

Sale of Home Ownership Scheme Flats 2024 (HOS 2024)
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
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, it represents that they and the family member(s) listed in the application form 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 public 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 2024 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 licensees of HA Transitional Rental Housing units or fixed-term licensees of the HA 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 (HKHS) (households of Group B Rental Estates or monthly licensees of HKHS Transitional Rental Housing units or fixed-term licensees of HKHS are not allowed to submit application);
- (c) Holders of a valid “Green Form Certificate (GFC) – Applicable to Sale of Home Ownership Scheme Flats Only” issued by the Housing Department (HD) / the Urban Renewal Authority (URA); and
- (d) 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\$290 by a valid credit card (VISA, MasterCard, JCB or UnionPay) of the applicant or another person or via Faster Payment System (FPS) through the HA website: www.housingauthority.gov.hk/hos/2024 or scan the QR code to apply online; or

Online application



After submitting an online application, the applicant who live in PRH units under the HA or Rental Estates under the HS and his/ her family member(s) (if any) listed in the application form is/ are necessary to sign on the application form (except completed digital signing via “iAM Smart+”) and submit the copies of their Hong Kong Identity Card (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.

For GFC holders who opt to receive electronic notification in online applications, all related documents including “Income and Asset Declaration Form (IADF)” and flat selection notification (if any) will be sent by email. The applicants and family member(s) listed in the application form can fill in and sign the “IADF” and directly upload the required supporting documents via “iAM Smart+” account. Please scan the QR code for information about “iAM Smart+”.

iAM Smart+ Registration



- (b) **By post/ by hand:** applicants should submit the original copy of the completed paper application form, together with copies of HKIC or Hong Kong Birth Certificate (for persons aged below 11) of the applicant and his/ her family member(s) listed in the application form and a crossed cheque or cashier’s order for payment of application fee (HK\$290). Other means of payment (such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheque) will not be accepted.

GFC Holders are required to attach the original copy of the “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 HKHS, persons whose eligibility for Civil Service Public Housing Quota 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 by letter or email 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 (GSH sale exercise)]:

Valid Green Form (GF) applicants of HOS 2024 will be allowed to opt for applying in the next GSH sale exercise without having to submit a separate application and pay the application fee. The HOS and GSH are two separate sale exercises. Regarding the sales arrangement of the next GSH sale exercise, please pay attention to the announcement later.

If applicants wish to apply for the next GSH sale exercise, applicants need to indicate consent in Part VII of the HOS 2024 Green form to carry over the HOS 2024 application to the next GSH sale exercise. Information submitted in the application form will be used to verify the eligibility criteria and priority for flat selection in the next GSH sale exercise. The applicant and/or the family member(s) listed in the application must meet the eligibility criteria of the next GSH sale exercise. Those who are found ineligible will have their carry-over applications cancelled immediately.

If the family composition of the applicants has been changed or the applicants are no longer willing to purchase the next GSH sale exercise flats, applicants are required to inform the HA soonest possible so that the HA can update the relevant information accordingly. If the changes will affect the applicants’ household category and priority for flat selection in the next GSH sale exercise, 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 Members (FEP)” and/or “Families with Newborns Flat Selection Priority Scheme”, applicants are required to inform the HA in writing during the stipulated application period of the next GSH sale exercise.

The carry-over arrangement will not affect how the HA process the GF applications for HOS 2024. Applicants who have successfully purchased a flat under HOS 2024 or have been rejected under HOS 2024, their carry-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 HKHS’s Group A Rental Estates or HKHS’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, monthly licensees of HA’s Transitional Rental Housing units or fixed-term licensees of the HA or households of HKHS’s Group B Rental Estates, monthly licensees of HKHS’s Transitional

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 female one-person 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 expected date of delivery (i.e. on or before 9 April 2025) shall be submitted upon the request of the HA. Upon the birth of the newborns, the applicant must notify the HOS Sales Unit of the HA to update the information of application and provide birth certificate.

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.**

Rental Housing units or fixed-term licensees of the HKHS) –

- (i) Households of PRH / Rental Estates / Elderly Persons Flats should apply together with **all family members** listed in the tenancy agreement 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) Neither the applicant nor any member of the family listed in the application form has, during the period from 24 months preceding the closing date for submitting the application and up to the date of signing the Agreement for Sale and Purchase (ASP) for the purchase of a flat under the current sale exercise:
 - (a) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
 - (b) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
 - (c) 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
 - (d) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong; or
 - (e) 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
 - (f) 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.

- (iii) The applicant or any member of the family has not breached any clause of the tenancy agreement 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; and
 - (iv) 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 HOS, the Private Sector Participation Scheme (PSPS), the Green Form Subsidised Home Ownership Pilot Scheme/ GSH, the HOS's 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 HKHS and URA); and
 - (v) HKHS tenants occupying two rental units (including tenancy under Cross Generation Living Scheme), will be allowed to buy only one flat under this sale exercise (please refer to paragraph 3(b) for flat recovery arrangement).
- (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 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 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

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.

fee paid will not be refunded and cannot be transferred. Once the applicants have successfully purchased a flat under this sale exercise through signing an ASP of a HOS flat/ recovered TPS flat under this sale exercise, any remaining GFC(s) and/ or Certificate of Eligibility to Purchase will be cancelled);

- (iii) Clearerees affected in clearance exercises initiated by the Government and victims of natural disasters whose PRH eligibility has been established;
 - (iv) Clearerees 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.**
- 1.4 All family members listed in the PRH tenancy/ Rental Estate tenancy/ 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.** 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 sale exercise (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 be kept. 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 married one-person applicant does not intend to be added into the PRH/Rental Estate tenancy, the 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 illegitimate child(ren) under the age of 18, the mother is required to submit a declaration for the arrangement for the custody of children; while the 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 HKHS or the URA may apply, provided that they meet the eligibility criteria.

2. Priority Scheme for Families with Elderly Members and Families with Newborns Flat Selection Priority Scheme

Families consisting of two persons or above opting to join the “Priority Scheme for Families with Elderly Members” and/or “Families with Newborns Flat Selection Priority Scheme” will be accorded priority in flat selection if they meet the following requirements:

2.1 Family applicants who join the “Priority Scheme for Families with Elderly Members” (Priority Elderly Scheme) and/or “Families with Newborns Flat Selection Priority Scheme” (Priority Newborns Scheme) will only be allocated one additional order of priority for flat selection for such category randomly generated by computer according to the ballot result, i.e. a total of two orders of priority will be allocated to them, regardless of joining one or both scheme(s). If applicants under priority flat selection scheme fail to obtain a quota, they would still have the opportunity to purchase under the “Other Family Applicants” category. Please refer to paragraph 12.7 of the Application Guide for details.

[Paragraphs 2.2 to 2.6 are **ONLY** applicable to Priority Scheme for Families with Elderly Members]

2.2 The elderly member must have **reached the age of 60** on the closing date of application (i.e. 23 October 2024) and must be a family member listed in the PRH tenancy/ Rental Estate tenancy/ “GFC - Applicable to Sale of Home Ownership Scheme Flats Only”.

2.3 **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 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/ Deed of Assignment and so on, which he/ she signs.

2.4 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.**

2.5 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.

2.6 Except for permanent departure, death or other compassionate reasons recommended by the Director of Social Welfare, the name of the elderly member cannot be deleted from the record of owners kept by the HD in future.

[Paragraphs 2.7 to 2.10 are **ONLY** applicable to Families with Newborns Flat Selection Priority Scheme]

2.7 Family applicants with babies **born on or after 25 October 2023** and aged three or below on the closing date of application; or with member who is pregnant for 16 weeks on the closing date of application are eligible. The pregnant should provide a valid medical certificate specifying the expected date of delivery (i.e. on or before 9 April 2025) upon the request of the HA. If there are two or more children aged three or below, the family will still be eligible until the youngest child reaches the age of three.

2.8 Married one-person applicants with family member who is pregnant for 16 weeks on the closing date of application and opt to join the Scheme, the family member must be listed in the PRH tenancy/ Rental Estate tenancy/ “GFC - Applicable to Sale of Home Ownership Scheme Flats”. Please refer to paragraph 1.8 of the Application Guide for details.

2.9 If for whatever reasons the newborn concerned is no longer included in the HOS application, the flat selection priority for this family applicant will be cancelled. The HA will re-assess the application category and priority for flat selection based on the latest information of the applicant.

2.10 All newborn babies listed in the application forms in which the applicants have successfully purchased subsidised housing through the “Families with Newborns Flat Selection Priority Scheme” are not eligible to participate other “Families with Newborns Flat Selection Priority Scheme” applications again.

3. Notes to Applicants after the Purchase

Applicants' Eligibility	Points to Note
(a) HA's PRH tenants	<p>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, tenants of PRH units of the HA shall immediately submit a Notice-to-Quit to the HA for terminating the tenancy of their units within 60 days. They shall return their PRH units in vacant possession to the HA on or before the day the tenancy is terminated.</p> <p>Tenants unable to return their PRH units within the specified period have to submit an application in advance to the HA 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 net rent of the PRH unit plus rates. If the tenant has been paying market rent before the deadline for vacating the PRH unit, the occupation fee for the extended stay will be charged at either the rate of market rent or three times net rent of the PRH unit plus rates, whichever is the higher.</p> <p>For tenants occupying two or more PRH units, if the households consist of one nuclear family, they will be allowed to buy only one flat 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 flat 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 for the second flat.</p> <p>For tenants who have purchased any domestic property in Hong Kong from the date of signing an ASP upon taking over the flat under this sale exercise, the households are required to return the leased unit in vacate possession to the HA immediately. Otherwise, the HD will terminate the tenancy pursuant to Section 19(1)(b) of the Housing Ordinance (Cap 283).</p> <p>PRH tenants affected by the HA's clearance programmes should note that the HOS flats offered for sale in this sale exercise may be due for occupation after the removal deadline of the PRH 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 or the HD. The HA and the HD shall not be held responsible for any loss or expenses thus incurred.</p>
(b) HKHS's Rental Estates' tenants / Elderly Persons Flats' tenants	<p>Upon the date of taking over the flat, tenants of the rental flats of the HKHS shall immediately submit a "Notice of Tenancy Termination" to the HKHS for terminating within a maximum of 2 calendar months, terminating the tenancy on the last day of the month and shall return the rental flats in vacant possession to the HKHS on or before the day the tenancy is terminated. Please contact the respective HKHS Estate Offices for details.</p> <p>For tenants who have purchased any domestic property in Hong Kong from the date of signing an ASP upon taking over the flat under this sale exercise, the households are required to return the rental flat in vacant possession to the HKHS immediately.</p> <p>Rental Estates' tenants affected by the HKHS's clearance programmes should note that the HOS flats offered for sale in this sale exercise may be due for occupation after the removal deadline of the rental flats they are currently occupying. Purchasers of such flats are nonetheless required to move out of their present rental flats before the removal deadline without any rehousing arrangement including transitional accommodation arrangement from the HKHS. The HKHS shall not be held responsible for any loss or expenses thus incurred.</p>

<p>(c) Holders of valid GFCs issued by the HD / URA</p>	<p>Holders of GFCs must still meet the eligibility criteria specified in the certificate at the time of purchasing a flat 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, and they will not be allocated any PRH (including 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 or IH units or Light Public Housing (LPH) units shall move out from the unit and have their names deleted from the respective public housing tenancy, or to surrender the PRH unit, IH unit or LPH unit currently occupied to the HA/ HKHS/ Housing Bureau (HB) in accordance with the requirements of sub-paragraph 3(a)/ 3(b) & 3(e) respectively. Please contact the respective Estate Offices/ organisations for details.</p> <p>GFC Holders who are clearerees affected by the Government's clearance programmes/ natural disasters should note that the flat 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 and the HD. The HA and the HD shall not be held responsible for any loss or expenses thus incurred.</p>
<p>(d) RAES recipients</p>	<p>The granting of RAES allowance will be ceased automatically after 60 days upon (i) the date of taking over the 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.</p>
<p>(e) LPH Occupants</p>	<p>For LPH occupant(s) who successfully purchased a flat as a result of this sale exercise, he/ she/ they shall have his/ her/ their 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 the LPH occupant(s) who successfully purchased a flat as a result of this sale exercise are the whole household of sitting LPH occupant(s), the Licencee(s) of the concerned LPH unit(s) 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 the HB. The LPH occupant(s) shall terminate the Occupation Licence Agreement of his/ her/ their unit(s) within 60 days and shall return his/ her/ their LPH unit(s) in vacant possession to the HB on or before the day the licence is terminated.</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 by using a White Form) (Note 4);
 - (j) any subsidised housing schemes administered by the HKHS (including Subsidised Sale Flats Projects, 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.
- 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) are not eligible to apply (unless they get married or are permitted to receive the housing benefits provided by their employers with prior approval of deletion from tenancy). 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 clearers who have received the Government compensation set at HOS price level and who have opted to make self-arrangement for accommodation and their spouses listed on the clearance register (including the spouses of clearers who were unmarried at the time of receiving the compensation).
- 4.5 Clearers who had opted to receive cash allowance/ ex-gratia payment granted by the HA/ HKHS/ URA/ Lands Department in lieu of any form of PRH/ IH, 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 the HKHS's Group B Rental Estates or fixed-term licensees of the HKHS.
- 4.8 Monthly licensees of the HA's or the HKHS's Transitional Rental Housing Units.
- 4.9 Tenants under conditional tenancies or fixed-term licensees of the HA.
- 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 2024 will be cancelled immediately. Even if they have cancelled the ASP of that purchased flat, their application eligibility under HOS 2024 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

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 GF status through previous restricted sale exercises of vacant TPS flats or resale in HOS Secondary Market or open market or GSH/ HOS Sales Schemes, or the ownership of which were obtained through HA's Express Flat Allocation Scheme (EFAS) cum-sale of unsold recovered flats from estates under TPS.

Note 5: A crucial member is a member, other than the owner, listed in an application to fulfill the eligibility criteria of the minimum number of two persons for family applicants.

applicants.

- 5.4 successfully acquire a flat under this sale exercise through signing of ASP of a flat, **the application(s) for PRH (including IH)/ LPH from the applicant and all other family member(s) listed in the application form will be cancelled** and no PRH flat (including IH) / LPH flat will be allocated.

6. Obtaining the Application Form

Application Form, Application Guide and Sales Booklet(s)/ Sales Leaflet(s) for HOS flats/ recovered TPS flats 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) (nearer to MTR Exit B3, Kwun Tong MTR station);
- (c) Estate Offices and District Tenancy Management Offices of the HA;
- (d) Rental Estate Offices of the HKHS;
- (e) Home Affairs Enquiry Centres of the Home Affairs Department; and
- (f) HA/HD Website : www.housingauthority.gov.hk/hos/2024

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 For PRH tenants of the HA and Rental Estate tenants of HKHS who apply to purchase flats under this sale exercise, neither the applicant nor any member of the family listed in the application form should not have owned domestic properties in Hong Kong during the period from 24 months preceding the closing date for submitting the application up to the date of signing the ASP for the purchase of the flat. They must fill in Part V of the application form.
- 7.3 Applicants who are PRH tenants of the HA or Rental Estate tenants of the HKHS or persons whose eligibility for Civil Service Public Housing Quota has been established and who have been issued valid GFC are not subject to restrictions on income and assets, they are not required to fill in Part VI of the application form. Other applicants or 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 Part VI of the application form. 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\$290**.
- 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 or via FPS.
- 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 3 October 2024 to 23 October 2024. The closing time is 7 p.m. on 23 October 2024. 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/2024). Online application opening time is 8 a.m. on 3 October 2024 and closing time is 7 p.m. on 23 October 2024. (Applicants must complete both the application and payment of application fee before the closing time. The closing time will be in accordance with the time of application system).

If the applicant opts to receive electronic notification of related documents (including “IADF” and flat selection notification (if any)) by email, please ensure that the email address is valid and check the email regularly.

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\$290 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 cheque 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	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 HKHS	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”	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 by letter to submit relevant 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.
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10. Change in Particulars of the Submitted Information

- 10.1 Any changes in the particulars (including but not limited to income, net asset value and ownership of domestic property) of the applicant and/or any family members listed in 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 2024" 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 and the HD shall not be responsible for any loss or claims arising therefrom. The application fees paid will not be refunded and cannot be transferred.
- 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 / Elderly Persons Flats household, 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 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 2024" 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 or the HKHS'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 (except completed digital signing online) with the copies of their HKIC or Hong Kong Birth Certificate (for persons aged below 11) 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 are not subject to the restriction of income and asset; however, they must comply with the "restrictions on domestic property ownership" in paragraph 1.1(a). After the ballot, the HA will issue letters or emails to applicants holding GFCs and

who have higher priority requesting them to submit the completed “IADF” 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 arrangements 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:

Priority	Category of Applicants							
1.	Family applicants living in PRH estates who are affected by HA's announced clearance programme(s) and where the target clearance date(s) is/are after the launch date (application commencement date) of HOS 2024 (Note 6)							
2.	Ordinary Green Form (GF) and White Form (WF) family applicants to select flats according to the relevant quota allocation ratio and in the following priority order –							
	<table border="1"> <thead> <tr> <th>GF Families</th> <th>WF Families</th> </tr> </thead> <tbody> <tr> <td>(1) Family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme</td> <td>(1) Nuclear family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme</td> </tr> <tr> <td>(2) Other family applicants</td> <td>(2) Other nuclear family applicants</td> </tr> <tr> <td></td> <td>(3) Non-nuclear family applicants</td> </tr> </tbody> </table>	GF Families	WF Families	(1) Family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme	(1) Nuclear family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme	(2) Other family applicants	(2) Other nuclear family applicants	
GF Families	WF Families							
(1) Family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme	(1) Nuclear family applicants applying under the Priority Elderly Scheme and Priority Newborns Scheme							
(2) Other family applicants	(2) Other nuclear family applicants							
	(3) Non-nuclear family applicants							
3.	One-person applicants living in PRH estates who are affected by HA's announced clearance programme(s) and where the target clearance date(s) is/are after the launch date (application commencement date) of HOS 2024 (Note 6)							
4.	Ordinary GF and WF one-person applicants to select flats according to the relevant quota allocation ratio							

12.2 **Applicants can choose to buy a HOS flat 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 Green Form applicants for a particular application category is not fully utilised, the remaining quota will be allocated to White Form applicants of the same application category and vice versa. (For example, if the allocated quota for Green Form applicants under the “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme” is not fully utilised, the remaining quota will be allocated to White Form applicants under the “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme” and vice versa.)

12.3 The HA sets a quota of about 40% flats of **each new HOS development** for family applicants applying under the “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme”, i.e. total of 2,900 HOS flats. The HA also sets a quota of about 10% flats, i.e. total of 700 HOS flats for one-person applicants. **These quotas set only apply to flats of new HOS development.** If the quota for “Priority Scheme for Families with Elderly Members” and “Families with Newborns Flat Selection Priority Scheme” for a particular development is exhausted, eligible applicants under this category may only select flats from other developments where quota for this category is still available. The HA will set the quota on project-by project basis. Quota of each application category in each HOS development is illustrated as below:-

Development	No. of Flats	Quota allocated to Families applied Priority Elderly Scheme and Families with Newborns Flat Selection Priority Scheme (about 40% of the flats in each development)	Quota allocated to One-person applicants (about 10% of the flats in each development)
Kai Ying Court	1,736	706	170
Ko Hei Court	864	351	85
On Pak Court	420	171	41
Siu Wu Court	2,768	1,126	272
Yu Hing Court	1,344	546	132
Total	7,132	2,900	700

12.4 Once the quota set for the “Priority Scheme for Families with Elderly Members” and “Families with

Note 6: For family or one-person applicants who are living in Wah On House and Wah Lok House of Wah Fu Estate or affected by the HA's announced clearance programme(s) before the application commencement date of this sale exercise.

Newborns Flat Selection Priority Scheme” category (i.e. 2,900 HOS flats) 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” and/or “Families with Newborns Flat Selection Priority Scheme” category fail to obtain a quota or to purchase a HOS flat under the “Priority Scheme for Families with Elderly Members” and/or “Families with Newborns Flat Selection Priority Scheme”, 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” and/or “Families with Newborns Flat Selection Priority Scheme” 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” and/or “Families with Newborns Flat Selection Priority Scheme” category has successfully selected a HOS flat and signed the ASP of a HOS flat, the relevant quota will be treated as consumed. Any HOS flat(s) quota released due to later rescission of the ASP of a HOS flat from this application category will not be allocated back to another applicant under the “Priority Scheme for Families with Elderly Members” and/or “Families with Newborns Flat Selection Priority Scheme” category.

- 12.5 When there are only 700 HOS flats remaining for selection (i.e. 700 HOS flats reserved for one-person applicants) or when the list of “Other Family Applicants” category is exhausted (whichever is earlier), one-person applicants will be invited for flat selection and they are allowed to buy any remaining flats, irrespective of flat size. In case there are remaining HOS flats after the list of one-person applicants is exhausted, all the remaining flats will be allocated back to “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 there are more than 700 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 a HOS flat and signed the ASP of a HOS flat, the relevant reserved flat will be treated as taken up. Any HOS flat(s) quota released due to later rescission of the ASP of a HOS flat from this application category will not be allocated back to one-person applicant category. The rescinded flat will be allocated back to applicants under “Other Family Applicants” category of the Green Form queue and “Other Nuclear Family Applicants/ Non-nuclear Family Applicants” categories of the White Form queue for selection 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 by the HA, the rescinded flat will be released for selection by applicants on the next flat selection day according to the order of flat selection priority.
- 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” and/or “Families with Newborns Flat Selection Priority Scheme” will be allocated an additional order of priority for flat selection for such category 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 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 attending 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” and/or “Families with Newborns Flat Selection Priority Scheme” 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” categories turns up, provided that flats are available for selection under that category.
- 12.10 PRH tenants rehoused through the HA’s EFAS exercise must apply by using Green Form within three years from the date of tenancy commencement of their PRH units. 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 (they can choose to buy a HOS flat only). 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 to the HA.

12.11 Since Flat Selection Notification is sent out before the flat selection date, the HA and the HD do not guarantee that flats will be available for selection by the time the applicants show up at the appointed time. If the allocated quotas/ flats for their application category have been exhausted/ sold out, the flat selection appointment arranged for them will be withheld. The application fee paid will not be refunded and cannot be transferred. 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 (a) Saleable area and price of residential properties of each new HOS development are illustrated as below:-

Development	Saleable Area sq.m. (sq.ft.) (Note 7)	No. of Flats	Price (\$)	
			Minimum	Maximum
Kai Ying Court	17.3 (186) – 41.6 (448)	1,736	1,425,300	4,671,100
Ko Hei Court	34.8 (375) – 44.4 (478)	864	2,550,100	3,941,000
On Pak Court	27.0 (291) – 46.3 (498)	420	1,774,500	3,728,700
Siu Wu Court	27.6 (297) – 44.6 (480)	2,768	1,556,700	3,239,100
Yu Hing Court	26.5 (285) – 47.4 (510)	1,344	1,510,900	3,445,800

(b) Saleable area and price of the re-sale flats are illustrated as below:-

Development	Saleable Area sq.m. (sq.ft.) (Note 9)	No. of Flats (Note 8)	Price (\$) (Note 9)	
			Minimum	Maximum
Kam Chun Court	38.8 (418)	1	2,848,500	
Kei Wah Court	26.0 (280) – 42.5 (457)	7	2,722,200	5,656,900
Kai Yan Court	17.3 (186) – 35.1 (378)	14	1,541,800	3,361,700
Kwun Shan Court	27.1 (292) – 41.5 (447)	6	2,521,700	3,761,200
On Sau Court	25.9 (279) – 42.4 (456)	31	1,860,000	3,356,300
Chiu Ming Court	26.3 (283) – 37.1 (399)	8	2,078,500	3,218,200
Siu Tsui Court	-	-	-	

Information contained in the above 2 tables are for reference only. It does not constitute and should not be construed as any offer, undertaking, representation or warranty whatsoever, whether express or implied, on the part of the HA regarding the developments or any part thereof. Prospective purchasers are advised to make reference to the sales brochures, which will be made available before the scheduled date of flat selection, for details of the developments.

13.2 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.

13.3 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

Note 7: The areas as specified above in square feet are converted at a rate of 1 square metre = 10.764 square feet and rounded to the nearest whole square foot.

Note 8: The number of re-sale flats to be offered for sale is subject to change and may be more than the number stated above. The stated number is as at 31 July 2024. The finalised details of re-sale flats for sale will be announced prior to the commencement of flat selection.

Note 9: The areas as specified above in square feet are converted at a rate of 1 square metre = 10.764 square feet and rounded to the nearest whole square foot. The saleable areas and prices stated above represent only the saleable areas and prices of those re-sale flats confirmed to be offered for sale as at 31 July 2024.

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).

- 13.4 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 and the HD will not guarantee that there will be available quota or flat for selection under the category that the applicant belongs to after change of the appointment.
- 13.5 During individual flat selection sessions on the flat selection days, **all applicants (including the elderly member(s) aged 60 or above of families joining the "Priority Scheme for Families with Elderly Members") must attend and make registration.** After registration, 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.
- 13.6 The applicant and the joint owner (if any) should have the mental capacity (if necessary, the HA may require the concerned person(s) to provide a recent medical proof) to understand the nature and effect of all application documents relating to this sale exercise and the legal documents, such as the ASP / Deed of Assignment of a flat and so on, which he/ she signs.
- 13.7 If an applicant or any family member who intends to become a joint owner (including the elderly member) is not able to turn up in person to complete the relevant formalities, he/she is required to obtain prior written approval from the HOS Sales Unit and sign a valid Power of Attorney at a solicitor firm to authorise a family member aged 18 or above listed in the application form to complete the purchase on his/her behalf. If the applicant is the only person listed in the application form, he/she may authorise a relative to complete the purchase on his/her behalf, provided that the authorised person is aged 18 or above and is holding a valid Power of Attorney. Applicants shall submit a written application to HOS Sales Unit as early as possible before the date of flat selection so as to avoid delay in completing the purchase formalities due to the time required to process relevant documents. Applicants need to bear and be responsible for all the fees required for obtaining the Power of Attorney.
- 13.8 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.
- 13.9 After a 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.
- 13.10 After the execution of the ASP of a HOS flat/ recovered TPS flat, if the purchaser is proved to be ineligible, the ASP 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 by the HA, the rescinded flat will be released for selection by applicants on the next flat selection day according to the order of flat selection priority.
- 13.12 Arrangement of flat selection is subject to relevant sales arrangement issued by the HA from time to time. In case of dispute, the HA's decision shall be final.

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

- 13.13 After recovery of TPS flats, the HA will carry out refurbishment works to bring them up to a reasonable standard which is 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 After a recovered TPS flat has been selected on a flat selection day, the HA would make necessary arrangements with relevant stakeholders having regard to different circumstances and property management arrangements of individual TPS estates to facilitate the flat viewing as far as practicable. The HA does not guarantee that flat viewing can be arranged as requested and the HA reserves the absolute right to change or cancel the flat viewing arrangements at any time as appropriate.

The arrangements for flat viewing (if available) and the execution of ASP for recovered TPS flats are as follows:-

- (i) The flat viewing arrangements including the number of visitors, duration of stay in the flat and activities inside the flat would be subject to the consent of the HA. If the applicant is late for the scheduled flat viewing, the time for flat viewing may be deferred.
- (ii) Whether the applicant decides to purchase or give up the selected flat after flat viewing, he/ she must return to the HOS Sales Unit in person to sign the ASP or inform the HOS Sales Unit to give up the selected flat by the next working day at the latest after the flat viewing. If the applicant fails to turn up for flat viewing at the specified time arranged by the HOS Sales Unit, and fails to confirm the transaction with the HOS Sales Unit by the next working day at the latest, he/ she will be considered as having given up the right to buy for the first time under the application category.
- (iii) If the applicant gives up the recovered TPS flat selected for the first time, the selected flat will be released for selection by other applicants on the next flat selection day according to the priority for flat selection. The applicant cannot revert to choosing an HOS flat. He/ She will be allowed to select another recovered TPS flat under the same application category and the same flat viewing arrangements will apply. However, the HA does not guarantee that there will still be recovered TPS flat(s) available for selection.
- (iv) If the applicant decides not to purchase the second recovered TPS flat which he/ she selected after viewing, he/ she will be considered as having given up the right to purchase under the application category. The applicant will not be given another chance for flat selection under the same application category. Under any circumstances, if the applicant selects again the same recovered TPS flat which he/ she had viewed and rejected before (if that flat is still available for sale), he/ she must sign the ASP on the flat selection day and no flat viewing will be arranged again for that flat.

If flat viewing cannot be arranged due to whatever reasons, the applicant is still required to return to the HOS Sales Unit in person to sign the ASP or inform the HOS Sales Unit to give up the selected flat by the next working day at the latest after the flat selection day.

- 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, virtual reality tours and photos of the interior of samples of recovered TPS flats during the application period; and sales pamphlets, virtual reality tours of samples of recovered TPS flats 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 or “GFC - Applicable to Sale of Home Ownership Scheme Flats Only” 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, 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 intends to become a joint owner (including the elderly member) is not able to turn up in person to complete the relevant formalities, he/she is required to obtain prior written approval from the 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 a relative to complete the purchase on his/her behalf, provided that the authorised person is aged 18 or above and is holding a valid Power of Attorney. Applicants need to bear and be responsible for all the fees required for obtaining the Power of Attorney.

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 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 may, at the time of signing the ASP at the HOS Sales Unit, pay via FPS or bring along with him/ her a cashier’s order in the sum of **HK\$65,000 (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 cashier’s order, a personal cheque or via FPS upon signing of the ASP, payment in cash or company cheque will not be accepted. Alternatively, the purchasers may settle the full amount of deposit via FPS upon signing of the ASP.
- 15.3 The purchaser of a recovered TPS flat may, at the time of signing the ASP at the HOS Sales Unit, pay via FPS or bring along with him/ her a cashier’s order in the sum of **HK\$12,000 (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 cashier’s order, a personal cheque or via FPS upon signing of the ASP, payment in cash or company cheque will not be accepted. Alternatively, the purchasers may settle the full amount of deposit via FPS upon signing of the ASP.
- 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 the ASP notify the purchasers in writing in relation to the completion of sale and purchase. The purchasers shall complete the remaining conveyancing formalities and pay the balance of the purchase price within 14 days as specified in the notice.
- 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 appoints a separate firm of solicitors to act for them in relation to the transaction, 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 appoint 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 and other legal costs and expenses 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. The purchaser should contact the HA's appointed solicitors for the details of the solicitor fee, other legal costs and expenses.

15.6 Purchasing recovered TPS flat:

If the price of the recovered TPS 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 consult with the HA's appointed solicitors to act for them in relation to the transaction.

- (a) If the purchasers appoint a separate firm of solicitors to act for them in relation to the transaction, that firm of solicitors will be able to give independent advice, such as alienation restrictions, rights and obligations, stamp duties, etc. to the purchasers 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 purchasers can may consult with the HA's appointed solicitors to act for them in relation to the transaction. The solicitors will be acting jointly for the HA and the purchasers under such arrangement. If a conflict of interest arises between the HA and the purchasers, the HA's appointed solicitors may not be able to protect the purchasers' interests. For this type of joint representation cases, the purchasers are required to pay the solicitor fee plus all and other legal costs and expenses of the solicitor for completion of the sale and purchase. The purchaser should contact the HA's appointed solicitors for the details of the solicitor fee, 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 (participating bank or financial institution), which is available from the HOS Sales Unit, for a mortgage loan on special concessionary terms specified by the HA; and the mortgage conditions are subject to final approval by the participating bank or financial institution concerned. The participating banks or financial institutions have entered into a Deed of Guarantee (DoG) (Note 10) with the HA. Some of the mortgage terms are as follows:

- (a) loan amount: not exceeding the balance of the purchase price after payment of deposit;
- (b) repayment period: not exceeding 30 years (Note 10); and
- (c) interest rate (Note 11): not higher than 0.5% per annum below the Best Lending Rate quoted by the participating bank or financial institution concerned.

If the purchaser wishes to mortgage with other bank or financial institution which has not entered into a DoG with the HA, the purchaser is required to obtain prior approval from the Director of Housing for such

Note 10: HA Subsidised Housing Committee endorsed on 17 November 2023 that the maximum mortgage default guarantee period will be extended from 25 years to 30 years (counting from the date of first assignment of individual flat) for TPS flats; and the maximum mortgage repayment period will be extended from 25 years to 30 years for new HOS/GSH projects and TPS flats. The arrangement is applicable to new HOS/GSH projects and TPS flats sold on the primary market with the completion date of the sale and purchase and the relevant legal charge falling on or after 1 January 2024. New HOS/GSH projects refer to the HOS/GSH projects with occupation permit issued on or after 1 December 2023.

Note 11: Starting from 1 November 2022, participating banks or financial institutions may offer a mortgage plan that makes reference to the Hong Kong Interbank Offered Rate to their existing mortgagors, present owners and new purchasers of Subsidised Sale Flat Scheme flats in the primary market and under the Secondary Market Scheme, in addition to mortgage plan that makes reference to the Best Lending Rate. Please contact the participating banks or financial institutions for details.

mortgage arrangement. The purchaser is reminded to allow sufficient time to apply to the 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 use the flat purchased to 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, defaults on mortgage payments before paying off the mortgage loan, the participating bank or financial institution concerned will sell the flat. Should the sale proceeds of the flat fail to cover the full outstanding balance of the mortgage and all the interest, legal costs, administration fees, etc. payable under the mortgage, the participating bank or financial institution will, pursuant to the DoG, make a claim against the HA for the payment of all the above arrears that the purchaser owes. The HA shall then under the DoG pay the same to the participating bank or financial institution. In relation to the payments made by the HA to the participating bank or financial institution, the HA will then recover such payments and the interest from the purchaser.

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]

- 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 12);
 - (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 HOS flat, he/ she is only required to pay the legal costs and expenses of his/ her solicitors;
 - (ii) The purchaser does not appoint 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 and is required to pay the legal costs of the HA's appointed solicitors and other legal costs and expenses. The fee rates charged by the HA's appointed solicitors for the sale and purchase of HOS flats will be available in due course and the purchaser should contact the HA's appointed solicitors for the details of other legal costs and expenses (Note: The HA's appointed solicitors are acting for the HA only and not for the purchasers and will not be able to protect the purchasers' interest);
 - (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 outstanding amount of any part of the purchase price at the rate of 2% per annum above the Best Lending Rate as announced by the 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, advance payments of management fees (if any) 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 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

Note 12 : The HA is not responsible for stamp duties related matters. The stamp duty for a flat is collected by the Stamp Office under the Inland Revenue Department basing on the market value of the flat for stamp duty purpose assessed by the Rating and Valuation Department. Stamp duty is not assessed basing on the initial market value or purchase price of the flat. Purchasers may consult their appointed solicitors for matters related to stamp duty of the flat and 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 and further information related to stamp duty measures.

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]

- 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 12);
 - (b) Registration fees for registration of the deeds in the Land Registry;
 - (c) Legal costs:
 - (i) If the price of the recovered TPS flat is over one million dollars, the purchaser must appoint a separate firm of solicitors of his/her choice to act for him/her in relation to the transaction, 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 may consult with the HA's appointed solicitors to act for him/her in relation to the transaction. For this type of joint representation cases, the purchaser is required to pay the solicitor fee plus all other legal costs and expenses for completion of the sale and purchase;
 - (d) The fees for certified copies of the deeds (including the Government lease, the Deed of Mutual Covenant and other relevant title deeds);
 - (e) Debris removal fee (if any), decoration deposit (if any) and special fund (if any);
 - (f) Management fee, management fee deposit, advance payments of management fees (if any) and the levy payable (if any) and penalty (if any) as prescribed by the Property Management Services Authority; and
 - (g) In the event of the purchaser failing to complete the transaction by the specified date in accordance with the ASP, the HA shall, without prejudice to any other remedy, be entitled to demand and receive from the purchaser payment of interest on the outstanding amount of any part of the purchase price at the rate of 2% per annum above the Best Lending Rate as announced by the Hongkong and Shanghai Banking Corporation Limited.
- 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 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 2.5 above under this sale exercise will be debarred from all subsidised housing schemes administered by the HA, the HKHS or the URA in future.
- 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 from the date of signing an ASP, please contact relevant Estate Offices/ District Tenancy Management Offices/ relevant organisations for details.
- 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** –
- 18.4.1 The flats should be used only for private residential purposes and for occupation by the purchaser and all members of the family named 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 purchased flat in future.
 - 18.4.2 If a purchaser becomes an owner of a HOS flat at Kai Ying Court/ Ko Hei Court/ On Pak Court/ Siu Wu Court/ Yu Hing Court sold under this sale exercise, the purchaser shall use the flat for private residential purposes only, and subject to the Housing Ordinance (Cap.283), the Restriction on

Alienation Clause, the Government Grant and any amendments or modifications thereto, shall ensure that the flat shall be occupied by himself/ herself and all the members of his/ her family named in the Application Form for the purchase of the flat. If, without obtaining the prior written consent of the HA, any family member, including the purchaser, ceases to actually or permanently live in the flat for whatsoever reason(s) and for whatsoever period(s), the HA has the absolute right to require the purchaser to assign the flat back to the HA free from encumbrances at the purchase price as set out in the ASP less any amount certified by the HA as being the reasonable cost of making good any damage or deterioration to the flat and the costs and expenses for discharging any encumbrance(s) on the flat and for preparing and/or approving the assignment of the flat (the amount of which so determined and certified by the HA shall be final and conclusive). The purchaser shall forthwith upon the written request of the HA (and in any event not later than 28 days from the date of the request or the date as specified by the HA, whichever is the later) execute an assignment (in the form to be prepared or approved by the HA in its sole and absolute discretion) of the flat back to the HA free from encumbrances and on or before the purchaser's execution of the assignment, deliver to the HA vacant possession of the flat.

- 18.4.3 If a purchaser becomes an owner of a resale HOS flat at Siu Tsui Court (if any) sold under this sale exercise, the purchaser shall use the flat for private residential purposes only, and subject to the Housing Ordinance (Cap.283), the Restriction on Alienation Clause, the Government Grant and any amendments or modifications thereto, shall ensure that the flat shall be occupied by himself/ herself and all the members of his/ her family named in the Application Form for the purchase of the flat. If, without obtaining the prior written consent of the HA, any family member, including the purchaser, ceases to actually or permanently live in the flat for whatsoever reason(s) and for whatsoever period(s), the HA has the absolute right to require the purchaser to assign the flat back to the HA free from encumbrances at the purchase price as set out in the ASP less any amount certified by the HA as being the reasonable cost of making good any damage or deterioration to the flat and the costs and expenses for discharging any encumbrance(s) on the flat and for preparing and/or approving the assignment of the flat (the amount of which so determined and certified by the HA shall be final and conclusive). The purchaser shall forthwith upon the written request of the HA (and in any event not later than 28 days from the date of the request) execute an assignment (in the form to be prepared or approved by the HA in its sole and absolute discretion) of the flat back to the HA free from encumbrances and on or before the purchaser's execution of the assignment, deliver to the HA vacant possession of the flat.
- 18.4.4 If a purchaser becomes an owner of a resale HOS flat at Kam Chun Court/ Kei Wah Court/ Kai Yan Court/ Kwun Shan Court/ On Sau Court/ Chiu Ming Court (if any) sold under this sale exercise, the purchaser shall use the flat for private residential purposes only, and subject to the Housing Ordinance (Cap.283), the Restriction on Alienation Clause, the Government Grant and any amendments or modifications thereto, shall ensure that the flat shall be occupied by himself / herself and all the members of his / her family named in the Application Form for the purchase of the flat. If, without the prior written consent of the HA, any family member, including the purchaser, ceases to actually or permanently live in the flat for whatsoever reason(s), the HA has the right to require the purchaser to assign the flat back to the HA. The purchaser shall forthwith upon the written request of the HA (and in any event not later than 28 days from the date of the request or the date as specified by the HA, whichever is the later) execute an assignment (in the form to be prepared or approved by the HA in its sole and absolute discretion) of the flat back to the HA free from encumbrances and on or before the purchaser's execution of the assignment, deliver to the HA vacant possession of the flat at the costs and expenses of the purchaser.
- 18.4.5 According to Section 22 of the Housing Ordinance (Cap.283), staff of HD are empowered to enter and inspect the flat. Pursuant to Section 29 of the Housing Ordinance (Cap.283), any person who obstructs staff of HD in the exercise of any power or the performance of any duty conferred or imposed under the Housing Ordinance shall be guilty of an offence and liable on conviction to a fine at level 3 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap.221) and to imprisonment for 6 months.
- 18.4.6 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 the same Schedule and to imprisonment for 3 months; any owner or occupier who knowingly makes a false statement in furnishing the particulars required 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 3, level 4 and level 5 are HK\$10,000, HK\$25,000 and HK\$50,000 respectively.)

18.5 **Deletion of record** – deletion of crucial members (Note 5) 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 2.5 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 cancellation of the ASP is subject to the provisions of the ASP including the purchaser being required to pay or reimburse the HA for all legal costs, charges and disbursements (including stamp duty (if any) and registration fee) in connection with or arising from the cancellation of the ASP.

18.6.2 A purchaser who wishes to assign or let the HOS flat after becoming an owner of a flat at Kai Ying Court / Ko Hei Court / On Pak Court / Siu Wu Court / Yu Hing Court sold under this sale exercise will be subject 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. A purchaser should seek professional advice in this respect if necessary. 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 (Note 13) under the first assignment.
- (b) From 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.

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 percentage 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. (Note 14)

18.6.3 A purchaser who wishes to assign or let the HOS flat after becoming an owner of a resale HOS flat at Kam Chun Court (if any) sold under this sale exercise 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 (Note 13) under the first assignment.
- (b) From 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.

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 percentage difference between the original

Note 13: Original purchase price is equal to the sale price and means the price of the flat as specified in the first assignment.

Note 14: The details of calculation of premium will be subject to the terms of the Deed of Assignment and the terms, covenants and conditions contained in the Government lease and the terms of the land documents when purchasing the flat.

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.

18.6.4 A purchaser who wishes to assign or let the HOS flat after becoming an owner of 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 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 (Note 13) under the first assignment.
- (b) From 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.

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 percentage 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.

18.6.5 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 15):
 - (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 or let 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 or let 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.

18.6.6 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

Note 15: 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.

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 sale exercise 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.

19. Important Notes

- 19.1 If any application form submitted contains false or incorrect information/ statement or representation, the application will be cancelled. Any ASP executed for flat purchased as a result of the false or misleading information provided shall be rescinded and all sums paid as deposit under the relevant ASP will be forfeited and any administrative fees paid will not be refunded. The decision of the HA, the HD and the HKHS on such false or incorrect information statement or representation shall be final.
- 19.2 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 HA's subsidised sale flat (which shall include a HOS flat/ recovered TPS 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.
- 19.3 If the Court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a HA's subsidised sale flat (which shall include 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.

20. Notes on Collection of Personal Data

- 20.1 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, the HKHS and relevant Government bureaux/departments 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 HKHS may not be able to process the application. In that case, the application fee paid will not be refunded.
- 20.2 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 HKHS 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/ HKHS/ 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). The applicant of HOS 2024 and his/ her family members understand and acknowledge that if the applicant and his/ her family members cannot successfully purchase a flat under HOS 2024 sale exercise, and agree to carry over their HOS 2024 application to the next GSH sale exercise, 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 offered to be sold to the HA subject to the prevailing policy. The 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. The applicant and his/ her family members understand there is no guarantee that HA will make such nomination.

- 20.3 When assessing the eligibility to apply and purchase of the applicant and his/ her family member(s), the HA, the HD and the HKHS 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 HKHS to disclose, verify and match the information concerned with other government departments, 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, 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 and the HD for the purpose of comparing and matching the information provided in the application 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. The applicant and his/ her family member(s) should also agree that the HA and the HD 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 for answering his/ her enquiries.
- 20.4 For the purposes stated above, the HA, the HD and the HKHS may disclose the personal data provided by the applicant and his/ her family member(s) in the application form to other government departments, 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.
- 20.5 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, Ho Man Tin, Kowloon. A fee may be charged for the request for access to personal data.

21. 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. Any person offering a bribe to a public servant to secure public service might commit a bribery offence. Both offeror and acceptor are guilty of the offence regardless of the value of the bribe. 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.

22. Contact Us

For enquiries on application details of this sale exercise, please call HA Sales Hotline on 2712 8000 (handled by 1823), write to the HOS Sales Unit at Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon, or browse the website of HOS 2024 (www.housingauthority.gov.hk/hos/2024) or scan the QR code below and go to the relevant webpage to enquire about latest information:

HOS 2024 website





Sale of Home Ownership Scheme Flats 2024 (HOS 2024) (including Sale of Recovered Flats from Estates under Tenants Purchase Scheme) Application Form (Green Form)

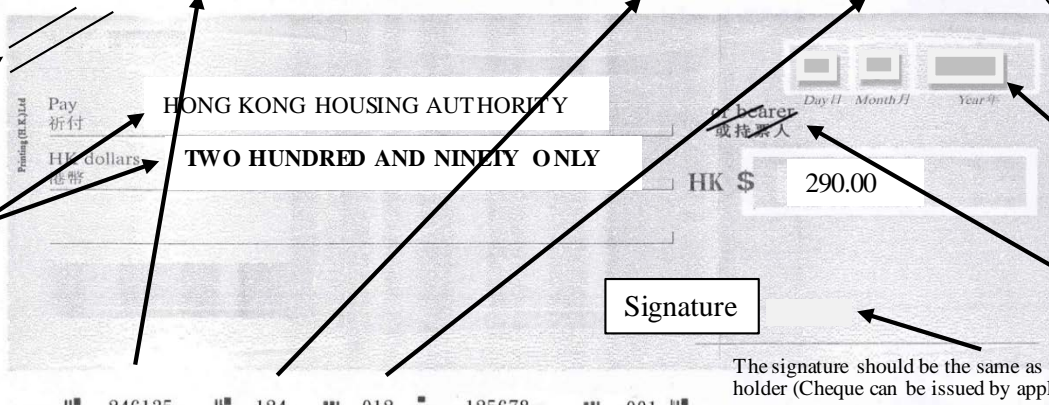
Part I Particulars of the applicant and all family members who will live with the applicant upon purchase of a flat (Please mark the box '□' as '■' as appropriate.)

Table with columns: Applicant, Family Member, Family Member, Family Member. Rows include: Chinese Name, English Name, Hong Kong Identity Card No., Hong Kong Birth Certificate No., Sex, Date of Birth, Relationship with Applicant, Marital Status, Pregnant for 16 weeks, Expected date of delivery, and HK Mobile Tel. No. Includes callouts for filling in information and marking status boxes.

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



Crossed cheque

In BLOCK letter (for reference only)

HONG KONG HOUSING AUTHORITY TWO HUNDRED AND NINETY ONLY

Signature

The signature should be the same as the signature of bank account holder (Cheque can be issued by applicant or other persons).

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.

Same as the date filling in the Application Form

Cross out bearer

Please provide contact telephone no.

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

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

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

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

Annex B

Hong Kong Housing Authority
Sale of Home Ownership Scheme Flats 2024
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
Employee's Income Certificate

(PRH tenants and persons whose eligibility for Civil Service Public Housing Quota 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) (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
4/2024						
5/2024						
6/2024						
7/2024						
8/2024						
9/2024						

(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 4/2024 to 9/2024.

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 9/2024), 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/ 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.

Signature of Employer/
Person in Charge
Name of Signatory

(in Block Letters)

Designation of Signatory

Office Address

Office Tel.

Date

(Company Chop)

Name of Company : _____
(Please use Block Letters)

*Please delete as appropriate

Please tear off this page for use by employer.