Villa website : www.greenhillvilla.com.hk
- (b) Mount Verdant website : www.mountverdant.hkhs.com
- (c) Terrace Concerto website : www.terraceconcerto.hkhs.com



Hong Kong Housing Authority 'Sale of Home Ownership Scheme Flats 2022' (HOS 2022)
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
and Hong Kong Housing Society 'Subsidised Sale Flats Project' (HS SSF)
Application Form (Green Form)

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	Family Member	Family Member	Family Member
Chinese Name (if any) (same as Hong Kong Identity Card)		安居樂	置居樂	安快樂	
English Name (same as Hong Kong Identity Card)		ON KUI LOK	CHI KUI LOK	ON FA LOK	
Hong Kong Identity Card (HKIC) No. (including the no. or letter in bracket)		Z 1 2 3 4 5 6 (7)	Y 5 6 7 8 9 0 (8)	()	
Hong Kong Birth Certificate No. (For HK born child(ren) aged below 11 only)		Not Applicable	()	S 1 2 8 1 2 8 (8)	
Sex (M – Male, F – Female)		■ M □ F	□ M ■ F	■ M □ F	□ M □ F
Date of Birth [day] [month] [year]		07 07 1985	15 06 1989	04 04 2019	
Relationship with Applicant	1. Husband/ Wife		1. ■	1. □	1. □
	2. Father/ Mother		2. □	2. □	2. □
	3. Son/ Daughter		3. □	3. ■	3. □
	4. Father-in-law/Mother-in-law		4. □	4. □	4. □
	5. Son-in-law/Daughter-in-law		5. □	5. □	5. □
	6. Brother/ Sister	Not Applicable	6. □	6. □	6. □
	7. Grandfather/Grandmother		7. □	7. □	7. □
	8. Grandchild		8. □	8. □	8. □
	9. Other relative (please specify)		9. □ ()	9. □ ()	
Marital Status	1. Unmarried	1. □	1. □	1. ■	1. □
	2. Married	2. ■	2. ■	2. □	2. □
	3. Married (Spouse not having the right to land in Hong Kong)	3. □	3. □	3. □	3. □
	4. Divorced (Have obtained the Court Order of Divorce)	4. □	4. □	4. □	4. □
	5. Widowed	5. □	5. □	5. □	5. □
Pregnant for 16 weeks on the closing date of application (applicable to female applicant only)		□ Yes	Not Applicable	Not Applicable	
Please provide HK Mobile Tel. No. (for receiving SMS issued by the HA)			Other HK Contact Tel. No.		

Please fill in all the information according to HKIC or HK Birth Certificate

Please mark the box '□' as '■' according to the status of individual member.

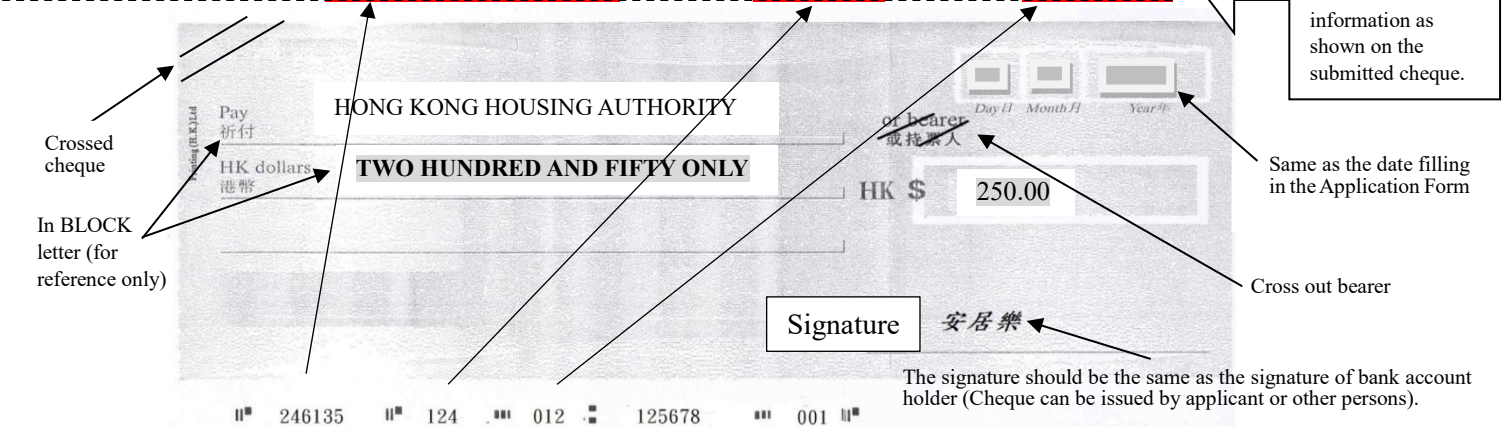
Please provide contact telephone no.

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

(The HKIC number and contact telephone no. of the applicant should be written at the back of the cheque or cashier's order.)

Cheque/Cashier's Order No.	2	4	6	1	3	5	Bank Code	1	2	4	Branch Code	0	1	2
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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.



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

Do not submit the income proof at the time of submitting the application form. After ballot, the HA will notify applicants to provide relevant supporting documents.

Annex B

**Hong Kong Housing Authority Sale of Home Ownership Scheme Flats 2022
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
and Hong Kong Housing Society 'Subsidised Sale Flats Project'**

Employee's Income Certificate

(PRH tenants, persons whose eligibility for Civil Service Public Housing Quota or Special One-off Housing Allocation for Junior Civil Servants has been established and who have been issued valid GFC for purchase of flats under this sale exercise are not required to fill in this part)

- 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 (erasable ball pen should not be used).
 - (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 actual income before deduction of contribution for Mandatory Provident Fund (MPF)/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s), 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/ Recognised Occupational Retirement Scheme(s) (Note 3)	Net income after *contribution to a MPF/ Recognised Occupational Retirement Scheme(s) has been deducted
09/2021						
10/2021						
11/2021						
12/2021						
01/2022						
02/2022						

(All amounts are declared in Hong Kong dollars, unless specified otherwise)

Note 1: The employer should declare the employee's income for the period from 09/2021 to 02/2022.

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 statutory contribution to a MPF/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s) (the deductible contribution is statutory rate of 5% or the actual contribution amount, with a cap of HK\$1,500 and whichever is the less (any contribution made voluntarily by the employees are not deductible)).

Other than the above income, in the past 12 months (from 03/2021 to 02/2022), the employee *was paid/ was not paid as follows:

Other income	HK\$ (After deducting the *contribution to MPF/ Recognised Occupational Retirement Scheme(s)) (Note 3)	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 for purchase of a Home Ownership Scheme flat/ recovered Tenants Purchase Scheme flat, 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 subsidised sale 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
Name of Signatory

(in Block Letters)

Designation of Signatory

Office Address

(Company Chop)

Name of Company : _____
(Please use Block Letters)

Office Tel.

*Please delete as appropriate

Date