

To be filled by applicant:
 Application No: _____
 Priority No: _____

Notes:

1. The applicant and family member(s) in Part I of this declaration form must be the same as those listed in the application form of this Scheme.
2. Please fill in this declaration 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) (if applicable) should sign against amendments, if any. No correction materials such as correction fluid or tapes for obliteration should be used.
3. Applicants and their family member(s) who are listed in the application form of this Scheme should declare the total monthly income of September 2024 and the net asset value as at 2 October 2024 (please refer to Annex A of the Application Guide for HOS 2024 (for White Form Applicants) concerning the calculation method of the income and net asset value).
 (Please mark the box '☐' as '■' as appropriate)

【For the flat owners and their authorised family member(s) under the Tenants Purchase Scheme (TPS) within 10 years from the date of Assignment for the purchase of their TPS flats from the HA, please go to Part I, II and Part V】

Part I Particulars of the applicant and all family members who live with the applicant upon purchase of a flat

(For households involving over four persons, please use two or more (if applicable) declaration forms and submit all forms duly signed and confirmed by the applicant and family member concerned.)

		Applicant	Family Member	Family Member	Family Member
Name (same as Hong Kong Identity Card)					
Hong Kong Identity Card (HKIC) No./Hong Kong Birth Certificate (HKBC) No. (no need to fill in HKBC no. if child(ren) is/are aged below 11 and not born in HK)					
Relationship with Applicant		Not Applicable			
Marital Status	1. Unmarried	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>
	2. Married	2. <input type="checkbox"/>	2. <input type="checkbox"/>	2. <input type="checkbox"/>	2. <input type="checkbox"/>
	3. Married <small>(Spouse not having the right to land in Hong Kong)</small>	3. <input type="checkbox"/>	3. <input type="checkbox"/>	3. <input type="checkbox"/>	3. <input type="checkbox"/>
	4. Divorced <small>(Have obtained the Court Order of Divorce)</small>	4. <input type="checkbox"/>	4. <input type="checkbox"/>	4. <input type="checkbox"/>	4. <input type="checkbox"/>
	5. Widowed	5. <input type="checkbox"/>	5. <input type="checkbox"/>	5. <input type="checkbox"/>	5. <input type="checkbox"/>

Part II Ownership of Domestic Property (Applicant and all family members in Part I are required to fill in this part)

Owned or co-owned or through a company owned any domestic property in Hong Kong during the period from 24 months preceding the closing date for submitting the application (i.e. 24.10.2022) (Except the current domestic property purchased for less than 10 years under Tenants Purchase Scheme of HA) (Please refer to the Part V para. 8 of this declaration form and relevant regulations in the para. 2.7 and 2.12 of the Application Guide for White Form Applicants)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---	---	---

Part III Income (including the total monthly income in and outside Hong Kong, in HK dollars and whole number)

(Where there is no such income, please put "0" or "NIL" in the relevant box provided and do not leave it blank.)

Occupation/Position					
Employment nature		<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed
Name of Employer/Company/Business					
Monthly income (HK Dollars) For detail of assessment period, please refer to Annex A	(1) Average Monthly Income from employment	\$	\$	\$	\$
	(2) Average Monthly Income from self-employment	\$	\$	\$	\$
	(3) Average Monthly Income from interest, bonus and dividends of fixed deposits, insurance and investments, etc.	\$	\$	\$	\$
	(4) Other income (Please specify) (Other than the income above)	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$	<input type="checkbox"/> Pension <input type="checkbox"/> Part-time job <input type="checkbox"/> Financial support from relatives and friends <input type="checkbox"/> Maintenance Fee <input type="checkbox"/> Guaranteed Monthly Annuity <input type="checkbox"/> Income derived from properties (e.g. commercial premises, parking spaces, properties outside Hong Kong, etc.) <input type="checkbox"/> Income from commercial vehicles <input type="checkbox"/> Others _____ \$
Total Monthly Income (HK dollars) (Total of Items 1 to 4)		(A)\$	(B)\$	(C)\$	(D)\$

Total Monthly Household Income = (A)+(B)+(C)+(D) = HK\$

--	--	--	--

Part IV Net Asset Value (the net asset value as at 2 October 2024, including assets in and outside Hong Kong, in HK dollars and whole number) (Where there is no such asset as at 2 October 2024, please put "0" or "NIL" in the relevant box provided and do not leave it blank.)				
	Applicant	Family Member	Family Member	Family Member
Name (same as Hong Kong Identity Card)				
(5) Land/Landed Properties (e.g. farm land, ancestral houses, overseas residential properties, commercial retail shops, industrial and commercial premises, parking spaces, etc.)	\$	\$	\$	\$
(6) Vehicles	\$	\$	\$	\$
(7) Taxi/Public light bus licences	\$	\$	\$	\$
(8) Investments (e.g. listed shares, bonds, funds, savings or investment-linked insurance policies, annuity plan, etc.)	\$	\$	\$	\$
(9) Business undertakings (including sole proprietorship/partnership/limited company) (Please complete, whether with business registration or not)	\$	\$	\$	\$
(10) Deposits (banks, others financial institutions and betting accounts e.g. balances of savings/current accounts deposits/fixed deposits, etc. (in both local and foreign currencies)) (All accounts, irrespective of the amount of balance, have to be stated)	\$	\$	\$	\$
(11) Cash in hand (including Hong Kong and foreign currencies)	\$	\$	\$	\$
(12) Others (e.g. all outstanding loans that have yet to be recovered to others in both local and foreign currencies, the amount of MPF or Recognised Occupational Retirement Scheme(s) which can be withdrawn, etc.)	\$	\$	\$	\$
Personal Total Net Asset Value (HK dollars) (Total of Items 5 to 12)	(E)\$	(F)\$	(G)\$	(H)\$
Total Net Household Asset Value = (E)+(F)+(G)+(H) = HK\$ 				

Part V Declaration by the applicant and family members aged 18 or above

I/We hereby declare that:

- All the particulars provided in this declaration form are true and correct in all respects. I/We have not withheld any information required for this application, nor have I/we provided any misleading information.
- I/We have read carefully and understood the regulations/arrangements stipulated in the Application Guide (for White Form) concerning the application for purchasing a flat under this Scheme, including but not limited to eligibility criteria and cancellation of the application(s) for other subsidised housing scheme(s) after the purchase of a flat under this Scheme, etc. I/We agree and am/are committed to complying with relevant regulations/arrangements, including those stipulated or revised by the HOS Sales Unit according to the situation; if there are any questions, I/we will take the initiative to contact the staff of HOS Sales Unit for inquiries.
- I/We have been duly informed of the purposes of providing the personal data, and I/we have given consent to the HA for using my/our personal data provided in this declaration form for the following purposes –
 - processing the application of this Scheme and verifying the relevant information collected in the HA's tenancy records/past Subsidised Sale Flats Schemes records to prevent duplicate application and obtaining double housing benefits;
 - matching my/our personal data with the database of relevant Government bureaux/departments and other relevant organisations for the processing of the application of this Scheme and prevention of duplicate application and obtaining double housing benefits; and
 - compiling statistics and conducting data analysis and research by the HA, the Housing Department (HD), the Hong Kong Housing Society (HKHS) and relevant Government bureaux/ departments. The analysis or research results will not be released to a third party in a form that identifies the data subjects or any of them. Also, all the personal data supplied will not be made available to any third parties for other unrelated purposes.
- I/We have read the Personal Information Collection Statement ("PICS") in this declaration form and understood its content. I/We agree that the HA can handle and use the personal data provided in this declaration in accordance with the PICS and the Application Guide of this Scheme (for White Form Applicants); and disclose my/our personal data and the information on companies under my/our name(s) to the concerned parties, companies or organisations for verification.
- I/We voluntarily provide the information in this declaration form, and am/are willing to furnish the HA, the HD and the HKHS with any other relevant proof or information for establishing my/our eligibility and the eligibility of the family member(s) listed in the application form of this Scheme/this declaration form. Provision of my/our authorisation statement for collecting and comparing/reviewing personal data is also voluntary. However, if I/we fail to provide sufficient information, the HA and the HD may not be able to process the application and the application fee paid will not be refunded and cannot be transferred.
- I/We agree that all documents submitted by me/us to the HOS Sales Unit, the HA, the HD and the HKHS can use them for assessing my/our eligibility for the application of this Scheme (White Form).
- I/We also understand that if any changes in the personal particulars or family circumstances of mine/ours or any family member(s) listed in the application form of this Scheme/this declaration form have rendered me/us ineligible, the application will be cancelled and the application fee paid will not be refunded and cannot be transferred. The HA, the HD and the HKHS shall not be held responsible for any loss so incurred.
- I/ We acknowledge and understand that neither I/we and any family member(s) listed in Part I of application form of this Scheme /this declaration form has, during the period from 24 months preceding the closing date for submitting the application and up to the date of signing the ASP for the purchase of a flat under the current sale exercise:

- (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
- (ii) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
- (iii) owned more than 50% of the shares in a company which directly or through a subsidiary company owned any domestic property in Hong Kong; or
- (iv) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong; or
- (v) assigned any domestic properties in Hong Kong or any interest in such properties in Hong Kong (the date of assignment means the date of execution of the Deed of Assignment); or
- (vi) withdrawn from any company which owned any domestic property in Hong Kong in which the applicant/ family member(s) owned more than 50% of the shares.

Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Building Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.

9. **I/We undertake to meet the eligibility criteria of the application of this Scheme from submission of the application form and up to the date of signing the Agreement for Sale and Purchase (ASP) for the purchase of a HOS flat of the HA.** I/We undertake to report in writing to the HA/HD any changes in the personal particulars (including but not limited to the income, net asset value and ownership of domestic property) of mine/ours or any family member(s) listed in the application form of this Scheme/this declaration form or in the family circumstances (including but not limited to marital status) that occur during the period, so that the HA/HD can re-assess my/our eligibility of application and/or priority for flat selection.
10. I/We undertake that the flat purchased as a result of this application shall be for occupation by all the persons listed in the application form of this Scheme/this declaration form.
- (a) If any of them is on the household register/ licence of public rental housing (PRH)/ Rental Estates under the HA or the HKHS, or household record of other subsidised housing schemes, I/ we shall move out from such unit and have my/our name(s) deleted from the respective household register or record from the date of signing an ASP, please contact relevant Estate Offices/ District Tenancy Management Offices/ relevant organisations for details.
 - (b) I/ We undertake that the whole household of sitting PRH/ Rental Estates tenants/ licencees and their spouses must surrender their PRH/ Rental Estates units to the HA or the HKHS.
 - (c) **This paragraph is applicable to occupants living in Light Public Housing (LPH) units under the Housing Bureau (HB):**
I/ We undertake that the flat purchased as a result of this application shall be for occupation by all the persons listed in Part I of application form of this Scheme /this declaration form. If any of them has household record of LPH, I/ We shall have my/ our name(s) deleted from the respective household register or record and shall move out from such unit within 60 days from the date of signing the ASP. If I am/ We are the whole household of sitting LPH occupant(s), I/ We shall **upon (i) the date of taking over keys of the flat; or (ii) the 10th working day from the date of execution of the Deed of Assignment of the flat inclusively, whichever is earlier, submit a Notice-to-Quit to HB. I/ We shall terminate my/ our Occupation Licence Agreement of my/ our LPH unit(s) within 60 days, and return the unit in vacant possession to the HB on or before the day the Occupation Licence Agreement is terminated according to the requirements in paragraph 18.2(c) of the Application Guide.**
11. I/We understand that the personal data provided by me/us in this declaration form will be used by the HA, the HD and the HKHS for the processing of the application under this Scheme (for White Form Applicants) and for the purposes of carrying out the checking/verification and matching procedures. Such procedures include: (a) vetting the application and determining my/our eligibility; (b) checking whether I/we have applied for other subsidised housing scheme(s); (c) giving approval to the application of this Scheme (for White Form Applicants) 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 scheme(s) administered by the HA/HKHS/Urban Renewal Authority (URA) in future; and (e) preventing me/us from enjoying double housing benefits.
12. I/ We agree that when assessing my/ our eligibility to apply and purchase, staff of the HA, the HD and the HKHS may compare and match the personal data provided in this declaration 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. I/ We also authorise the HA, the HD and the HKHS to disclose, verify and match the information concerned with other government departments, public/ private organisations/ companies (including but not limited to URA, the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned. Furthermore, I/ we agree that any government departments, public/ private organisations/ companies (including but not limited to URA, the MPFA, banks and financial institutions), or the employers concerned may disclose my/ our personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HKHS for the purpose of comparing and matching the information provided in this declaration form. The personal data provided may also be used by the HA, the HD, the HKHS and relevant Government bureaux/departments for conducting statistical surveys and researches. I/ We also agree that the HA and the HD may pass this declaration form and the supporting document(s) submitted by me/ us to the HA's data processing service contractor for data processing in connection with my/ our application under this sale exercise, and that the information provided will be passed to the HA Hotline/ HA Sales Hotline/ 1823 for answering my/ our enquiries. (Please refer to paragraph 20 of the Application Guide of this Scheme (for White Form Applicants) for Notes on Collection of Personal Data.)
13. I/We understand that any application form of this Scheme/this declaration form which contains false or incorrect information statement or representation will be cancelled, that the eligibility of such an application previously established as a result of providing false or misleading information shall be revoked. Any ASP of a HOS flat of the HA executed for flat purchased shall be rescinded, all sums paid as deposit under the relevant ASP will be forfeited and any administrative fee paid will not be refunded. I/We also agree that the decision of the HA, the HD and the HKHS on such false or incorrect information statement or representation shall be final.
14. (a) I/We understand that under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement to the HA, in respect of any matter relating to the purchase of a flat under HOS or in providing any information to HA in respect of such matter, which he 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) in relation to the purchase of a flat by him, the court shall order either (a) that the flat purchased by the offender 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.
- (b) I/We also understand that if the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/our purchase of the flat, 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) me or us 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.
15. I/We acknowledge and understand that :
- (a) Should I/we appear in the application form(s) of other subsidised housing schemes and more than one application are successful, I/we can only opt for one of the schemes and all other application(s) have to be cancelled;
 - (b) Should I/we successfully acquire a flat under other subsidised housing schemes, my/our application under this Scheme will be cancelled immediately. Even if I/we have cancelled the ASP/Provisional Agreement for Sale and Purchase of that subsidised flat, the application eligibility under this Scheme cannot be reverted;
 - (c) Should individual family member successfully acquire a flat under other subsidised housing schemes and becomes an owner or family member of the flat, the family member is required to delete his/her name from the application form of this Scheme/this declaration form.

The HA will re-assess my/our eligibility of application and/or priority for flat selection. Besides, if the deletion results in a change of the application category from family applicant to one-person applicant, income and asset vetting, and the order of priority for flat selection/quotas will be processed according to the arrangements for one-person applicant;

- (d) Should I/we be listed as married in the application form of this Scheme/this declaration form, my/our spouse(s) must be included in the same application form of this Scheme/this declaration form. Otherwise the HA may cancel all the related applications, unless supporting documents are submitted to prove that I am/we are legally divorced (please refer to the Application Guide of this Scheme, paragraph 2.4 for White Form Applicants), or the spouse(s) does not/do not have the right to land in Hong Kong or has/have deceased;
- (e) Should I/we have any family member(s) under 18 years old, his/her parent(s) or legal guardian must also be included in the same application form of this Scheme/this declaration form. (Please refer to the Application Guide of this Scheme, paragraph 2.5 for White Form Applicants); and
- (f) Should I/we successfully acquire a flat under this Scheme after signing an ASP of a HOS flat of the HA, my/our application(s) for PRH [including Interim Housing (IH)] (if applicable) / LPH from the applicant and all other family member(s) listed in the application form of this Scheme/this declaration form will be cancelled and no PRH flat (including IH) / LPH flat will be allocated.
16. I/We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a HOS flat at Kai Ying Court / Ko Hei Court / On Pak Court / Siu Wu Court / Yu Hing Court sold under this sale exercise, I/we will be subjected to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government Lease and the land documents when purchasing the flat. The HA will not buy back or nominate a buyer (except HOS Secondary Market) to buy the above flats. Please refer to paragraph 18.6.2 of the Application Guide of this scheme (for White Form Applicants) for details.
17. I/We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a resale HOS flat at Kam Chun Court (if any) sold under this sale exercise, I/we will be subjected 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. Please refer to paragraph 18.6.3 of the Application Guide of this scheme (for White Form Applicants) for details.
18. I/We understand that if I/we wish to assign or let the flat after I/we have successfully purchased a resale HOS flat at Kei Wah Court / Kai Yan Court / Kwun Shan Court / On Sau Court / Chiu Ming Court / Siu Tsui Court (if any) sold under this sale exercise, I/we 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. Please refer to Paragraph 18.6.4 of the Application Guide of this scheme (for White Form Applicants) details.
19. **This paragraph is only applicable to flat owners and all their authorised family member(s) under the TPS within 10 years from the date of Assignment for the purchase of their TPS flats from the HA. (Applicants can only purchase HOS flat of the HA. Please refer to paragraph 2.12 of the Application Guide of this scheme for White Form Applicants for details):**
I/We, being owner/joint owner/authorised family member(s) of the TPS flat, agree that the person listed in the field of Applicant in Part I of this declaration form is the applicant in respect of this application. I/We also undertake that after the above-mentioned applicant and/or any family member(s) listed in the application form/Part I of this declaration form have purchased the HOS flat of the HA under this Scheme, I/we shall complete the formalities for execution of the Deed of Assignment of the TPS flat currently owned and occupied by me/us within three months from the date of signing the ASP of the HOS flat or within the one-off extension of three months as may be granted by the HA before attending the formalities for the completion of the sale and purchase and paying the balance of the purchase price of the flat purchased. I/We understand that in case the formalities for execution of the Deed of Assignment of the TPS flat could not be completed after a lapse of three months or within such extended period granted by the HA, the ASP for the purchase of the HOS flat shall be null and void, and the application will be cancelled. The deposit paid for purchasing the flat will be refunded (without interest) after deduction of administrative and legal charges by the HA and the HA may re-sell the HOS flat to other applicants. Besides, I/we shall be responsible for any expenses incurred from the sale of my/our TPS flat. I/We shall arrange accommodation on my/our own during the period from the completion of the sale of the TPS flat that I am/we are occupying to the time we take possession of the flat purchased by me/us. The HA and the HD shall not be held responsible for any expenses or loss so incurred.
20. The HA reserves the right of not accepting any application.

- Attention:**
- (a) **The applicant and all family members aged 18 or above listed in Part I of this declaration form are required to sign below to acknowledge and agree to comply with the relevant regulations. For applicants who have submitted their application through paper submission, the signature must be the same as HOS 2024 paper application form.**
- (b) **The applicant shall be held liable for the data of family member(s) aged below 18 furnished herein.**

	<u>Name</u>	<u>HKIC No.</u>	<u>Signature</u>
Applicant	_____	()	_____
Family Member	_____	()	_____
Family Member	_____	()	_____
Family Member	_____	()	_____
Date (day/month/year)	_____ / _____ / _____		

Personal Information Collection Statement

Purpose of Collection

1. The HA will use the personal data provided by you and your family member(s) in this application for the following purposes –
- (i) processing the application and verifying the relevant information collected in HA's tenancy records / past Subsidised Sale Flats Schemes records to prevent duplicate application and obtaining double housing benefits;
 - (ii) matching the personal data of yourself and your family member(s) with the database of relevant Government bureaux/departments and other relevant organisations for the processing of the application and prevention of duplicate application and obtaining double housing benefits; and
 - (iii) compiling statistics and conducting data analysis and research by the HA, the HD, the HKHS and relevant Government bureaux/ departments. The analysis or research results will not be released to a third party in a form that identifies the data subjects or any of them. Also, all the personal data supplied will not be made available to any third parties for other unrelated purposes.

Classes of Transferees

2. For the purposes stated in paragraph 1 above, or with the consent of you or your family member(s), or where disclosure is authorised or required by law, the personal data of you and your family member(s) may be disclosed by the HA, the HKHS and any agencies / organisations / companies authorised by the HA and the HKHS to the relevant Government bureaux/departments/organisations/ companies to obtain and verify the information for the purposes stated in paragraph 1 above.

Access to Personal Data

3. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), you and your family member(s) have the right to access and make amendments to the personal data provided in the application form and other application documents. Also, you and your family member(s) can request a copy of the relevant personal data by paying an administrative fee. Requests for access and/or amendments of personal data should be made in writing and directed by post or fax (fax no. 2761 6363) to the Departmental Data Protection Officer of the Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon.



Sale of Home Ownership Scheme Flats 2024 (HOS 2024)
Income and Asset Declaration Form

Fill in (i) Application No. and (ii) Priority No.

To be filled by applicant: Application No: W999999 Priority No: WM999999

(Please mark the box '☐' as '■' as appropriate)

For the flat owners and their authorised family member(s) under the Tenants Purchase Scheme (TPS) within 10 years from the date of Assignment for the purchase of their TPS flats from the HA, please go to Part I, II and Part V

Part I Particulars of the applicant and all family members who live with the applicant upon purchase of a flat

(For households involving over four persons, please use two or more (if applicable) declaration forms and submit all forms duly signed and confirmed by the applicant and family member concerned.)

Table with 5 columns: Applicant, Family Member, Family Member, Family Member. Rows include Name, HKIC/HKBC No., Relationship with Applicant, and Marital Status.

Please mark the box as ■ according to the current marital status.

Please mark the box as ■ as appropriate according to the Ownership of domestic property.

Part II Ownership of domestic property (Applicant and all family members in Part I are required to fill in this part)

Table with 5 columns for Yes/No responses regarding ownership of domestic property in Hong Kong during the period from 24 months preceding the closing date.

Part III Income (including the total monthly income in and outside Hong Kong, in HK dollars and whole number)

(Where there is no such income, please put "0" or "NIL" in the relevant space provided and do not leave it blank.)

Table with 5 columns: Salesman, Housewife, Full time Student, Full time Student. Rows include Occupation/Position, Employment nature, Name of Employer, Monthly income (HK Dollars), and Total Monthly Income.

(i) Occupation/Position (please state if retired, housewife, full time student or unemployed, etc.); and (ii) Employment nature Please mark the box as ■ as appropriate

Fill in the total monthly income [Item (1) to (4)] including in and outside HK. If no income from 1 October 2023 to 30 September 2024, please put "0" or "NIL" in the relevant box and do not leave it blank.

Total Monthly Household Income = (A)+(B)+(C)+(D) = HK\$ 2 0 0 0 0

Part III Net Asset Value (the net asset value as at 2 October 2024, including assets in and outside Hong Kong, in HK dollar (Where there is no such asset as at 2 October 2024, please put "0" or "NIL" in the relevant box provided and do not leave it blank))				Fill in the name of applicant and family member
	Applicant	Family Member	Family Member	
Name (same as Hong Kong Identity Card)	ON KUI LOK	CHI KUI LOK	ON FA LOK	ON FA WOOD
(5) Land/Landed Properties (e.g. farm land, ancestral houses, overseas residential properties, commercial retail shops, industrial and commercial premises, parking spaces, etc.)	\$ NIL	\$ NIL	\$ NIL	\$ NIL
(6) Vehicles	\$ NIL	\$ NIL	\$ NIL	\$ NIL
(7) Taxi/Public light bus licences	\$ NIL	\$ NIL		
(8) Investments (e.g. listed shares, bonds, funds, savings or investment-linked insurance policies, annuity plan, etc.)	\$ 8,000	\$ 5,000		
(9) Business undertakings (including sole proprietorship/partnership/limited company) (Please complete, whether with business registration or not)	\$ NIL	\$ NIL		
(10) Deposits (banks, others financial institutions and betting accounts e.g. balances of savings/current accounts deposits/fixed deposits, etc. (in both local and foreign currencies)) (All accounts, irrespective of the amount of balance, have to be stated)	\$ 500,000	\$ 90,000	\$ NIL	\$ NIL
(11) Cash in hand (including Hong Kong and foreign currencies)	\$ 5,000	\$ 8,000	\$ NIL	\$ NIL
(12) Others (e.g. all outstanding loans that have yet to be recovered to others in both local and foreign currencies, the amount of MPF/Recognised Occupational Retirement Scheme(s) which can be withdrawn, etc.)	\$ NIL	\$ NIL	\$ NIL	\$ NIL
Personal Total Net Asset Value (HK dollars) (Total of Items 5 to 12)	(E)\$ 513,000	(F)\$ 103,000	(G)\$ NIL	(H)\$ NIL

Fill in the total net household asset value [Item (5) to (12)]

- Including in and outside HK
- If no asset in any Item (5) to Item (12) as at 2.10.2024, please put "0" or "NIL" in the relevant box and do not leave it blank.
- Please sign against amendment by the applicant or family member(s) (if applicable) and no correction materials should be used.

Total Net Household Asset Value = (E)+(F)+(G)+(H) = HK\$

6	1	6	0	0	0
---	---	---	---	---	---

Note for Submission of Supporting Documents [Please read Annex A and Annex B of Application Guide for HOS 2024 (for White Form Applicants)]	
Persons residing in HK for less than 7 years	Please submit documents permitting them to enter Hong Kong with the stamp showing the initial date of entry (e.g. the copy of One-way Permit or passport)
Married Persons (spouses not having the right to land in HK)	Please submit copies of (i) Certificate of Marriage and (ii) identity document of the spouse issued in the place of residence (both front and back sides). HOS Sales Unit would notify the concerned person to submit a specific declaration
Widowed Persons	Please submit copies of (i) Certificate of Marriage and (ii) Death Certificate of the deceased spouse
Salaried employee (with a regular employer)	Please submit the original 'Employee's Income Certificate' or the salary slips from 1 October 2023 to 30 September 2024 and the document(s) showing the aforesaid salary
Persons owning vehicles	Please submit copies of vehicle registration document (both front and back sides), vehicle purchase agreement, registration document, the hire purchase agreement which shows repayment schedule for the months of September 2024 and October 2024, the valid insurance policy and payment receipts as at 2 October 2024, etc.)
Persons having Business Undertakings	If having business of sole proprietorship, partnership or limited company, please submit a copy of valid business registration certificate and the original of the latest 12 calendar months of the relevant financial statement/report and the original Auditor's Report and Annual Return (Form NAR1) in case of limited company

Sale of Home Ownership Scheme Flats 2024
Calculation Method of Income and Net Asset Value, and Documents Required
(Not Applicable to Flat Owners under TPS)

Note:

- **By the time of submitting the application form, only copies of Hong Kong identity documents or birth certificate (for persons aged below 11) of applicants and their family members are required. The HA will, according to the random order generated from ballot result by computer, notify the prioritized applicant and family member(s) listed in the application form to submit an “Income and Asset Declaration Form (IADF)” together with relevant supporting documents (such as income, asset and relationship proof, etc.) within specified period for detailed vetting. 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.**
- **From submission of the application form up to the date of signing the Agreement for Sale and Purchase (ASP) for the purchase of a HOS flat of the HA, the total monthly household income and total net household asset value and family status of the applicant and the family member(s) listed in the application must meet the eligibility criteria of the application.**

1. Income

The applicant and all family members (including those aged below 18 and with income) are required to declare the average monthly income (including income in and outside Hong Kong). The types of income that should be declared, calculation method and documents required are as follows:

Sources of Income	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Income from employment	<p>Including monthly salary, bonus/ double pay, commission/ allowance and accommodation:</p> <p>1. Monthly Salary</p> <ul style="list-style-type: none"> ● Those who earn a regular salary should calculate their income as at 30 September 2024 using their basic salary before tax plus the average monthly regular and irregular commission and allowance from 1 April 2024 to 30 September 2024 by 6 months plus the average monthly income of year-end bonus and double pay received from 1 October 2023 to 30 September 2024, by 12 months less total employee’s contribution to *MPF/ Mandatory Provident Fund Schemes Authority’s Recognised Occupational Retirement Scheme(s) (Recognised Occupational Retirement Scheme) from 1 April 2024 to 30 September 2024 by 6 months. Please see Example 1. ● Those who are paid on an occasional basis, they should calculate their average monthly income for the period from 1 April 2024 to 30 September 2024 (a) <u>serving the employer for 6 calendar months</u>, they should declare their average monthly income by dividing the total income received over the period from 1 April 2024 to 30 September 2024 by 6 months plus the year-end bonus and double pay from 1 October 2023 to 30 September 2024 by 12 months less total employee’s contribution to *MPF/ Recognised Occupational Retirement Scheme from 1 April 2024 to 30 September 2024 by 6 months, please see Example 2(a); (b) <u>serving the employer for less than 6 calendar months</u>, the average monthly income is calculated by dividing the total income received from 1 April 2024 to 30 September 2024 to corresponding months or days of service period less the average of total employee’s contribution to *MPF/ Recognised Occupational Retirement Scheme from service period divided by corresponding months or days of service period. Please see Example 2(b). <p>If a person’s total household income exceeds the income limit, he/ she may convert the irregular income received for the period from 1 October 2023 to 30 September 2024 into a monthly average (Not applicable to those who earn a regular salary).</p> <ul style="list-style-type: none"> ● Those who have changed to another job: <ul style="list-style-type: none"> (a) during the past 6 calendar months prior to the closing date of application (i.e. 23 October 2024 are required to declare only the income in September 2024). (For example, if a person who has changed to another job 2 months ago is currently earning a regular income, he/ she is required only to declare his/ her present salary. If the person is now employed on an occasional basis, he/ she should declare the average monthly income by dividing the total income received over the past 2 months from the current employer by 2 months.) 	<ul style="list-style-type: none"> ● With fixed employers, the original of the Employee’s Income Certificate (at Annex D) with the signature of the employer/ person in charge of the company and a copy of the applicable tax documents. The Employee’s Income Certificate form may be photocopied for use where necessary. ● Copy of the salary statement or income proof for a period of 12 calendar months (i.e. from 1 October 2023 to 30 September 2024) and a copy of the applicable tax documents if failing to provide the Employee’s Income Certificate. ● Copy of documentary proof of employee’s contribution to *MPF/ Recognised Occupational Retirement schemes ● Copy of rental statement for the accommodation. ● A copy of the latest Employer’s Return of Remuneration and Pensions/ Notice of Assessment.

(b) during the past 6 calendar months prior to their invited flat selection date are required to declare only the income received in 6 calendar months prior to their invited flat selection date. (For example, if a person who has transferred to another job 2 months ago is currently earning a regular income, he/ she is required only to declare his/ her present salary. If the person is now employed on an occasional basis, he/ she should declare the average monthly income by dividing the total income received over the past 2 months from the current employer by 2 months.)

- If those who are newly employed in September 2024 have no *MPF schemes contribution deducted from their income, they should calculate their income on the basis of their actual income received in the particular month.
 - For employees with more than one jobs at the same time, all jobs and all of the income must be declared.
 - For employees on no-paid leave, the deducted amount of income will not be taken as deductions.
2. Bonus/ Double Pay and Commission/ Allowance
- **Year-end bonus/ double pay:** The bonus and double pay received on a regular or occasional basis from current employer for the period from 1 October 2023 to 30 September 2024 should be declared after being converted into a monthly average. (For example, if the double pay received from 1 October 2023 to 30 September 2024 is HK\$12,000, the monthly average is HK\$12,000/ 12 months = HK\$1,000.) **(For payments received for a service period of less than 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**
 - **Non year-end bonus/ double pay and allowances (For example, housing allowance, travelling allowance, food allowance, medical allowance, education allowance, hardship allowance (obnoxious duties), etc.):** All commissions and various allowances received on a regular or occasional basis for the period from 1 April 2024 to 30 September 2024 should be declared after being converted into a monthly average. (For example, if the total overtime allowance over the period from 1 April 2024 to 30 September 2024 is HK\$3,600, the monthly average is HK\$3,600/ 6 months = HK\$600.) If a person's total household income exceeds the income limit after the irregular income received for the period from 1 April 2024 to 30 September 2024 has been converted into a monthly average, he/ she may convert the irregular income received for the period from 1 October 2023 to 30 September 2024 into a monthly average. **(For payments received for a service period of less than 6 or 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**

Example 1 : Calculation method of average monthly income for those employed on a monthly basis (for reference only)

Basic salary of September 2024	+	Regular & irregular commission & allowance from 1.4.2024 to 30.9.2024	+	Year-end bonus & double pay from 1.10.2023 to 30.9.2024	-	Total employee's contribution to *MPF/Recognised Occupational Retirement Scheme from 1.4.2024 to 30.9.2024
		————— 6 months		————— 12 months		————— 6 months

Example 2 : Calculation method of average monthly income for those employed on an occasional basis (for reference only)

(a) Total income received from 1.4.2024 to 30.9.2024	+	Year-end bonus & double pay from 1.10.2023 to 30.9.2024	-	Total employee's contribution to *MPF/ Recognised Occupational Retirement Scheme from 1.4.2024 to 30.9.2024
————— 6 months		————— 12 months		————— 6 months
(b) Total income received for the service period		-	Total employee's contribution to *MPF/ Recognised Occupational Retirement Scheme for the service period	
————— Service period			————— Service period	

	<p>3. Accommodation</p> <ul style="list-style-type: none"> Any accommodation provided by the employer of the applicant or any family member(s) listed in the application form is also deemed as a portion of the monthly income. It is calculated as follows: <ul style="list-style-type: none"> (i) Free accommodation - the contributory portion is calculated at 10% of the average monthly total personal income. (ii) Accommodation at a rent lower than the market level - the contributory portion is calculated at 10% of the average monthly total personal income less the rent payable to the employer. It will be taken as "0" if the balance is negative. <p>4. If the person has no income:</p> <ul style="list-style-type: none"> Those without any income from 1 October 2023 to 30 September 2024 should enter "0" or "Nil" in the column of "Total Monthly Income". Those who are not employed or self-employed in September 2024 but were once employed from 1 October 2023 to 30 September 2024 should convert their total income divided by 12 months in average and declare it as their average monthly income. Students (aged 18 or above) should submit a photocopy of the latest student identification document (such as student identity card). <p>Remarks: Deductible items/ exclusions (Documentary proof must be provided) : *These include employees' contributions to the MPF or Recognised Occupational Retirement Scheme, calculated at the 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), alimony payments (capped at the amount determined by the court), contributions under the Surviving Spouses' and Children's Pensions Scheme/ Widows and Orphans Pension Scheme, education grants and scholarships, Community Care Fund (one-off subsidies), Old Age Living Allowance, old age and disability allowances received from the Government, etc.</p>	
Income from self-employment	<ul style="list-style-type: none"> Business operators: Income includes: profits from business activities (if loss, the income should be "0"), salary, dividends or gratuities receivable by shareholders and private expenses. <ul style="list-style-type: none"> (a) For business with 1 year: the monthly average income earned over the 12 calendar months from 1 October 2023 to 30 September 2024 should be declared (For example, if business commenced on 1 October 2023, the total net profits received over the period from 1 October 2023 to 30 September 2024 should be divided by 12 months). If loss, the income should be calculated as "0". (b) For business less than 1 year: the monthly average income earned during 1 October 2023 to 30 September 2024 should be declared (For example, if business commenced on 1 November 2023, the total net profits received over the period from 1 November 2023 to 30 September 2024 should be divided by 11 months). If loss, the income should be calculated as "0". Self-employment without business registration: <ul style="list-style-type: none"> (a) Working with 1 year: the monthly average income earned over the 12 calendar months i.e. 1 October 2023 to 30 September 2024. (b) Working with less than 1 year: the monthly average income earned during the corresponding period from 1 October 2023 to 30 September 2024. 	<ul style="list-style-type: none"> A copy of a valid business registration certificate/ hawker licence (in case of hawking) and applicable tax documents. Hawkers/ Fishermen/ Unlimited companies/ Business operators without business registration certificates/ absence of supporting documents, income and expenditure supporting proofs should be provided. The HA may request applicants/ members to sign relevant declaration forms during vetting period. The original of the latest 12 calendar months of business financial statement confirmed by chartered accountant. Original Auditor's Report and Annual Return (Form NAR1) should also be submitted in case of limited company.
Income from rented properties/ lands	<ul style="list-style-type: none"> Monthly rental income from the letting of lands, parking spaces or properties solely or jointly owned in and outside Hong Kong (The applicant and all family members must not own domestic properties in Hong Kong), including the income from subletting as a principal 	<ul style="list-style-type: none"> Copy of relevant supporting documents on the average monthly rental income (For

	<p>tenant, has to be declared. Both the rates and government rent payable per month are deductible from the monthly rental income, and a further 20% of the remaining sum is also deductible for meeting expenses.</p> <p>Calculation method (for reference only)</p> $\left(\frac{\text{Monthly rental income received}}{3 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$ <ul style="list-style-type: none"> If the landed property, parking spaces or land let out without duly stamped tenancy agreement and the rent received is lower than the rateable value, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2024/25 financial year, and a further 20% of the remaining sum for meeting expenses. <p>Calculation method (for reference only)</p> $\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$	<p>example: rental agreement).</p> <ul style="list-style-type: none"> Copy of the latest demand note for rates and government rent.
Income from non-rented properties/ lands	<ul style="list-style-type: none"> If the landed property, parking spaces or land is not let out, no matter left vacant/ self used, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2024/25 financial year, and a further 20% of the remaining sum for meeting expenses. <p>Calculation method (for reference only)</p> $\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$ <ul style="list-style-type: none"> For properties jointly owned with others, the income calculated as above should be adjusted on a pro rata basis according to the share of interest. <p>Calculation method (for reference only)</p> $\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\% \times \text{share of interest}$	<ul style="list-style-type: none"> If landed properties, parking spaces or lands are left vacant/ self used, a copy of the latest demand note for rates and government rent should be provided.
Other income	<ul style="list-style-type: none"> Alimony and child maintenance, financial provision/ financial support from children/ relatives not listed on the application form, the guaranteed monthly annuity payment under annuity plans, pensions/ dependent pensions under the Surviving Spouses' and Children's Pensions Scheme/ Widows and Orphans Pension Scheme, scholarship given as remuneration to be taxable, etc.: <ul style="list-style-type: none"> (a) Regular amount: amount received in September 2024. (b) Irregular amount: average monthly amount received over the 6 calendar months i.e. 1 April 2024 to 30 September 2024. Any interest/ bonus/ dividend received from fixed term deposits and transactions of any nature, such as shares, funds, etc.: average monthly amount received over the 6 calendar months from 1 April 2024 to 30 September 2024. For all insurance policies, including those with savings or investment elements (such as annuity plans), the average monthly bonus, interest and guaranteed annuity payment received over the last 12 calendar months i.e. 1 October 2023 to 30 September 2024. Any other income not stated above. 	<ul style="list-style-type: none"> Alimony: copy of Court Order; Interest from shares and fixed term deposits: copy of supporting documents for relevant investment; Annuity Plan: Copy of relevant supporting documents; Pension: Copy of pension statement; Copy of supporting documents for income received from investment; and Copy of relevant supporting documents.
<ul style="list-style-type: none"> By the time of flat selection, applicants have to declare the total monthly household income. Please refer to the above-mentioned calculation method and declare the total monthly household income from 6 to 12 calendar months prior to the date of signing the ASP. 		

2. Net Asset Value

- (i) The applicant and all family members (including those aged below 18) are required to declare the net asset value as at **2 October 2024** (including assets in and outside Hong Kong).
- (ii) Deductible items/ exclusions:
Applicants or family members who have received the compensation for loss of earning power due to injuries sustained at work, traffic and other accidents may claim deduction from their own assets values for the amount of compensation received. The nature of compensation, the organisation from which this compensation is issued and the amount they have received for that purpose have to be stated. (To provide copies of relevant receipts, insurance policy, etc.)
- (iii) The types of asset that should be declared, calculation method and documents required are as follows:

Assets	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Land	<ul style="list-style-type: none"> For land in and outside Hong Kong such as land held by way of government grants or Letters "A"/ "B" land exchange entitlements, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 2 October 2024. In the case of joint ownership, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the valuation report of the land as at 2 October 2024. A copy of proof of ownership of the land. Copies of the relevant mortgage documents.
Landed properties	<ul style="list-style-type: none"> For landed properties of any uses (e.g. ancestral houses, overseas residential properties, local or overseas commercial retail shops, industrial and commercial premises/ parking spaces, etc) (The applicant and all family members must not own domestic properties in Hong Kong) in and outside Hong Kong, which are completed or for pre-sale, or which are the subject matter of a sale and purchase agreement, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 2 October 2024. In the case of joint ownership, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the valuation report of the landed properties as at 2 October 2024. A copy of proof of ownership of the landed properties. Copies of the relevant mortgage documents.
Vehicle	<ul style="list-style-type: none"> For private cars, vans, light vans, lorries, coaches, taxis, public light buses, container tractors and trailers, motorcycles, etc., the net value is calculated by deducting the outstanding hire purchase repayment and depreciation from the sum of purchase price and the residual values of vehicle registration fee and insurance premium as at 2 October 2024. Depreciation: 60% initial depreciation allowance on down payment of vehicle and payment of the principal by installments in current year, and 30% annual depreciation on the residual value. Formula: $[(\text{Purchase price} - \text{outstanding mortgage}) \times (1-60\%)] \times (1-30\%)^n + (\text{residual values of vehicle registration fee and insurance premium as at 2 October 2024})$ n = number of year of purchase – 1 (Note: purchased less than 1 year is also counted as 1 year) If a vehicle is for the private use or exclusive use of a transportation business, the net asset value should be declared in the field of "Vehicles" of the "Income and Asset Declaration Form" If a vehicle is owned by a business other than that of transportation, say a lorry of a hardware store, its value should be incorporated in the net asset value of the entire business. 	<ul style="list-style-type: none"> A copy of vehicle registration document (both front and back sides). Copies of the relevant vehicle purchase agreement, registration document, the hire purchase agreement which shows the repayment schedule for the months of September 2024 and October 2024, the valid insurance policy and payment receipts showing 2 October 2024, etc.
Taxi/ Public light bus licences	<ul style="list-style-type: none"> The net value is derived by deducting the outstanding mortgage amount from the market value as at 2 October 2024. If the licence is co-owned, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the licence; Copies of the relevant mortgage documents; and If hired out, a copy of the relevant documents and income proof.
Investments	<ul style="list-style-type: none"> These include listed shares, bonds, commodity futures, paper gold, certificates of deposits, deposits with brokers, mutual fund, unit trust fund, annuity plans, voluntary contributions under Mandatory Provident Fund schemes, the cash value and the accumulated bonus of savings and interest or investment-linked insurance schemes (the insurance asset belongs to the policy holder rather than the beneficiary) etc. The value of these investment instruments is determined by the unit closing price as at 2 October 2024, or the most recent unit closing price (whichever is the latest). Note: Annuity plans, any interest/ bonus and guaranteed monthly annuity payment received from savings or investment-linked insurance policies are treated as income. 	<ul style="list-style-type: none"> Copies of documentary proof of the relevant investments and their values.

Business undertakings	<ul style="list-style-type: none"> ● These include interests in business of sole proprietorship, partnership and limited companies. The net value of business assets is based on items in the latest audited account/ provisional account, including net book value of plant and machinery, stock in hand, accounts receivable, balance of bank accounts, cash in hand, residual value of vehicles, market value of landed properties, etc., less various liabilities. ● If the business is in the form of partnership or a limited company, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> ● A copy of a valid business registration certificate; ● In case of hawking, a copy of the relevant hawker licence is required; ● The original of relevant financial report; and ● Original auditor's report in case of limited company and Annual Return (Form NAR1)
Deposits at bank	<ul style="list-style-type: none"> ● The applicant and/or his/ her family member(s)'s asset and bank account(s) under applicant's or his/ her family member(s)' would be regarded as total household asset as at 2 October 2024. ● Deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies as at 2 October 2024. In case of joint account, the balance of amount should be divided equally according to the number of people holding the joint account. ● Betting account balance 	<ul style="list-style-type: none"> ● Copies of bankbook (must show the name and bank account number at first page); ● The bank statement and the screenshot picture from e-banking (must show the name, bank account number and balances of deposits as at 2 October 2024); ● Copies of the fixed deposits statement; or ● Copies of the relevant supporting documents.
Cash in hand	<ul style="list-style-type: none"> ● Cash in hand as at 2 October 2024 includes local currency in the value of HK\$5,000 or above and foreign currencies of the same value. 	
Others	<ul style="list-style-type: none"> ● Outstanding loans to others that have yet to be recovered as at 2 October 2024 in both local and foreign currencies. ● The amount of MPF/Recognised Occupational Retirement Scheme which can be withdrawn. 	<ul style="list-style-type: none"> ● Copies of the relevant supporting documents. ● Copies of statement which show the name, bank account number and account balances as at 2 October 2024.
<ul style="list-style-type: none"> ● By the time of flat selection, applicants have to declare the total net household asset value at the date of flat selection, including the deposit paid for the purchased flat. 		

3. If necessary, the HA may invite the applicant or his/ her family member(s) listed in the application form for an interview and to provide supporting documents to prove that they meet the eligibility criteria for the application.

Sale of Home Ownership Scheme Flats 2024 - Checklist of supporting documents

- Attention :
- By the time of submitting the application form, applicants and their family members are ONLY required to submit the copies of Hong Kong Identity Card or Birth Certificate (for persons aged below 11). Submission of "Income and Asset Declaration Form" and other supporting documents (listed in the following table) such as income, asset and relationship proof will be required upon the request of the HA after ballot.
 - 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 must be clear and legible, otherwise delay in processing the application may be caused.

Documents to be submitted at the time of submitting application form (including but not limited to the following documents, the HA may invite applicants or his / her family member(s) to provide supporting documents if necessary. If fail to provide sufficient information, the HA may not be able to process the application and the application fee will not be refunded and cannot be transferred.)

1. General documentary proof for applicant and family members	
Identity documents of individual family members	A copy of Hong Kong Permanent Identity Card / Hong Kong Identity Card (for persons aged 11 or above). A copy of Birth Certificate (for persons aged below 11. If not born in Hong Kong, please provide a certificate on approval of stay in Hong Kong with the entry date printed on it). A copy of One-way Permit or passport (for persons residing in Hong Kong for less than 7 years, documents permitting them to enter Hong Kong with the stamp showing the initial date of entry are required).
If a name shown in the application form is different from that shown in the supporting documents	A copy of deed poll, notary public certificate or documents issued by the Registration of Persons Office.

Documents to be submitted upon the request of HA after ballot

1. General documentary proof for applicant and family members	
Documentary proof of relationship	A copy of Birth Certificate, notary public certificate or documents issued by the Registration of Persons Office. A copy of the Adoption or Appointment of Guardians documents issued by judicial authorities / government departments for adopted child(ren).
Documents on marital status for married persons	A copy of Certificate of Marriage. For a marriage registered in Mainland but without the relevant document, a copy of the notary public certificate. For customary marriage celebrated in Hong Kong, the original of a statutory declaration. For the spouse of an applicant / a family member who has no right to land in Hong Kong, a declaration specifying the same together with copies of the certificate of marriage and the identity document issued in the place of residence (both front and back sides).
Divorced persons, single parented persons or widowed persons	A copy of court order of divorce; for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce). For applications including child(ren) under the age of 18, a copy of the court order for the custody of children. For joint custody order, the physical care and control of the underaged member have to be granted. For unmarried applicants applying with child(ren) born out of wedlock 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. For deceased spouse, a copy of the marriage certificate and death certificate.
Pregnant applicant or family member for 16 weeks or more	A copy of medical proof issued by registered doctors/ Chinese medicine practitioners to certify the expected date of delivery.
2. Income proof for applicant and family members (Please refer to Para. 1 in Annex A of Application Guide)	
Salaried employee (with a regular employer)	The original of Employee's Income Certificate at Annex D of Application Guide and the appropriate taxation documents, a copy of MPF Member Benefit Statement.
Salaried employee (with no regular employer)	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Self-employed persons	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Where applicant or family member(s) are on retirement, unemployed or without any employment	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement. A copy of the latest student identification document (for students aged 18 or above without income).
Rented/ Non-rented properties	Copies of demand notes for rates and government rent. For rented properties, proof of average monthly rental income is required.
Other sources of income (dividends, bonuses, dividends/ giving-outs of insurance policies, annuity, regular interest on fixed deposits, pension, contributions from relatives, etc.)	Copies of relevant supporting documents.
3. Net asset value proof for applicant and family members in and outside Hong Kong (Please refer to Para. 2 in Annex A of Application Guide)	
Land	A copy of the valuation report of the land as at 2 October 2024. A copy of proof of ownership of the land. Copies of the relevant mortgage documents. A declaration specifying the usage of the land, together with copies of the relevant documents and income proof for any rented land.
Landed properties: referring to properties owned or under agreements for sale and purchase, e.g. overseas residential properties, local or overseas commercial retail shops, industrial and commercial premises/ parking spaces, etc.	A copy of the valuation report of the landed properties as at 2 October 2024. A copy of proof of ownership of the landed properties. Copies of the relevant mortgage documents. A declaration specifying the usage of the landed properties, together with copies of the relevant documents and income proof for any rented landed properties.
Vehicles: such as private cars and commercial vehicles	A copy of vehicle registration document (both front and back sides).
Taxi/ Public Light Bus Licences	A copy of the licence. A copy of the relevant mortgage documents. A copy of the relevant documents and income proof for any such rented vehicles.
Investments: such as Mutual Fund, Unit trust fund, listed shares, deposits with brokers, commodity futures product, paper gold, certificates of deposits, annuity (including Hong Kong Mortgage Corporation Annuity Plan), insurance policies and bonds	A copy of the relevant supporting documents.
Business undertakings: such as sole proprietorship, partnership or limited companies and all business assets held	A copy of valid business registration certificate. In case of hawking, a copy of the hawker licence. The original of the relevant financial statements and Annual Return (Form NAR1).
Deposits at bank, cash in hand and others: for example, deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies, betting account, cash in hand in both local currency and foreign currencies, outstanding loans to others that have yet to be recovered in both local and foreign currencies	Copies of bankbook or the monthly bank statement(s) (must show the name, bank account number and balances of deposits as at 2 October 2024). Copies of the fixed deposits statement. Copies of the relevant supporting documents.

BLANK PAGE

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

Hong Kong Housing Authority
Sale of Home Ownership Scheme Flats 2024
Employee's Income Certificate

- Attention : (i) An employee may submit a photocopy of this form to his/ her employer for completion.
(ii) **Please fill in English block letters and Chinese (if applicable) with a black/ blue ball pen (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 income before deduction of contribution for Mandatory Provident Fund (MPF)/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(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
04/2024						
05/2024						
06/2024						
07/2024						
08/2024						
09/2024						

(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 04/2024 to 09/2024.

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/ 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 employee is not deductible)).

Other than the above income, in the past 12 months (from 10/2023 to 09/2024), 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, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

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. _____

Date _____

*Please delete as appropriate

BLANK PAGE

Application No. : _____

Priority No. : HOS 2024

Sale of Home Ownership Scheme Flats 2024

Declaration (Applicable to persons who have investment items)

I hereby declare that :

As at **02.10.2024**, I do not have the following investment items.

I have the following said investment items:

<input type="checkbox"/> (i) Investment (include shares / trusted funds / bonds / paper gold / other investment items, etc.) My investment in *shares / trusted funds / bonds / paper gold / other investment items (please specify _____) was valued at HK\$ _____ as at 2.10.2024. <i>(This amount should be included in item (8) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have not received any dividends / interest / bonus over the 6 calendar months from 1.4.2024 to 30.9.2024. <input type="checkbox"/> I have received *dividends / interest / bonus of an average monthly amount at HK\$ _____ over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i>
<input type="checkbox"/> (ii) Annuity plans/Savings or Investment-linked insurance schemes My investment policy(ies) (such as annuity plans, savings or investment-linked insurance schemes, etc.) had *cash value / saving value / accumulated dividend of HK\$ _____ as at 2.10.2024. <i>(This amount should be included in item (8) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have not received any dividends / interest / bonus over the 12 calendar months from 1.10.2023 to 30.9.2024. <input type="checkbox"/> I have received *dividends / interest / bonus of an average monthly amount at HK\$ _____ from the insurance policy(ies) or annuity plan(s) over the 12 calendar months from 1.10.2023 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have received a guaranteed monthly annuity payment of HK\$ _____ over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (4) of Part III of the Income and Asset Declaration Form)</i>
<input type="checkbox"/> (iii) Fixed deposits at banks (local and foreign currencies) My fixed deposit was valued at HK\$ _____ as at 02.10.2024. <i>(This amount should be included in item (10) of Part IV of the Income and Asset Declaration Form)</i> <input type="checkbox"/> I have received interest of an average monthly amount at HK\$ _____ from the fixed deposit over the 6 calendar months from 1.4.2024 to 30.9.2024. <i>(This amount should be included in item (3) of Part III of the Income and Asset Declaration Form)</i>

All the above particulars furnished in this Declaration Form are true and correct. I/We understand that under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement to the Hong Kong Housing Authority (HA), in respect of any matter relating to the purchase of a HA's subsidised sale flat or in providing any information to HA in respect of such matter, which he 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) in relation to the purchase of such flat by him, the court shall order either (a) that the flat purchased by the offender 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. I/We also understand that if the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with my/our purchase of the flat, 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) me or us 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.

Signature of Declarant : _____
(Must be the same as the paper application form/Income and Asset Declaration Form)

Name of Declarant : _____

HKIC No. : _____

Date : _____

*Please delete where inappropriate
Please tick in the box as appropriate