HONG KONG HOUSING SOCIETY
香港房屋協會

For office use only
APPLN. NO.
Received on:

"Letting Scheme for Subsidised Sale Developments with Premium Unpaid"
Letting of a Hong Kong Housing Society Subsidised Sale Flat
"Nomination Certificate" Application Form
(For the Holder of "Certificate of Participation - Tenant")

Note: Before completing and submitting this application form[1], please read the "Notes of Application" stated overleaf carefully.

I am the Holder of (please tick one appropriate box [√]) :
☐ "Certificate of Participation – Tenant (PRH Applicant)" /
☐ "Certificate of Participation – Tenant (White Form)"

Rental Flat ("the Flat"):

Name of the Estate: _____

Block/Tower: _____ Floor: _____ Flat/Unit: _____

Name of Owner(s): (1) _____ (2) _____ (3) _____

I would like to apply for a Nomination Certificate to rent the Flat from the Owner under "Letting Scheme for Subsidised Sale Developments with Premium Unpaid".
I enclose the following documents in support of this application:

1.	Copy of "Certificate of Participation – Owner"	No.: _____
2.	Copy of "Certificate of Participation – Tenant (PRH Applicant)" / Copy of "Certificate of Participation – Tenant (White Form)"	No.: _____

Only applicable to "Certificate of Participation – Tenant (White Form)":

3.	Application fee of HK$400 (paid in the form of crossed cheque or cashier's order payable to "HONG KONG HOUSING SOCIETY")	No.: _____

I understand and agree that this application is subject to the "Notes of Application" stated overleaf.

Applicant's Name: _____ HK Identify Card No.: _____ ( )
(if applicable)

Contact No.: _____

Correspondence Address: _____

Applicant's Signature: _____ Signature Date: _____

[1] Housing Society reserves the right to make amendments to any content in the Application Form without prior notice.

Notes of Application:

1. Eligibility Criteria for Tenants Renting HKHS's SSFs

Any person who would wish to rent a Hong Kong Housing Society ("HKHS") Subsidised Sale Flat ("SSF") ("the Flat") under the "Letting Scheme for Subsidised Sale Developments with Premium Unpaid" ("the Scheme") has to apply for a "Nomination Certificate" from HKHS first and must enter into a tenancy agreement with the owner of the Flat only after obtaining the "Nomination Certificate" issued by HKHS.

The applicant must be a holder of a valid "Certificate of Participation – Tenant (PRH Applicant)" (hereinafter referred to as "Tenant Certificate (PRH Applicant)") or "Certificate of Participation – Tenant (White Form)" (hereinafter referred to as "Tenant Certificate (White Form)") issued by HKHS. The owner of the Flat must be a holder of a valid "Certificate of Participation – Owner" ("Owner Certificate") issued by HKHS.

The relevant Owner Certificate and Tenant Certificate (PRH Applicant)/Tenant Certificate (White Form) must remain valid as at the date of signing the tenancy agreement and throughout the term of tenancy agreement. The holder of Tenant Certificate (PRH Applicant) does not need to pay for this application.

2. Application Procedures

This Application Form ("AF") can be collected at the following location within business hours or downloaded at the designated website:

(i) Hong Kong Housing Society Applications Section (G/F, Dragon Centre, No. 23 Wun Sha Street, Tai Hang, Hong Kong); or
(ii) Designated Website of the Scheme of HKHS: lettingscheme.hkhs.com

The completed AF must be submitted together with the following documents and/or application fee to Hong Kong Housing Society Applications Section (address: G/F, Dragon Centre, No. 23 Wun Sha Street, Tai Hang, Hong Kong). Please indicate ["Letting Scheme for Subsidised Sale Developments with Premium Unpaid" – Nomination Certificate's Application] on the cover of the envelope:

(1) a copy of the valid Owner Certificate issued by HKHS to the owner of the Flat; and
(2) a copy of the valid Tenant Certificate (PRH Applicant) / Tenant Certificate (White Form) issued by HKHS to the applicant; and/or

This is only applicable to the holder of Tenant Certificate (White Form):

(3) an application fee of HK$400 (paid in the form of crossed cheque or cashier's order payable to "HONG KONG HOUSING SOCIETY" and indicate the name and contact number of the applicant at the back of the cheque/cashier's order. Cash, post-dated cheque or electronic cheque will not be accepted. All applications with dishonored cheques/cashier's orders or without cheque/cashier's order will be cancelled).

If there is any dispute over the interpretation of the aforesaid application, HKHS's decision shall be regarded as final. HKHS reserves the right not to accept any application. HKHS shall not be liable for any loss suffered by any person arising out of his/her reliance on this AF.

3. Enquiry

For any enquiry, please call the Scheme hotline on 8108 0678 (office hours: 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m. from Mondays to Fridays, except Saturdays, Sundays and Public Holidays).

4. Notes concerning the Collection of Personal Data

The personal data collected in the AF are solely used for processing the applications under the Scheme and its related matters. HKHS may also use the information for statistical surveys or researches, and may for such purpose contact the Applicants. When vetting the application, HKHS has the right to compare and match the personal data provided in the AF with the relevant personal data collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate 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 Applicants and their Family Members shall also authorise HKHS to disclose, verify and match the relevant information with Hong Kong Housing Authority (hereinafter referred to as "HKHA"), Housing Department, other government departments, government bureaux, operating organisations of subsidised housing projects/schemes, public/private organisations/companies or HKHS's existing records, and further agree for HKHA, Housing Department, any government departments or public/private organisations/companies to provide HKHS with the Applicants' and/or their Family Members' personal data in their possession for the purpose of comparing or matching the information in the AF.