香港房屋委員會
Hong Kong Housing Authority

HONG KONG HOUSING SOCIETY
香港房屋協會

"Letting Scheme for Subsidised Sale Developments with Premium Unpaid"
"Certificate of Participation - Owner" Application Form

Notes to Applicants:

1. The application for "Certificate of Participation – Owner" (hereinafter referred to as "Owner Certificate") under "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 Hong Kong Housing Society (hereinafter referred to as "HKHS") or 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, HKHS 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 HKHS 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 HKHS or HA (if applicable)]; and
   (c) Any transfer or letting out of the Flat is still subject to the restrictions of (i) the Government Land Grant and the Modification Letter(s) and the Waiver Letter(s) (applicable to HKHS'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 Certificate 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), in accepting and abiding by the aforementioned terms and conditions, owners may let the Flat to person(s) holding a valid "Certificate of Participation – Tenant (PRH Applicant)" or "Certificate of Participation – Tenant (White Form)" issued by HKHS under the Scheme.
4. If the Flat is a HA's subsidised sale flat, its prospective tenant must apply to HA for a "Nomination Certificate" for renting the Flat or certain bedroom(s) (as the case may be) therein. If the Flat is a HKHS's subsidised sale flat, its prospective tenant must apply to HKHS for a "Nomination Certificate" for renting the Flat or certain bedroom(s) (as the case may be) therein. The prospective tenant can only enter into tenancy agreement with the holder of Owner Certificate after obtaining the "Nomination Certificate" issued by HA or HKHS in respect of the Flat. HKHS does not guarantee that the prospective tenant can obtain the "Nomination Certificate" by HA or HKHS successfully. For details, please refer to the AG.
5. **Please note:** All eligible applicants shall together attend the interview in HKHS Applications Section's office in person on a designated date 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. HKHS will study relevant information available (including the results of land search) in vetting the applications. If there are issues that clarification is required, HKHS will seek further information from the owners. Moreover, **owners holding Owner Certificate shall make the following declarations in the tenancy agreement:**

   The Landlord hereby makes the following statement that, when signing this Agreement, he is not aware of:
   - any breach of the Buildings Ordinance or notices, orders, etc. issued under the Buildings Ordinance in relation to the Premises; or
   - any breach of other laws and regulations in relation to the Premises.

   If necessary, HKHS may advise the owners to seek professional advice, and may halt the application in abeyance meanwhile.
6. Applicants must submit their applications in one of the following manners (no application deadline at this moment):
   (a) Submit online application and pay an application fee of HK$400 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 duplicate application, and HKHS 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 together with an application fee of HK$400 [paid in the form of crossed cheque or cashier's order payable to "HONG KONG HOUSING SOCIETY". Please write the Flat address, the applicant's name and telephone number (if more than one applicant, please indicate any one of them) on the back of the cheque or cashier's order. Cash, post-dated cheque or electronic cheque will not be accepted, and all applications with dishonoured cheque/cashier's order or without cheque/cashier's 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 HKHS due to insufficient postage, the application will not be processed); or
      - **By returning in person** to HKHS Applications Section (G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong).
7. Application fee, once paid, is non-refundable and non-transferrable irrespective of the result of the application.
8. All information provided must be true and correct or else HKHS is entitled to cancel such application. Applications that are not submitted by the specified method or duplicate applications will not be accepted. HKHS reserves the right not to accept any application.
9. For enquiry, please call "Letting Scheme for Subsidised Sale Developments with Premium Unpaid" Hotline on 8108 0678 during the office hours.
10. Applicants may also visit the designated website for the Scheme at: lettingscheme.hkhs.com for relevant information.
11. The personal data collected in the AF are solely used for processing 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 assessing the eligibility of the applicants, 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 actions against the person(s) concerned on the basis of the result of the data comparison and matching. The applicants shall authorise HKHS to disclose, verify and match the relevant information with HA, Housing Department, other government departments, public/private organisations/companies or HKHS's existing records, and further agree for HA, Housing Department, any government departments or public/private organisations/companies to provide HKHS 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.

香港房屋委員會 Hong Kong Housing Authority

HONG KONG HOUSING SOCIETY 香港房屋協會

"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/blue ball pen and BLOCK LETTERS (and in Chinese if applicable) and fill in the circle ⬭ as ⬬ as appropriate. Please sign against each 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 use two or more (if applicable) application forms to fill in the information of all applicants. All applicants are required to sign on all the associate forms.
Note 4 : Supporting documents are not required to be submitted together with the application form.

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

Flat Layout : **Nil/One bedroom** ⬭ **Two bedrooms or above** ⬭

Estate of Hong Kong Housing Society ⬭
Estate of Hong Kong Housing Authority ⬭

All Current Owner(s) of the Flat

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

Correspondence Address: (For the avoidance of postal error, please use BLOCK LETTERS to fill in)

Contact Person : _____

Correspondence Address in HK : _____

_____

_____

Crossed Cheque/Cashier's Order No. paying for the application fee of $400 : | | | | | | |

Name of Bank : _____

(Please make payable to "**HONG KONG HOUSING SOCIETY**" and write down the name and contact telephone no. of the owner (one of the owners if more than 1) on the back of the cheque/cashier's order)

Contact Person's Mobile No. in HK : | | | | | | | | |
(For receipt of SMS message from HKHS if necessary.)

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

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 ("HKHS") to disclose, verify and match relevant information with Hong Kong Housing Authority ("HA"), Housing Department ("HD"), other government departments, public/private organisations/ companies or HKHS's existing records, and authorise HA, HD, such government departments or public/ private organisations/companies to provide relevant information to HKHS.

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

Owner 1's Signature : _____

Owner 2's Signature : _____

Owner 3's Signature : _____

Date : _____