



White Form Secondary Market Scheme 2022 (WSM 2022) Application Guide

Before filling in the Application Form, applicants should read carefully this Application Guide to understand the eligibility criteria and application requirements and then complete and sign the Application Form accordingly. After submission of the Application Form, the applicants are deemed to have understood the eligibility criteria and agree to comply with all related requirements as stated in this Application Guide.

Each person can only be listed in one application under this scheme (either online or paper application), otherwise it will be regarded as duplicate applications. **Any duplicate application, for whatever reason and no matter online or paper application, will render all applications null and void.** The application fee paid is non-refundable and non-transferrable under any circumstances. Please make reference to the guidelines on completing the application form at Paragraph 6 and the template at Annex C. For those who had received housing subsidies before, please refer to Paragraph 3 of this Application Guide. **After submitting the application form, please keep this Application Guide for future reference.**

The application form for the White Form Secondary Market Scheme 2022 (WSM 2022) (this Scheme) is for the use of the following applicants only:

- (a) Households living in private housing;
- (b) Family member(s) of households living in public rental housing (PRH) under the Hong Kong Housing Authority (HA), or Rental Estates under the Hong Kong Housing Society (HS), or any subsidised housing scheme units; and
- (c) On the closing date of application for this Scheme, flat owners and all their authorised family member(s) under the Tenants Purchase Scheme (TPS) within 10 years from the date of Assignment for the purchase of their TPS flats from the HA must apply as a whole.

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\$210 by a valid credit card (VISA, MasterCard, JCB or UnionPay) of the applicant or another person through the HA/ HD website: www.housingauthority.gov.hk/wsm/2022. For details, please refer to the said website; or
- (b) **By post/ by hand:** applicants should submit the original copy of the completed application form, together with copies of their Hong Kong Identity Card or Hong Kong Birth Certificate (for persons aged below 11) and a crossed cheque or cashier's order for payment of application fee (HK\$210). 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.

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

Proofs for income, asset value and family member's 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 provide copies of Identify Card when needed. The HA will, according to the random order generated by computer from ballot result, notify the applicant who has higher priority in writing to submit an "Income and Asset Declaration Form" within a specified period. The applicant and family member(s) listed in the application form have to declare detailed income and assets and submit relevant supporting documents for detailed vetting.

Details of the Home Ownership Scheme (HOS) Secondary Market Scheme and the Flat-for-Sale Scheme (FFSS) Secondary Market Scheme are available at the HA/ HD website (www.housingauthority.gov.hk) and the HS website (www.hkhs.com) respectively.

1. Application Category

- (a) One-person applicants (Note 1 and Note 2).
- (b) Family applicants (i.e. a composition of two or more persons) (Note 2). If applying as a family, the relationship between the applicant and his/ her family member(s) should belong to one of the following categories:
 - (i) husband and wife (with marriage certificate issued on or before the closing date of application);
 - (ii) parent(s) and child(ren) (including step child(ren) or adopted child(ren), supporting documents should be submitted upon the request of the HA) (Note 3);
 - (iii) grandparent(s) and grandchild(ren); and
 - (iv) other relatives.

2. Eligibility Criteria

- 2.1 **The applicant must be at least 18 years old and must become the owner of the flat purchased, and must have lived in Hong Kong for at least seven years on the closing date of application. The applicant and his/ her family member(s) listed in the application form are not subject to any conditions of stay in Hong Kong (except the condition on the limit of stay). Person(s) not having the right to land in Hong Kong cannot be included in the application form (Note 2).**
- 2.2 **From submission of the application up to the date of signing the Provisional Agreement for Sale and Purchase (PASP) for the purchase of a flat, the applicant and the family member(s) listed in the application form must still meet the eligibility criteria of the application (including but not limited to total monthly household income, total net household asset value and family status).** Those who are found ineligible will have their applications cancelled immediately, and the application fees paid will not be refunded and cannot be transferred.
- 2.3 **Each person (regardless of applicant or family member(s)) can only be listed in one application under this Scheme (either online or paper application), otherwise it will be regarded as duplicate application.** If a married couple submits separate applications, the applications will also be regarded as duplicate application. **Any duplicate application, for whatever reason and no matter online or paper application, will render all applications null and void, and the application fee paid will not be refunded and cannot be transferred.**
- 2.4 **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 application(s). If there are supporting documents to prove that they are divorced or the spouses do not have the right to land in Hong Kong (Note 2) or the spouses deceased, the applications may not be cancelled. To prove that the spouses are divorced, the divorcee must present the certificate of making **Decree Nisi Absolute (Divorce)** and the date of divorce must be on or before the closing date of application, otherwise their spouses must be included in the same application form. Failure to do so may render the HA to cancel all the related applications. **If the applications are cancelled, the application fee paid will not be refunded and cannot be transferred.**
- 2.5 If there is any family member under 18 years old, his/ her parent(s) or legal guardian must also be included in the same application form (Note 3).
- 2.6 The total monthly household income and the total net asset value in respect of the applicant and his/ her family member(s) should meet the limits (please refer to Annex A concerning the calculation method of the income and assets, and the supporting documents to be submitted) as follows :

Household size	Total monthly household income limit (HK\$) (Note 4)	Total net household asset value limit (HK\$)
1 person	33,000	925,000
2 persons or above	66,000	1,850,000

Note 1: One-person applicant includes: unmarried person, divorcee (have obtained the Court Order of Divorce), widow/ widower, married person whose spouse does not have the right to land in Hong Kong and married person with marriage certificate issued after the closing date of application. If a one-person female applicant has been pregnant for 16 weeks on the closing date of application, the unborn child will be counted as a member of the household and the application will be regarded as family category provided that a valid medical certificate specifying the period of pregnancy shall be submitted upon the request of the HA.

Note 2: The applicant and all family members listed in the application form 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.**

Note 3: 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 children 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 children under the age of 18, the mother is required to submit a declaration for the arrangement for the custody of children; 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 is required.

Note 4: Contributions under the Mandatory Provident Fund (MPF) Scheme or Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s) are deductible from the applicant's/ family member's income for the purpose of vetting the applicant's eligibility. (At the statutory rate of 5% of employees' mandatory contribution and subject to a ceiling at the current maximum employees' monthly mandatory contribution; all contributions other than mandatory contributions are voluntary and cannot be deducted)

- 2.7 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 time of purchase of signing the PASP for a flat under the Scheme:
- owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
 - entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
 - 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
 - been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong; or
 - 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
 - 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 Buildings Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.
- 2.8 Neither the applicant nor any member of the family listed in the application form has received housing subsidies described in Paragraph 3 below.

[Paragraph 2.9 is ONLY applicable to the owners (and all authorised family member(s)) who obtained ownership of the TPS flats by virtue of their previous status as sitting tenants of the relevant TPS flats] (Note 5)

- 2.9 On the closing date of application for this Scheme, flat owners and all their authorised family member(s) under the HA's TPS for less than 10 years (from the date of Assignment of his/ her TPS flat with the HA) can apply for the purchase of a flat in the HOS Secondary Market or the FFSS Secondary Market under the Scheme (the Flat), with no restriction on income and net asset limits and domestic property ownership but subject to the following conditions:
- Flat owners and all their authorised family member(s) under the TPS must apply as a whole. The applicant can be the owner/ joint-owner/ family member of the relevant TPS flat.
 - The purchase of the flat in the HOS Secondary Market or the FFSS Secondary Market under the current Scheme is conditional upon the owner(s) being able to complete the formalities for execution of the Deed of Assignment of the TPS flat currently owned and occupied within three months from the date of signing the PASP for the purchase of a flat, or within the one-off extension of three months as may be granted by the HA before attending the formalities for the completion of the sale and purchase and paying the balance of the purchase price of the flat purchased. **In case the formalities for execution of the Deed of Assignment of the TPS flat could not be completed after a lapse of three months or within such extended period as granted by the HA, Letter of Nomination (LN) will not be issued by the HA/HS and the application will be cancelled.** All fees paid will not be refunded and the HA, the Housing Department (HD) and the HS shall not be held liable for any loss or claims arising therefrom. **Please note: the applicant and his/ her family member(s) shall be responsible for any expenses incurred from the sale of the TPS flat. They shall arrange accommodation on their own during the period from the completion of the sale of the TPS flat that they are occupying to the intake of the Flat purchased by them. The HA, the HD and the HS shall not be held responsible for any expenses or loss so incurred.**
 - Even if the applicant or the family member(s) listed in the application own(s) two TPS flats, only one HOS Secondary Market/ FFSS Secondary Market flat under this Scheme may be purchased. Upon successful purchase of the Flat, they must sell both of their TPS flats in compliance with Paragraph 2.9(b) within the specified period.
- 2.10 For those successful applicants and/ or family member(s) listed in the application of the WSM 2020 who have been issued with a Certificate of Eligibility to Purchase (CEP) and not yet signed the PASP with the seller within the validity period for the purchase of a flat in the HOS Secondary Market or the FFSS Secondary Market, such applicants and/ or family member(s) may still pay the application fee to apply for this current WSM scheme, provided that they meet the eligibility criteria. Successful applicant of this current WSM scheme will be issued with a CEP by the HA and/ or the HS only right after the validity period of the CEP under WSM 2020. The HA/ HS will, depending on individual circumstances, require the applicant to contact the successful applicant of WSM 2020 to sign relevant undertaking, to declare that he/ she did not make use of the WSM 2020 CEP to purchase a flat in the HOS Secondary Market or the FFSS Secondary Market. The applicant have to submit the undertaking to the HA and/ or HS within specified period. Otherwise, the HA and/ or HS will not consider issuing the CEP under this current WSM scheme.
- 2.11 Applicants who were unsuccessful in previous applications for subsidized housing schemes under the HA, the HS or the Urban Renewal Authority (URA) may apply, provided that they meet the eligibility criteria.
- 2.12 Should PRH applicants also apply for this Scheme, during the application period, their PRH applications will not be affected.

Note 5: The arrangement that owners or all authorised family member(s) of TPS flats are allowed to apply for purchase of flats in the HOS Secondary Market by using White Form within ten years from the date of assignment only applies to owners (and authorized 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, and is not open to those owners of TPS flats, the ownership of which was obtained through previous restricted sale exercises of vacant TPS flats or resale in HOS Secondary Market or open market or GSH and HOS Sales Scheme.

3. Ineligible Applicants

- 3.1 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) TPS (For those who have purchased a flat under the TPS within 10 years, please refer to paragraph 2.9 above);
 - (j) Any subsidised housing schemes administered by the HS (including Flat-for-Sale Scheme (FFSS), FFSS Secondary Market Scheme, Sandwich Class Housing Scheme and loan/ subsidies under any subsidised housing schemes); and
 - (k) any subsidised housing schemes administered by the URA;
- 3.2 Within two years after the date of execution of the Deed of Assignment for the purchase of a flat under Paragraph 3.1, the crucial members (Note 6) of 2-person families are not eligible to apply (unless they get married or are permitted to receive the housing benefits provided by their employers). Other family member(s) will not be bound by this restriction provided that they meet the eligibility criteria.
- 3.3 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.
- 3.4 Kowloon Walled City clearerees who have received the Government compensation set at HOS price level and their spouses listed on the clearance register (including the spouses of clearerees who were unmarried at the time of receiving the compensation).
- 3.5 Clearerees who had opted to receive cash allowance/ ex-gratia payment granted by the HD/ HS/ URA/ Lands Department in lieu of any form of PRH, are not allowed to apply within two years after the date of receipt of the allowance/ ex-gratia payment.
- 3.6 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.
- 3.7 The whole household of sitting PRH/ Rental Estates tenants eligible for Green Form Status under the HA/ the HS.
- 3.8 **The HA reserves the right to reject applications after scrutiny, and the application fees will not be refunded.**

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

Should the applicant and/ or other family member(s) listed in the application form :

- 4.1 also apply for other subsidised housing schemes and more than one application is successful, they can only opt for one of the schemes and all other application(s) has/ have to be cancelled.
- 4.2 **has/ have signed the PASP/ Agreement for Sale and Purchase (ASP) to purchase a flat under other subsidised housing schemes, their application under this Scheme will be cancelled immediately (the application fee paid will not be refunded and cannot be transferred.). Even if they have cancelled the PASP/ ASP of that subsidised flat, their eligibility for purchasing a flat under this Scheme cannot be reinstated.**
- 4.3 **successfully acquired a flat under other subsidised housing schemes by individual family member(s) and he/ she/ they become(s) 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 Scheme. Accordingly, the HA will re-assess the eligibility of applicants under the application. If the deletion results in a change of the application category from family applicant to one-person applicant, income and asset limits will be based on the arrangements for one-person applicant.**
- 4.4 If the HA or the HS has issued the LN, flat allocation for all applicants for PRH (including Interim Housing (IH)) from the applicant and/or other family member(s) listed in the application form will be frozen until the applicant and/or the concerned family member(s) have withdrawn/cancelled this application for the purchase of the Flat. If I/ we successfully acquire the Flat under this Scheme, the application(s) for PRH (including IH) from the applicant and/ or other family member(s) listed in the application form will be cancelled and no PRH flat (including IH) will be allocated.

Note 6: A crucial member is a member, other than the owner, included in an application form to fulfill the eligibility criteria of the minimum number of two qualified persons for family.

5. Obtaining the Application Form

Application Form and Application Guide under this Scheme can be obtained during the application period at the following venues (during office hours of respective offices) or downloaded from the HA/ HD website :

- (a) Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon (near Exit A of Lok Fu MTR Station);
- (b) The Office of HA's Green Form Subsidised Home Ownership Scheme Sales Unit (Address: 1/F, Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon) (the nearest MTR Exit: B3 Kwun Tong MTR station);
- (c) Estate Offices and District Tenancy Management Offices of the HA;
- (d) Rental Estate Offices of the HS;
- (e) Home Affairs Enquiry Centres of the Home Affairs Department; and
- (f) HA/ HD Website: www.housingauthority.gov.hk/wsm/2022.

6. Guidelines on Completing the Application Form

- 6.1 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.**
- 6.2 Please refer to Annex A of the Application Guide for calculation methods of income and net asset value, and documents required (not applicable to flat owners under TPS).

7. Payment of Application Fees

Application Form submission stage	<ul style="list-style-type: none">● The application fee for this scheme is HK\$210.● For online application, applicants are required to pay the application fee by a valid credit card (VISA, MasterCard, JCB or UnionPay 銀聯) of the applicant or another person online.● For application by post/ by hand, applicants are required to pay the application fee at the time of submitting the application form under this Scheme by a crossed cheque (the cheque can be issued by applicants or other persons) or cashier's order.● <u>If applying for Sale of Home Ownership Scheme (HOS 2022) and Hong Kong Housing Society 'Subsidised Sale Flats Project' (HS SSF) (White Form) at the same time, the application fee is HK\$460 in total.</u>● 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 C (Template) of this Application Guide.● 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.
Certificate of Eligibility to Purchase (CEP) application stage (Payment of this fee is not required if the applicant awarded with the quota does not apply for the CEP)	Applicants are required to pay a separate application fee (Note 7) at the time of applying the CEP from the HA and/ or the HS respectively upon receipt of an Approval Letter. The cheque or cashier's order should be made payable to "HONG KONG HOUSING AUTHORITY" or "HONG KONG HOUSING SOCIETY" in accordance with the type of the flat they intend to purchase.

8. Submission of Application Form

- 8.1 The application period is from 25 February 2022 to 24 March 2022. The closing time is 7 p.m. on 24 March 2022. **Applications submitted before or after the application period will not be accepted. For submission by post, the submission date is determined by the postmark. Applications which are delivered belatedly or returned by post office to the applicants due to insufficient postage will not be processed.**

Online Application

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

Paper Application

Applicants may submit the following documents by post or by hand to the Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon (near Exit A, Lok Fu MTR station) (The office hours during the application period are 8:00 a.m. - 7:00 p.m., from Monday to Sunday (including public holidays)):

- (1) original copy of the completed application form;

Note 7: The HA and HS can revise the application fees of CEP, Certificate of Availability for Sale (CAS) and the LN without prior notice.

- (2) copies of their Hong Kong Identity Card or Hong Kong Birth Certificate (for persons aged below 11) of applicant and family member(s) listed in application form; and
- (3) a crossed cheque or cashier's order for application fee of **HK\$210 (applying for WSM 2022) or HK\$460 (applying for both WSM 2022, and HOS 2022 and HS SSF (White Form))** made payable to **"HONG KONG HOUSING AUTHORITY"** (Please write down the HKIC No. and contact telephone number of the applicant at the back of the cheque/ cashier's order. Payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheque will not be accepted.)

For submission by post, please mark "WSM 2022" or "HOS 2022 and HS SSF (White Form), and WSM 2022" on the cover of the envelope.

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

- 8.2 Other supporting documents (such as income, asset and relationship proof, etc.) as mentioned in Annex B (Checklist of supporting documents) of the Application Guide are NOT required at the time of submitting the 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 who has higher priority in writing to submit an "Income and Asset Declaration Form" within the specified period. The applicant and family member(s) listed in the application form have to declare detailed total monthly household income and total net asset value and submit relevant supporting documents for detailed vetting.

9. Change in Particulars of the Submitted Information

- 9.1 The applicant and the family member(s) listed in the application form must meet the eligibility criteria of the application under the Scheme from submission of the application up to the date of signing the PASP. 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 member(s) listed in the application form or the family circumstances (including but not limited to marital status) should be reported in writing to the WSM Unit of the HA (Address: Podium Level 4, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon. For ease of identification, please mark "WSM 2022" on the envelope). Please clearly list out the changes required with supporting documents so that the HA can reassess the eligibility of the application. Application number should be quoted in the correspondence. Should there be any changes in the personal particulars or family circumstances which render them ineligible, the application will be cancelled and the HA, the HD and the HS shall not be responsible for any loss or claims arising therefrom. The application fees paid will not be refunded and cannot be transferred to other parties.
- 9.2 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 4. 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, and the quota set will be based on the arrangement for one-person applicant. The HA will reassess the eligibility based on the latest information of the applicant.

10. Application Handling Procedures, Quota Allocation and Approval Letters

- 10.1 Upon receipt of the application forms, the HA will notify the applicants in writing of their application numbers (**for online application, application numbers will be sent to applicants by email**), which should be quoted by the applicant in all correspondences and marked "WSM 2022" on the envelope in future.
- 10.2 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. Application number will be sent to applicants by another email later.
- 10.3 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 and according to the relative priority order of the application categories. Results of the ballot and order for detailed vetting will be displayed in the venues and website stipulated in paragraph 5.
- 10.4 The quota set under this Scheme is 4,500 with 4,050 allocated to family applicants and 450 to one-person applicants. After the ballot, the HA will issue letters to the applicants who have higher priority notifying them to submit the completed "Income and Asset Declaration Form" and the supporting documents as mentioned in Annex B of the Application Guide to the HA **within 10 working days for detailed vetting to determine whether individual applicants meet the eligibility criteria and their priority. If the invited applicants fail to submit the completed "Income and Asset Declaration Form" together with relevant supporting documents within the specified period, 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 the “Income and Asset Declaration Form” and supporting documents would be awarded a quota under this Scheme. Whether individual eligible applicants would be awarded a quota under this Scheme is subject to their priority.

- 10.5 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 will be affected and/ or their applications may be cancelled.
- 10.6 The HA will issue Approval Letters to eligible applicants according to the quota and their final priority. The Approval Letter only certifies the applicant’s eligibility to apply the CEP for the HOS Secondary Market from the HA and/ or FFSS Secondary Market from the HS within a specified period.
- 10.7 If holders of the Approval Letters do not apply the CEP from the HA/ HS within the validity period, or there is any change in the circumstances rendering the applicant and/ or any family member(s) listed in the application form ineligible for the Scheme, the Approval Letter given will become void.
- 10.8 Eligible applicants will be issued one Approval Letter for the HOS Secondary Market and the FFSS Secondary Market. The Approval Letter is valid for 6 weeks from the date of issue. Holders of the Approval Letters may apply from the HA and/ or the HS, in accordance with the type of the flat they intend to purchase, and pay the application fee separately regarding the CEP for the HOS Secondary Market/ FFSS Secondary Market within the validity period.
- 10.9 In case of dispute over quota allocation, the HA’s decision shall be final.

11. Certificate of Eligibility to Purchase

- 11.1 The CEP will be valid for twelve months from the date of issue. No further extension will be granted upon its expiry.
- 11.2 Holders of the CEP may enter into a PASP for the purchase of one flat in the HOS Secondary Market/ FFSS Secondary Market within the validity period of the certificate.
- 11.3 If holders of the CEP fail to enter into a PASP for the purchase of a flat in the HOS Secondary Market/ FFSS Secondary Market within the validity period, or if the transaction falls through after the issue of the LN, they will not be issued another CEP. The HA/ HS does not guarantee that the applicant can eventually purchase a flat.
- 11.4 **Holders of the CEP under the Scheme are allowed to purchase only one flat in the HOS Secondary Market/ FFSS Secondary Market. Upon signing the PASP with the seller of the HOS Secondary Market, the holder cannot enter into a PASP with another seller of FFSS Secondary Market with the remaining CEP, and vice versa.**

12. Purchase, Sale and Mortgage

- 12.1 Eligible WSM applicants allocated with quotas may apply for the CEP to the HA and/ or the HS for purchase of a flat in the HA’s HOS Secondary Market or the HS’s FFSS Secondary Market without the need to pay premium.
- 12.2 Transactions in the HOS Secondary Market/ FFSS Secondary Market are operated in more or less the same way as in the open market. The purchaser and the seller may negotiate on their own or make the transaction through an estate agent and sign the PASP. To comply with the requirements concerning property transactions in the HOS Secondary Market/ FFSS Secondary Market, both the purchaser and the seller shall apply to the HA/ HS for the requisite supporting documents, such as a CAS for the seller, and a CEP and a LN for the purchaser. The ASP and the Deed of Assignment shall be prepared and processed by a solicitor.
- 12.3 The purchaser must note that after purchasing the Flat, he/ she will be responsible for the payment of premium when the Flat is sold, rented out or assigned in whatever manner in the open market in future. The purchaser or his/ her estate agent may ask the seller to produce the CAS and based on the information provided in the certificate calculates the discount rate and estimates the amount of premium. Please refer to the HA/ HD website (www.housingauthority.gov.hk) or the HS website (www.hkhs.com) for calculation of the discount rate.
- 12.4 **Purchasers of flats in the HOS Secondary Market should assess their own financial capability and eligibility for mortgage (if applicable) before entering into purchasing formalities. A purchaser requiring a mortgage loan to pay the balance of the purchase price should apply to a bank or financial institution on the approved list, which is available from the HOS Secondary Market Scheme Unit, for a mortgage loan on special concessionary terms specified by the HA. The conditions are subject to final approval by the bank or financial institution concerned. For details of mortgage loans, please contact the relevant bank or financial institution directly.** The participating banks or financial institutions on the list have entered into a Deed of Guarantee with the HA. Some of the mortgage terms are as follows:
 - (a) maximum loan amount may be not exceeding 90% of the purchase price or the assessed value, whichever is the less;

- (b) maximum repayment period of 25 years; and
- (c) interest rate at a maximum of the Best Lending Rate quoted by the bank or financial institution concerned minus 0.5% per annum.

If the purchaser wishes to mortgage with other bank/ financial institution which has not entered into a Deed of Guarantee with the HA, the purchaser is required to obtain prior approval from the Director of Housing for such mortgage arrangement. The purchaser is reminded to allow sufficient time to apply to HD for processing of the relevant approval in order to avoid any possible delay in the mortgage arrangement and an administrative fee is required for the concerned application.

- 12.5 **HA does not warrant that the purchaser can obtain a mortgage loan which is equivalent to 90% of the purchase price or any mortgage loan from any banks or financial institutions. Under the Deed of Guarantee (DoG) entered between the participating banks or financial institutions with the HA, the guarantee period for the mortgage loan counts from the date of First Assignment of the flat. When processing the purchaser's mortgage applications, the participating banks or financial institutions will consider various reference factors including the purchasers' repayment capability, past payback records, the special concessionary terms as specified in the DoG and etc. In these circumstances, the purchasers must contact the participating banks or financial institutions concerned as early as possible for details of mortgage arrangements before effecting the purchase.**
- 12.6 If the purchaser, who has mortgaged the flat purchased under the HOS Secondary Market to a participating bank or financial institution that has entered into a Deed of Guarantee with the HA, defaults on mortgage payments before paying off the mortgage loan, the bank or financial institution concerned will sell the Flat. Should the sale proceeds of the Flat fail to cover the full outstanding balance of the mortgage and all the interest, legal costs, administration fees, etc. payable under the mortgage, the bank or financial institution will, pursuant to the Deed of Guarantee, make a claim against the HA for the payment of all the above arrears that the purchaser owes. The HA shall then under the Deed of Guarantee pay the same to the bank or financial institution. In relation to the payments made by the HA to the bank or financial institution, the HA will then recover such payments and the interest from the purchaser.
- 12.7 **The HS will not provide mortgage guarantee to purchase of flats in the FFSS Secondary Market Scheme. The purchasers can approach any bank or financial institution or The Hong Kong Mortgage Corporation Limited (HKMC) for mortgage loan and the bank or financial institution or HKMC should undertake to adopt the standard prescribed forms for mortgage deed specified by the HS.**
- 12.8 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/ the HS has been obtained.
- 12.9 Except with the approval of the Director of Housing/ the HS, the purchaser shall not secure any other form of mortgage financing or refinancing or increase the amount of the mortgage loan for the Flat.

13. Application for a Letter of Nomination

- 13.1 Application for a LN together with application fee should be made to the HA/ HS at the White Form Secondary Market Scheme Unit/ FFSS Secondary Market Support Unit by the purchaser's solicitor, enclosing the following:
- (a) The original of the purchaser's valid CEP;
 - (b) The original of the seller's CAS;
 - (c) A declaration in support of the application for LN by the purchaser under the witness of the solicitor;
 - (d) A copy of the PASP (in the HA prescribed form);
 - (e) An undertaking to acknowledge the Alienation Restrictions on White Form status duly declared by the purchaser (in the prescribed form);
 - (f) An application fee of LN (Note 7) by cheque signed by a solicitor's firm or a cashier's order; and
 - (g) A Letter of Agreement executed by the purchaser attested by solicitors (applicable for flats purchased in the FFSS Secondary Market only. Not applicable for the purchase of flats of Kingston Terrace/ Subsidised Sale Flats Projects).
- 13.2 **From submission of the application up to the date of signing the PASP, the purchaser and the family member(s) listed in the application form must still meet the eligibility criteria of the application (including but not limited to total monthly household income, total net household asset value and family circumstances).**

14. Ownership Arrangement

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 member(s) listed in the application form provided that the ownership is in the form of joint tenancy not inheritable by a third party.

15. Prescribed Forms of the HA/ HS must be used (including Provisional Agreement for Sale and Purchase, Agreement for Sale and Purchase, and Deed of Assignment)

When making a transaction in the HOS Secondary Market/ FFSS Secondary Market, the purchaser and the seller have to produce valid supporting documents and a LN issued by the HA/ HS. Moreover, the estate agent concerned and the solicitors representing the two parties are required to use the prescribed forms specified by the HA/ HS, including a PASP, an ASP and a Deed of Assignment. Legal documents not following the prescribed forms will be null and void, and the purchaser's title will

consequently be affected. Any amendments to the prescribed forms shall require the prior approval and written consent of the HA/ HS.

16. Completion of Transaction

- 16.1 Prior to the signing of a PASP, the purchaser and the seller are required to produce to each other or the estate agent valid supporting documents, a valid CAS on the part of the seller and a valid CEP on the part of the purchaser. Failing to do so may constitute a breach of the Housing Ordinance (Cap. 283)/ Government Lease or the requirements on Land Grant and Waiver Letters of the HS.
- 16.2 The purchaser's solicitor shall apply to the HA/ HS for a LN within one month from the date of the PASP for confirmation of the eligibility of the purchaser, and the purchaser shall sign the formal ASP and the Deed of Assignment to complete the transaction only after the issue of the LN. (For TPS flat owners, please refer to Paragraph 2.9 for the time frame on the relevant application for LN and other restrictions.)
- 16.3 If prior to the signing of a PASP, there is a change of status of the purchaser as to render him/ her ineligible for application or the purchaser has been offered any housing subsidies by the HA/ HS, the purchaser will not be issued with the LN.
- 16.4 Both parties may appoint their own solicitors to represent them in completing the transaction. The parties are required to use the prescribed forms as specified by the HA/ HS.
- 16.5 The purchaser shall not assign or sell any interest in the Flat or in the Provisional/ formal Agreement for Sale and Purchase to a third party before the transaction is completed.
- 16.6 Upon completion of the transaction, the purchaser's solicitors should notify the White Form Secondary Market Scheme Unit of the HA or FFSS Secondary Market Support Unit of the HS in writing within 10 days from the date of Assignment.

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

- 17.1 The purchaser, when completing the formalities of purchasing a flat, is required to pay fees including but not limited to the following:
 - (a) All stamp duties payable (Note 8)
 - (b) Registration fees for registration of the deeds in the Land Registry;
 - (c) General conveyance fees charged by the solicitors with respect to the Flat; and
 - (d) The estate agent's commission (if the transaction is completed through an estate agent).
- 17.2 If the purchaser requires a mortgage loan to finance the purchase of the Flat, he/ she is also required to pay:
 - (a) The registration fee for registration of the mortgage deed in the Land Registry; and
 - (b) Legal costs of the solicitors acting for the bank or the financial institution offering the loan for the mortgage arrangements.

18. Special Restrictions on Purchasers and Their Family Member(s)

All the Flats sold by the HA/ HS are subject to certain conditions, some of which are stipulated in the Housing Ordinance (Cap. 283) / the "Land Grant", the "Waiver Letter" and the policies under the FFSS of the HS. The main conditions include the following:

- 18.1 **Application for other housing subsidies** – successful Flat purchasers and their spouses (including the spouses of purchasers who were unmarried at the time) under this Scheme will be debarred from all subsidised housing schemes administered by the HA, the HS or the URA in future.
- 18.2 If the purchaser and/ or family member(s) listed in the application form is/ are on the household register of PRH/ Rental Estates under the HA or the HS, or 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. The whole household of sitting PRH/ Rental Estates tenants must surrender their PRH/ Rental Estates units to the HA or the HS.
- 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 12.4 and 12.8 above. Except with the approval of the Director of Housing/ the HS, the purchaser shall not secure any other form of mortgage financing or refinancing, or increase the amount of the mortgage loan prior to the payment of premium.
- 18.4 **Use and Occupation** - the Flat should be used only for residential purposes and for occupation by the purchaser and the family member(s) listed in the application form. Only the spouse and child(ren) aged under 18 of the owner or joint-owner are allowed to add to the household register of the Flat in future. According to Section 22 of the Housing Ordinance (Cap.283), staff of HD are empowered to enter and inspect the Flat. Any person who obstructs staff of HD in the exercise of any power or the performance of any duty conferred or imposed under Section 29 shall be guilty of an offence and liable on conviction to a fine at level 3 and to imprisonment for 6 months. According to Section 25 of the Housing Ordinance (Cap.283), staff of HD are empowered to require the owner or occupier of the flat to provide specified

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

particulars. Any owner or occupier who refuses to provide the particulars required shall be guilty of an offence and liable on conviction to a fine at Level 4 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 3 months; any owner or occupier who makes a false statement shall also be guilty of an offence and liable to a fine at Level 5 as specified in the same Schedule and to imprisonment for 6 months. (Note: As at the date of printing the application form for this Scheme, the maximum fines at Level 4 and Level 5 are HK\$25,000 and HK\$50,000 respectively.)

18.5 **Deletion of record** – deletion of crucial members (Note 6) of 2-person families can only be effected after the purchase of the Flat for two years (as from the date of execution of the Deed of Assignment), unless they get married or are permitted to receive the housing benefits provided by their employers.

18.6 **Assignment or letting -**

(a) Within two years from the date of Assignment (“the restriction period”) of the Flat purchased by the buyers in the HOS Secondary Market/ FFSS Secondary Market under the Scheme, the Flat cannot be sold under the SMS for the HOS of the HA/ the FFSS of the HS. Owners shall not apply for the CAS for the Flat from the HA/ HS during the restriction period. The HA/ HS will not issue any CAS to the owner of the Flat within the restriction period;

(b) The HA/ HS will not buy back the Flat.

(c) Flat owners can sell or let the flat in the open market after payment of premium. As to when the premium can be made, please take reference to the alienation restrictions on the individual court.

Owner includes but not limited to the assignee approved by the HA/ HS for change of ownership under special circumstances, executor, administrator and beneficiary of the estate of the owner and the mortgagee or chargee of the owner.

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

19. **HA Nominee**

For the HOS 2018 flats sold by the HA including Hoi Lok Court, Kai Long Court and Yu Tai Court, the flat owner may offer to sell the flat to the HA within the first five years from the date of the first assignment (which is from the date of the first Deed of Assignment of the flat from the HA to a flat owner). HA may invite successful applicants under WSM to be the nominee to purchase the HOS 2018 flat subject to the prevailing policy and on condition that his/ her CEP is still valid. HA may use the information as provided by applicants to the HA in the application of the WSM for the purpose of and relating to the nomination to purchase the flat if the applicants are invited, to be the nominee, to purchase such flat. There is no guarantee that HA will make such nomination. The HA will not invite owners and their family member(s) of TPS as nominees.

20. **Important Notes**

20.1 Any application which contains false or incorrect information statement or representation will be cancelled, that the eligibility of such application previously established on the basis of the false or misleading information will be revoked and fees paid will not be refunded. The decision of the HA, the HD and the HS on such false or incorrect information statement or representation shall be final.

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

20.3 If the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a flat in the HOS Secondary Market 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.

20.4 Any person who induces or causes the HS to approve the relevant eligibility or causes the owner to carry out the sale and purchase transaction by any deception or dishonest means (including the provision of false or inaccurate or misleading statement(s) in the application Form) shall be guilty of a criminal offence under Section 16A of the Theft Ordinance (Cap.210), and be punishable by imprisonment.

21. **Notes on Collection of Personal Data**

21.1 The personal data collected in the application form are used for processing applications under this Scheme and/ or the invitation of HA nominee of Paragraph 19 above and other matters pertaining to the enforcement of the Housing Ordinance (Cap. 283) or land lease related issues. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches and to contact the applicants for such purposes. The personal

data in the application form, including the declaration by the applicant and his/ her family member(s) authorising the collection and comparison/ checking of their personal data, are provided by the applicant and his/ her family member(s) on a voluntary basis. However, if insufficient information is provided, the HA, the HD and the HS may not be able to process the application. In that case, the application fee paid will not be refunded.

- 21.2 The personal data provided by the applicant and his/ her family member(s) in the application form will be used by the HA, the HD and the HS for the processing of the application of this Scheme 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 member(s) have applied for other subsidised housing schemes, (c) giving approval to this application and handling any subsequent changes in family circumstances, property ownership, mortgage arrangements, sale of property, etc., (d) the data are also used to prevent the purchaser and his/ her spouse from participating in any other subsidised housing schemes administered by the HA/ HS/ URA in future, and (e) preventing the applicant and his/ her family member(s) from enjoying double housing benefits.
- 21.3 When assessing the eligibility to apply and purchase of the applicant and his/ her family member(s), the HA, the HD and the HS may compare and match the personal data provided in the application form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such information is false or misleading, and may take appropriate action against the person(s) concerned on the basis of the result of the data comparison and matching. The applicant and his/ her family member(s) should also authorise the HA, the HD and HS to disclose, verify and match the information concerned with other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned. Furthermore, the applicant and his/ her family member(s) should agree that any government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the MPFA, banks and financial institutions), or the employers concerned may disclose the applicant's and his/ her family member(s)' personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HS for the purpose of comparing and matching the information provided in the application form. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches. The applicant and his/ her family member(s) should also agree that the HA, the HD and the HS may pass the application form and the supporting document(s) submitted to the HA's data processing service contractor for data processing in connection with his/ her application, and that the information provided will be passed to the HA Hotline/ HA Sales & WSM Hotline/ 1823 for answering his/ her enquiries.
- 21.4 For the purposes stated above, the HA, the HD and the HS may disclose the personal data provided by the applicant and his/ her family member(s) in the application form to other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), and to employers concerned or relevant public/ private organisations/ companies (including but not limited to the HS, the URA, the MPFA, banks and financial institutions) or check such data with these parties.
- 21.5 The personal data provided in the application form are for application under this Scheme and/ or the invitation of HA nominee of Paragraph 19 above. Pursuant to the Personal Data (Privacy) Ordinance (Cap. 486), the applicant and his/ her family member(s) are entitled to request access to or correction of the personal data stated in the application form. Where necessary, such requests should be made in writing and directed by post or fax (fax no. 2761 6363) to the Departmental Data Protection Officer of the HA Headquarters, 33 Fat Kwong Street, Kowloon. A fee may be charged for the request for access to personal data.

22. Warning

Applicants should note that fees payable to the HA for this Scheme are stated in Paragraph 7 of this Application Guide. If they are approached by any person who offers to provide assistance in return for remuneration, they should report to the Independent Commission Against Corruption (ICAC) without delay. Attempted bribery is also an offence in law. The HA will refer the case to the ICAC for investigation and cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

23. Contact Us

For enquiries on application details of this Scheme, please call HA Sales & WSM Hotline on 2712 8000 (handled by 1823), or write to the WSM Unit at Podium Level 4, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon or browse the HA/ HD website: www.housingauthority.gov.hk/wsm/2022

White Form Secondary Market Scheme 2022 (WSM 2022)
Calculation Method of Income and Net Asset Value, and Documents Required
(Not Applicable to Flat Owners under TPS)

Note:

- By the time of submitting the application form, only copies of identity documents or birth certificate (for persons aged below 11) of applicants and their family member(s) are required. The HA will, according to the random order generated from ballot result by computer, notify the prioritised applicant and family member(s) listed in the application form to submit an “Income and Asset Declaration Form” together with relevant supporting documents within specified period for detailed vetting. Please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA’s further vetting in future if required.
- From submission of the application up to the date of signing the Provisional Agreement for Sale and Purchase (PASP) for the purchase of a flat, the total monthly household income, and total net household asset value and family status of the applicant and the family member(s) listed in the application form must meet the eligibility criteria of the application.

1. Income

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

Sources of Income	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Income from employment	<p>Including monthly salary, bonus/ double pay, commission/ allowance and accommodation</p> <p>1. Monthly Salary</p> <ul style="list-style-type: none"> ● Those who earn a regular salary should calculate their income as at 28 February 2022 using their basic salary before tax plus the average monthly regular and irregular commission and allowance from 1 September 2021 to 28 February 2022 plus the average monthly income of year-end bonus and double pay received from 1 March 2021 to 28 February 2022 less total employee’s contribution to ^MPF/ Mandatory Provident Fund Schemes Authority’s Recognised Occupational Retirement Scheme (Recognised Occupational Retirement Schemes) from 1 September 2021 to 28 February 2022. Please see Example 1. ● Those who are paid on an occasional basis, they should calculate their average monthly income for the period from 1 September 2021 to 28 February 2022 (a) <u>serving the employer for 6 calendar months</u>, they should declare their average monthly income by dividing the total income received over the period from 1 September 2021 to 28 February 2022 by 6 months plus the year-end bonus and double pay from 1 March 2021 to 28 February 2022 by 12 months less total employee’s contribution to ^MPF/Recognised Occupational Retirement Scheme from 1 September 2021 to 28 February 2022 by 6 months, please see Example 2(a); (b) <u>serving the employer for less than 6 calendar months</u>, the average monthly income is calculated by dividing the total income received from 1 September 2021 to 28 February 2022 to corresponding months or days of service period less the average of total employee’s contribution to ^MPF/ Recognised Occupational Retirement Scheme from service period divided by corresponding months or days of service period. Please see Example 2(b). ● Those who have transferred to another job during the past 6 calendar months prior to the date of submission of their application form are required to declare only the income received from the current employer. (For example, if a person who has transferred to another job 2 months ago is currently earning a regular income, he/ she is required only to declare his/ her present salary. If the person is now employed on an occasional basis, he/ she should declare the average monthly income by dividing the total income received over the past 2 months from the current employer by 2 months.) 	<ul style="list-style-type: none"> ● With fixed employers, the original of the Employee’s Income Certificate (at Annex D) with the signature of the employer/ person in charge of the company and a copy of the applicable tax documents. The Employee’s Income Certificate form may be photocopied for use where necessary. ● Copy of the salary statement or income proof for a period of 12 calendar months (i.e. from 1 March 2021 to 28 February 2022) and a copy of the applicable tax documents if failing to provide the Employee’s Income Certificate. ● Copy of documentary proof of employee’s contribution to ^MPF/ Recognised Occupational Retirement Schemes contribution. ● Copy of rental statement for the accommodation. ● A copy of the latest Employer’s Return of Remuneration and Pensions/ Notice of Assessment.

- If those who are newly employed have no ^MPF/ Recognised Occupational Retirement Scheme contribution deducted from their income, they should calculate their income on the basis of their actual income received in the particular month.
2. Bonus/ Double Pay and Commission/ Allowance
- Year-end bonus/ double pay: The bonuses and double pay received on a regular or occasional basis from current employer for the period from 1 March 2021 to 28 February 2022 should be declared after being converted into a monthly average. (For example, if the double pay received from 1 March 2021 to 28 February 2022 is HK\$12,000, the monthly average is HK\$12,000/ 12 months = HK\$1,000.) **(For payments received for a service period of less than 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**
 - Non year-end bonus/ double pay and allowances (For example, housing allowance, travelling allowance, food allowance, medical allowance, education allowance, hardship allowance (obnoxious duties), etc.) : All commissions and various allowances received on a regular or occasional basis for the period from 1 September 2021 to 28 February 2022 should be declared after being converted into a monthly average. (For example, if the total overtime allowance over the period from 1 September 2021 to 28 February 2022 is HK\$3,600, the monthly average is HK\$3,600/ 6 months = HK\$600.) If a person's total household income exceeds the income limit after the irregular income received for the period from 1 September 2021 to 28 February 2022 has been converted into a monthly average, he/ she may convert the irregular income received for the period from 1 March 2021 to 28 February 2022 into a monthly average. **(For payments received for a service period of less than 6 or 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**

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

Basic salary of February 2022	+	Regular & irregular commission & allowance from 1.9.2021 to 28.2.2022	+	Year-end bonus & double pay from 1.3.2021 to 28.2.2022	-	Total employee's contribution to ^MPF/ Recognised Occupational Retirement Scheme from 1.9.2021 to 28.2.2022
		————— 6 months		————— 12 months		————— 6 months

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

(a)	Total income received from 1.9.2021 to 28.2.2022	+	Year-end bonus & double pay from 1.3.2021 to 28.2.2022	-	Total employee's contribution to ^MPF/ Recognised Occupational Retirement Scheme from 1.9.2021 to 28.2.2022
	————— 6 months		————— 12 months		————— 6 months
(b)	Total income received for the service period	-	Total employee's contribution to ^MPF/ Recognised Occupational Retirement Scheme for the service period		
	————— Service period		————— Service period		

3. Accommodation

- Any accommodation provided by the employer of the applicant or any family member(s) listed in the application form is also deemed as a portion of the monthly income. It is calculated as follows:
 - (i) Free accommodation - the contributory portion is calculated at 10% of the average monthly total personal income.
 - (ii) Accommodation at a rent lower than the market level - the contributory portion is calculated at 10% of the average monthly total personal income less the rent payable to the employer. It will be taken as "0" if the balance is negative.

	<p>4. If the person has no income:</p> <ul style="list-style-type: none"> ● Those without any income in the 12 calendar months before the date of submission of application form should enter “0” or “Nil” in the column of “Total Monthly Income”. ● Those who are not employed or self-employed by the time of submission of application form but were employed for part of the time over the 12 calendar months should convert their total income into a monthly average and declare it as their average monthly income. ● Students (aged 18 or above) should submit a photocopy of the latest student identification document (such as student identity card). <p>Remarks: [^]Deductible items/ exclusions (Documentary proof must be provided) : These include employees’ contributions to the MPF or Recognised Occupational Retirement Schemes (calculated at the statutory rate of 5% with a cap of HK\$1,500), alimony payments (capped at the amount determined by the court), contributions under the Surviving Spouses’ and Children’s Pensions Scheme/ Widows and Orphans Pension Scheme, education grants and scholarships, and Community Care Fund, old age and disability allowances received from the Government, etc.</p>	
Income from self-employment	<ul style="list-style-type: none"> ● Business operators: Income includes: profits from business activities (if loss, the income should be “0”), salary, dividends or gratuities receivable by shareholders and private expenses. <ul style="list-style-type: none"> (a) For business with 1 year: the monthly average income earned over the 12 calendar months from 1 March 2021 to 28 February 2022 should be declared (For example, if business commenced on 1 March 2021, the total net profits received over the period from 1 March 2021 to 28 February 2022 should be divided by 12 months). If loss, the income should be calculated as “0”. (b) For business less than 1 year: the monthly average income earned during 1 March 2021 to 28 February 2022 should be declared (For example, if business commenced on 1 April 2021, the total net profits received over the period from 1 April 2021 to 28 February 2022 should be divided by 11 months). If loss, the income should be calculated as “0”. ● Self-employment without business registration: <ul style="list-style-type: none"> (a) Working with 1 year: the monthly average income earned over the 12 calendar months i.e. 1 March 2021 to 28 February 2022. (b) Working with less than 1 year: the monthly average income earned during the corresponding period from 1 March 2021 to 28 February 2022. 	<ul style="list-style-type: none"> ● A copy of a valid business registration certificate/ hawker licence (in case of hawking) and applicable tax documents. ● The original of the latest 12 calendar months of business financial statement confirmed by chartered accountant. Original Auditor’s Report should also be submitted in case of limited company. ● Hawkers/ Fishermen/ Unlimited companies/ Business operators without business registration certificates/ absence of supporting documents, income and expenditure supporting proofs should be provided. The HA may request applicants/ members to sign relevant declaration forms during vetting period.
Income from rented properties/ lands	<ul style="list-style-type: none"> ● Monthly rental income from the letting of lands, parking spaces and properties solely or jointly owned in and outside Hong Kong (The White Form applicant and all family members must not own domestic properties in Hong Kong), including the income from subletting as a principal tenant, has to be declared. Both the rates and government rent payable per month are deductible from the monthly rental income, and a further 20% of the remaining sum is also deductible for meeting expenses. Calculation method (for reference only) $\left(\text{Monthly rental income received} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$ <ul style="list-style-type: none"> ● If the landed property, parking spaces or land let out without duly stamped tenancy agreement and the rent received is lower than the rateable value, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2021/22 financial year, and a further 20% of the remaining sum for meeting expenses. 	<ul style="list-style-type: none"> ● Copy of relevant supporting documents on the average monthly rental income (For example: rental agreement). ● Copy of the latest demand note for rates and government rent.

	Calculation method (for reference only)	
	$\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$	
Income from non-rented properties/ lands	<ul style="list-style-type: none"> If the landed property, parking spaces or land is not let out, no matter left vacant/ self used, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2021/22 financial year, and a further 20% of the remaining sum for meeting expenses. Calculation method (for reference only) $\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%$ <ul style="list-style-type: none"> For properties jointly owned with others, the income calculated as above should be adjusted on a pro rata basis according to the share of interest. <p>Calculation method (for reference only)</p> $\left(\frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\% \times \text{share of interest}$	<ul style="list-style-type: none"> If landed properties, parking spaces or lands are left vacant/ self used, a copy of the latest demand note for rates and government rent should be provided.
Other income	<ul style="list-style-type: none"> Alimony and child maintenance, financial provision/ financial support from children/ relatives not listed on the application form, the guaranteed monthly annuity payment under annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), pensions/ dependent pensions under the Surviving Spouses' and Children's Pensions Scheme, scholarship given as remuneration to be taxable, etc.: (a) Regular amount: amount received in February 2022. (b) Irregular amount: average monthly amount received over the 6 calendar months i.e. 1 September 2021 to 28 February 2022. Any interest/ bonus/ dividend received from fixed term deposits and transactions of any nature, such as shares, funds, etc.: average monthly amount received over the 6 calendar months from 1 September 2021 to 28 February 2022. Any interest/ bonus received from annuity (including Hong Kong Mortgage Corporation Annuity Plan), savings or investment-linked insurance policies: average monthly amount received over the last 12 calendar months i.e. 1 March 2021 to 28 February 2022. Any other income not stated above. 	<ul style="list-style-type: none"> Alimony: copy of Court Order; Interest from shares and fixed term deposits: copy of supporting documents for relevant investment; Annuity Plan: Copy of relevant supporting documents; Pension: Copy of pension statement; Copy of supporting documents for income received from investment; and Copy of relevant supporting documents.

2. Net Asset Value

- (i) The applicant and all family members (including those aged below 18) are required to declare the net asset value as at **24 February 2022** (including assets in and outside Hong Kong).
- (ii) Deductible items/ exclusions:
Applicants or family member(s) who have received the compensation for loss of earning power due to injuries sustained at work, traffic and other accidents may claim deduction from their own assets values for the amount of compensation received. The nature of compensation, the organisation from which this compensation is issued and the amount they have received for that purpose have to be stated. (To provide copies of relevant receipts, insurance policy, etc.)
- (iii) The types of asset that should be declared, calculation method and documents required are as follows:

Assets	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Land	<ul style="list-style-type: none"> For land in and outside Hong Kong such as land held by way of government grants or Letters "A"/ "B" land exchange entitlements, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 24 February 2022. In the case of joint ownership, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the valuation report of the land as at 24 February 2022. A copy of proof of ownership of the land. Copies of the relevant mortgage documents.
Landed properties	<ul style="list-style-type: none"> For landed properties of any uses (e.g. ancestral houses, overseas residential properties, local or overseas commercial retail shops, industrial premises/parking spaces, etc.) (The White Form applicant and all family members must not own domestic properties in Hong Kong) in and outside Hong Kong, which are completed or for pre-sale, or which are the subject matter of a sale and purchase agreement, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 24 February 2022. In the case of joint ownership, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the valuation report of the landed properties as at 24 February 2022. A copy of proof of ownership of the landed properties. Copies of the relevant mortgage documents.
Vehicle	<ul style="list-style-type: none"> For private cars, vans, light vans, lorries, coaches, taxis, public light buses, container tractors and trailers, motorcycles, etc., the net value is calculated by deducting the outstanding hire purchase repayment and depreciation from the sum of purchase price and the residual values of vehicle registration fee and insurance premium as at 24 February 2022. Depreciation: 60% initial depreciation allowance on down payment of vehicle and payment of the principal by installments in current year, and 30% annual depreciation on the residual value. Formula: $[(Purchase\ price - outstanding\ mortgage) \times (1-60\%)] \times (1-30\%)^n + (residual\ values\ of\ vehicle\ registration\ fee\ and\ insurance\ premium\ as\ at\ 24\ February\ 2022)$ $n = \text{number of year of purchase} - 1$ (Note: purchased less than 1 year is also counted as 1 year) If a vehicle is for the private use or exclusive use of a transportation business, the net asset value should be declared in the field of "Vehicles" of the "Income and Asset Declaration Form". If a vehicle is owned by a business other than that of transportation, say a lorry of a hardware store, its value should be incorporated in the net asset value of the entire business under the field of "Business undertakings". 	<ul style="list-style-type: none"> A copy of vehicle registration document (both front and back sides). Copies of relevant vehicle purchase agreement, registration document, the hire purchase agreement which shows repayment schedule for the months of January 2022 and February 2022, the valid insurance policy and payment receipts as at 24 February 2022, etc.
Taxi/ Public light bus licences	<ul style="list-style-type: none"> The net value is derived by deducting the outstanding mortgage amount from the market value as at 24 February 2022. If the licence is co-owned, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of the licence; Copies of the relevant mortgage documents; and If hired out, a copy of the relevant documents and income proof.
Investments	<ul style="list-style-type: none"> These include listed shares, bonds, commodity futures, paper gold, certificates of deposits, deposits with brokers, mutual fund, unit trust fund, annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), the cash value and the accumulated bonus of savings or investment-linked insurance schemes (the insurance asset belongs to the policy holder rather than the beneficiary), etc. The value of these investment instruments is determined by the unit closing price as at 24 February 2022, or the most recent unit closing price. Note: Annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), any interest/ bonus received from savings or investment-linked insurance policies is treated as income. 	<ul style="list-style-type: none"> Copies of documentary proof of the relevant investments and their values.
Business undertakings	<ul style="list-style-type: none"> These include interests in business of sole proprietorship, partnership and limited companies. The net value of business assets is based on items in the latest audited account/ provisional account, including net book value of plant and machinery, stock in hand, accounts receivable, balance of bank accounts, cash in hand, residual value of vehicles, market value of landed properties, etc., less various liabilities. If the business is in the form of partnership or a limited company, only the current net value of the interest held needs to be declared. 	<ul style="list-style-type: none"> A copy of a valid business registration certificate; The original of relevant financial report In case of hawking, a copy of the relevant hawker licence is required; and Latest original audited report.

Deposits at bank	<ul style="list-style-type: none"> ● The applicant and/ or his/ her family member(s)'s asset and bank account(s) under applicant's or his/ her family member(s)' would be regarded as total household asset as at 24 February 2022. ● Deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies as at 24 February 2022. In case of joint account, the balance of amount should be divided equally according to the number of people holding the joint account. 	<ul style="list-style-type: none"> ● Copies of bankbook (must show the name and bank account number at first page); ● The bank statement for the month of 24 February 2022 and the screenshot picture from e-banking (must show the name and bank account number); ● Copies of the fixed deposits statement; or ● Copies of the relevant supporting documents.
Cash in hand	<ul style="list-style-type: none"> ● Cash in hand as at 24 February 2022 includes local currency in the value of HK\$5,000 or above and foreign currencies of the same value. 	
Others	<ul style="list-style-type: none"> ● Outstanding loans to others as at 24 February 2022 in both local and foreign currencies. ● The amount of MPF/ Recognised Occupational Retirement Schemes which can be withdrawn. 	<ul style="list-style-type: none"> ● Copies of the relevant supporting documents. ● Copies of statement which show the name, bank account number and account balances as at 24 February 2022.

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

Checklist of supporting documents**White Form Secondary Market Scheme 2022 (WSM 2022)**

- Attention : 1. By the time of submitting the application form, applicants and their family member(s) are ONLY required to submit the copies of Hong Kong Identity Card or Birth Certificate (for persons aged below 11). Submission of “Income and Asset Declaration Form” and other supporting documents (listed in the following table) such as income, asset and relationship proof will be required upon the request of the HA after ballot.
2. Where a document to be submitted is not in Chinese or English, a Chinese or English translation must be attached with the name and official capacity (if any) of the translator stated. All photocopies must be clear and legible, otherwise delay in processing the application may be caused.

Documents to be submitted at the time of submitting application form

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

Documents to be submitted upon the request of HA after ballot

1. General documentary proof for applicant and family member(s)	
Documentary proof of relationship	A copy of Birth Certificate, notary public certificate or documents issued by the Registration of Persons Office. A copy of the Adoption or Appointment of Guardians documents issued by judicial authorities/ government departments for adopted child(ren).
Documents on marital status for married persons	A copy of Certificate of Marriage. For a marriage registered in Mainland but without the relevant document, a copy of the notary public certificate. For customary marriage celebrated in Hong Kong, the original of a statutory declaration. For the spouse of an applicant / a family member who has no right to land in Hong Kong, a declaration specifying the same together with copies of the certificate of marriage and the identity document issued in the place of residence(both front and back sides).
Divorced persons, single parented persons or widowed persons	A copy of court order of divorce; for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce). For divorced persons applying with children under the age of 18, a copy of the court order for the custody of children. For joint custody order, the physical care and control of the underaged member have to be granted. For unmarried applicants, the mother is required to submit a declaration for the arrangement for the custody of children; the father is required to submit a copy of the court order for the custody of children. For deceased spouse, a copy of the marriage certificate and death certificate.
Applicants who are pregnant for 16 weeks or more	A copy of medical proof issued by registered doctors/ Chinese medicine practitioners to certify the expected date of delivery (applicable to female one-person applicant).
2. Income proof for applicant and family member(s) (Please refer to Para. 1 in Annex A of Application Guide)	
Salaried employee (with a regular employer)	The original of Employee's Income Certificate at Annex D of Application Guide and the appropriate taxation documents, a copy of MPF Member Benefit Statement.
Salaried employee (with no regular employer)	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Self-employed persons	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Where applicant or family member(s) is/ are on retirement, unemployed or without any employment	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement. A copy of the latest student identification document (for students aged 18 or above without income).
Rented/ Non-rented properties	Copies of demand notes for rates and government rent. For rented properties, proof of average monthly rental income is required.
Other sources of income (dividends, bonuses, dividends/ giving-outs of insurance policies, regular interest on fixed deposits, pension, annuity, contributions from relatives, etc.)	Copies of relevant supporting documents.
3. Net asset value proof for applicant and family member(s) in and outside Hong Kong (Please refer to Para. 2 in Annex A of Application Guide)	
Land	A copy of the valuation report of the land as at 24 February 2022. A copy of proof of ownership of the land. Copies of the relevant mortgage documents. A declaration specifying the usage of the land, together with copies of the relevant documents and income proof for any rented land.
Landed properties: referring to properties owned or under agreements for sale and purchase, e.g. overseas residential properties, local or overseas commercial retail shops, industrial and commercial premises/ parking spaces, etc.	A copy of the valuation report of the landed properties as at 24 February 2022.. A copy of proof of ownership of the landed properties. Copies of the relevant mortgage documents. A declaration specifying the usage of the landed properties, together with copies of the relevant documents and income proof for any rented landed properties.
Vehicles: such as private cars and commercial vehicles	A copy of vehicle registration document (both front and back sides).
Taxi/ Public Light Bus Licences	A copy of the licence. A copy of the relevant mortgage documents. A copy of the relevant documents and income proof for any such rented vehicles.
Investments: such as Mutual Fund, Unit trust fund, listed shares, deposits with brokers, commodity futures product, paper gold, certificates of deposits, annuity (including Hong Kong Mortgage Corporation Annuity Plan), insurance policies and bonds	A copy of the relevant supporting documents.
Business undertakings: such as sole proprietorship, partnership or limited companies and all business assets held	A copy of valid business registration certificate. In case of hawking, a copy of the hawker licence. The original of the relevant financial statements.
Deposits at bank, cash in hand and others: for example, deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies, cash in hand in both local currency and foreign currencies, outstanding loans to others in both local and foreign currencies.	Copies of bankbook or the monthly bank statement(s) (must show the name, bank account number and the balances of deposits as at 24 February 2022). Copies of the fixed deposits statement. Copies of the relevant supporting documents.



White Form Secondary Market Scheme 2022 (WSM 2022) Application Form

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

- The applicant must become the owner of the flat purchased. Spouse of married persons not having the right to land in Hong Kong (supporting documents must be submitted) needs not be included in the application form.
- For applications involving over four persons, please use two or more (if applicable) application forms and submit all forms duly signed and confirmed by the applicant and family member(s) concerned.
Please mark the box '☐' as '■' as appropriate.

Form with columns for Applicant, Family Member, and Family Member. Rows include Chinese/English Name, HKIC No., Birth Certificate No., Date of Birth, Relationship with Applicant, Marital Status, and Contact Information.

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

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

Cheque/Cashier's Order No. fields with digits 2, 4, 6, 1, 3, 5 and Bank/Branch Code fields with digits 1, 2, 4, 0, 1, 2.

Image of a crossed cheque from Banking Corporation Limited for HONG KONG HOUSING AUTHORITY, amounting to TWO HUNDRED AND TEN ONLY (HK \$ 210.00). Includes annotations for crossed cheque, In BLOCK letter, signature, and date filling.

BLANK PAGE

To: Housing Manager/ WSM,
White Form Secondary Market Scheme Unit
Podium Level 4, Hong Kong Housing Authority
Customer Service Centre,
3 Wang Tau Hom South Road, Kowloon.

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

Annex D

Hong Kong Housing Authority
White Form Secondary Market Scheme 2022
Employee's Income Certificate

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

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

Month/ Year	Basic Salary	Overtime Allowance	Other allowance/ incentives (Note 2)	Non year-end bonuses or commission	Contribution to a *MPF/ Recognised Occupational Retirement Scheme(s) (Note 3)	Net Income after contribution to a *MPF/ Recognised Occupational Retirement Scheme(s) has been deducted
09/2021						
10/2021						
11/2021						
12/2021						
01/2022						
02/2022						

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

Note 1: The employer should declare the employee's income for the period from September 2021 to February 2022.

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

Note 3: Please declare the statutory contribution to a MPF/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s) (the deductible contribution is statutory rate of 5% or the actual contribution amount, with a cap of HK\$1,500 and whichever is the less (any contribution made voluntarily by the employees are not deductible)).

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

Other income	HK\$ (After deducting the contribution to *MPF/ Recognised Occupational Retirement Scheme(s)) (Note 3)	Paid Date
* Year-end double pay/ year-end bonus/ other year-end gratuity		
* Year-end double pay/ year-end bonus/ other year-end gratuity		

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

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

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

I understand that under Section 26(2) of the Housing Ordinance (Chapter 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 the purchase of a flat in the Home Ownership Scheme Secondary Market, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

I also understand that any person who induces or causes the Hong Kong Housing Society to approve the relevant eligibility or causes the owner to carry out the sale and purchase transaction under Subsidised Sale Flat Project by any deception or dishonest means (including the provision of false or inaccurate or misleading statement(s) in this Certificate) shall be guilty of a criminal offence under Section 16A of the Theft Ordinance (Cap.210), and be punishable by imprisonment.

Signature of Employer/

Person in Charge

Name of Signatory

(in Block Letters)

(Company Chop)

Designation of Signatory

Office Address

Name of Company: _____

(Please use Block Letters)

Office Tel. _____

* Please delete as appropriate

Date _____

Please tear-off this page for use by employer.