



Notes for Applicants:

1. The application for “Certificate of Participation – Owner” (hereinafter referred to as “Owner Certificate”) of Hong Kong Housing Society (hereinafter referred to as “HS”) under the T-Home “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” (hereinafter referred to as “the Scheme”) is only for persons who meet the following requirements:
 - (a) Applicants must be the owner and all the joint owner(s) (if any) of a flat in the designated subsidised sale developments (hereinafter referred to as “the Flat”) of HS or the Hong Kong Housing Authority (hereinafter referred to as “HA”); and
 - (b) One of the applicants must have owned or co-owned with joint owner(s) the title of the Flat for 10 years or above (from the date of signing the Deed of Assignment in respect of the Flat) on the date of submitting the application form (hereinafter referred to as “AF”). [If the following transfers occurred in respect of the Flat in the past 10 years, when calculating the period of ownership of the Flat, HS will also consider taking into account the period of ownership of the Flat by the preceding owner.
 - (1) the title to the property is transferred to other family members with the consent of HS or HA; or
 - (2) an assignment carried out in accordance with (i) estate arrangement or (ii) court order in respect of divorce, and with the consent of HS or HA (if applicable)]; and
 - (c) Any transfer or letting out of the Flat are still subject to the restrictions of (i) the Government Land Grant and the Modification Letter(s) and the Waiver Letter(s) (applicable to HS’s subsidised sale flats) or (ii) the Housing Ordinance (applicable to HA’s subsidised sale flats) (i.e. flats with premium unpaid).
2. Owners who intend to apply for the Owner Certificates should read the Application Guide for “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” “Certificate of Participation – Owner” (hereinafter referred to as “AG”) carefully before completing the AF.
3. Subject to the terms and conditions of the Scheme and (i) the relevant Government Land Grant (including Modification Letter(s) and waiver letter(s)) or (ii) Housing Ordinance (applicable to HA’s subsidised sale flats), owners may let the Flat to (i) persons holding valid “Certificate of Participation – Tenant” issued by the HS under the Scheme (hereinafter referred to as “Tenant Certificate”) or (ii) The Hong Kong Council of Social Service (hereinafter referred to as “HKCSS”) which holding valid “Certificate of Participation – Organisation” (hereinafter referred to as “Organisation Certificate”) issued by the HS under the Scheme. If the Flat belongs to subsidised sale flat under HA, its prospective tenant (including Tenant Certificate Holder and HKCSS which holding Organisation Certificate) must apply to HA for the “Nomination Certificate” for renting the Flat or certain bedroom(s) therein. The prospective tenant can only enter into tenancy agreement with landlord after obtaining the “Nomination Certificate” issued by HA in respect of the Flat. HS does not guarantee that Tenant Certificate Holder or HKCSS holding the Organisation Certificate will obtain the “Nomination Certificate” from HA successfully. For details, please refer to the AG.
4. **Please note:** Owner and all the joint owner(s) (if any) shall together attend HS Applications Section’s office in person to complete the procedures of collection of Owner Certificate. In addition, owners are responsible to comply with the Buildings Ordinance and other laws and regulations relevant to the Flat. HS will study relevant information available (including the results of land search) in vetting the applications. If there are issues that clarification is required, HS will seek further information from the owners. Moreover, **owners shall make the following declarations in the tenancy agreement:**
The owner(s) hereby declare(s), in his/her/their knowledge, when signing this agreement:
 - the Flat has not contravened the Buildings Ordinance or any notice, order or etc issued under the Buildings Ordinance; and
 - the Flat has not contravened other legislations.If necessary, HS may advise the owners to seek professional advice, and may halt the application in abeyance meanwhile.
5. Applicants must submit their applications by one of the following manners (no application deadline at this moment):
 - (a) Submit online application and pay the application fee of HK\$200 at the designated website of the Scheme: lettingscheme.hkhs.com. If the application has been successfully submitted online, applicants do not have to submit the hard copies of AF by post or by hand again, otherwise it will be deemed as duplicated applications, and HS reserves the right to cancel all relevant applications; or
 - (b) Complete the AF in block letters (and in Chinese if applicable) with black or blue ball pen, and submit the completed AF together with an application fee of HK\$200 (paid in the form of crossed cheque or cashier order payable to “HONG KONG HOUSING SOCIETY”). Please write the Flat address, the applicant’s name and telephone number (if there are more than one owners, please indicate any one of them) at the back of the cheque or cashier order. Cash, post-dated cheque or electronic cheque will not be accepted, and all applications with dishonoured cheque/cashier order or without cheque/cashier order will be cancelled.)
 - **By mail** to “Hong Kong Housing Society”, GPO Box No.8600, Hong Kong. Please indicate [“Letting Scheme for Subsidised Sale Developments with Premium Unpaid” – Owner’s Application] on the cover of the envelope (If the AF cannot be delivered to HS due to insufficient postage, the application will not be processed); or
 - **By returning in person** to Applications Section of HS (Address: G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong).
6. Application fee paid is non-refundable and non-transferrable irrespective of the application result.
7. All information provided must be true and correct or else HS is entitled to cancel such application. Applications that are not submitted by the specified method or duplicated application will not be accepted. HS reserves the right not to accept any application.
8. For enquiries, please call HS “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” hotline on 8108 0678 during its office hours.
9. Applicants may also visit the designated website for the Scheme at: lettingscheme.hkhs.com for relevant information.
10. The personal data collected in the AF are solely used for processing applications under the Scheme and its related matters. HS may also use the information for statistical surveys and researches, and may for such purpose contact the applicants. When assessing the eligibility of the applicants, HS has the right to compare and match the personal information provided in the AF with the relevant personal information collected for other purposes (manually or otherwise) in order to ascertain whether such information is false or inaccurate or misleading, and may take appropriate actions against the person(s) concerned on the basis of the result of the data comparison and matching. The applicants shall authorise HS to verify and match the relevant information with HA, Housing Department, other government departments, public/private organisations/companies, the independent consultant companies appointed by HS or HS’s existing records, and further give consent to HA, Housing Department, any government departments, public/private organisations/companies or the independent consultant companies appointed by HS to provide HS with the applicants’ personal data in their possession for the purpose of comparing or matching the information in the AF. For more details, please see Section 9 – Notes on Collection of Personal Data in the AG.



HONG KONG HOUSING SOCIETY
香港房屋協會

Hong Kong Housing Society T-Home
“Letting Scheme for Subsidised Sale Developments
with Premium Unpaid”
“Certificate of Participation - Owner”
Application Form

For office use only
APPLN. NO.
Received on:

Note 1: Please use black or blue ball pen and BLOCK LETTERS (and in Chinese if applicable) and fill in the circle ○ in black ● as appropriate. Please sign against amendment, if any. No correction materials (such as correction fluid or tape) for obliteration should be used.

Note 2: All fields on the application form must be filled in unless specified otherwise.

Note 3: For application with three or more owners, please fill in two or more (if applicable) application forms with information of all applicants and submit all the application forms which must be signed by all applicants.



L1020E

Flat Address: Flat _____, _____ Floor, Block _____, _____ (Name of the Estate)

Flat Layout: No bedroom or one bedroom ○
Two bedrooms or above ○

Estate of Hong Kong Housing Society ○
Estate of Hong Kong Housing Authority ○

All current owners of the Flat

	Name Please use BLOCK LETTERS to fill in the Chinese and English name according to HK Identity Card	HK Identity Card No.	Sex	Date of obtaining the title of the Flat		
				Year	Month	Day
Example	CHI 張國強	G 3 6 1 0 4 7 (5)	M ● F ○	2 0 0 6	0 6	0 1
	ENG C H E U N G K W O K K E U N G J O H N					
Owner 1	CHI	()	M ○ F ○			
	ENG					
Owner 2 (if any)	CHI	()	M ○ F ○			
	ENG					
Owner 3 (if any)	CHI	()	M ○ F ○			
	ENG					

Contact Person : _____

Correspondence Address in HK : _____

I/ We have read the Application Guide and fully understand the content thereof, including the Notes on Collection of Personal Data, I/We authorise Hong Kong Housing Society (“HS”) to verify and match relevant information with Hong Kong Housing Authority (“HA”), Housing Department (“HD”), other government departments, public/ private organisations/ companies, the independent consultant companies appointed by HS and HS’s existing records, and authorise HA, HD, such government departments, public/ private organisations/ companies or the independent consultant companies appointed by HS to provide relevant information to HS.

I/ We confirm that all the particulars provided in this application form are true and correct.

Cheque or Cashier’s Order No. paying for the application fee of \$200 :

--	--	--	--	--	--

Name of Bank : _____

Please make payable to ‘Hong Kong Housing Society’ and write down the name and the contact telephone no. of the owner (if the Flat has more than 1 owner, one of owners) at the back of the cheque or cashier’s order.

Contact Person’s Mobile No. in HK (For receipt of SMS message from HS if necessary) :

--	--	--	--	--	--	--	--	--	--

Daytime Contact No. in HK (This field must be filled in if you cannot be contacted by mobile phone during daytime) :

--	--	--	--	--	--	--	--	--	--

Owner 1’s Signature : _____

Owner 2’s Signature : _____

Owner 3’s Signature : _____

Date : _____