

Notes for Applicants:

1. The “Certificate of Participation – Tenant (PRH Applicant)” (hereinafter referred to as “Tenant Certificate (PRH Applicant)”) of “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” (hereinafter referred to as “the Scheme”) is only open for application to persons who met the following requirements:
 - (a) Ordinary family (including one-person household under Single Elderly Persons Priority Scheme) **holding a valid** public rental housing (hereinafter referred to as “PRH”) application number of Hong Kong Housing Authority (hereinafter referred to as “HA”) and that application has been registered for **3 years or more***; or
 - (b) Non-elderly one-person household **holding a valid** PRH application number of HA under the Quota and Points System and that application has been registered for **6 years or more***; or
 - (c) Ordinary Family with bab(ies) born on or after 25 October 2023 **holding a valid** PRH application number of HA and that application has been registered for **2 years or more***, and must be eligible under HA’s “Families with Newborns Allocation Priority Scheme” (i.e. the PRH application family must add the relevant newborn(s) to his/her PRH application on or before the day when the eligible newborn(s) turn(s) one year old, and the waiting time credit of one year will then be given).

*** The period of registration is counted from the registration date of PRH application to the application form submission date of the Scheme by the applicant.**

Please note that if the applicant (hereinafter referred to as “Applicant”) and/or any person listed on the application form (if any) (hereinafter referred to as “Family Members”) as mentioned in (a), (b) or (c) of the above is/are the tenant(s) of PRH of HA or Rental Estate of Hong Kong Housing Society (hereinafter referred to as “HKHS”) and/or his/her/their spouse(s), he/she/they is/are not eligible to apply under the Scheme. Besides, if the Applicant and/or Family Members is/are on the household register/licence of traditional PRH/Rental Estate of HA or HKHS, or on household record of subsidised housing projects/schemes, or residing on a Transitional Housing unit recognised by Housing Bureau, or the whole household of sitting Light Public Housing occupant(s), he/she/they can apply for a Tenant Certificate (PRH Applicant). However, he/she/they must move out from his/her/their original flat, and/or have his/her/their name(s) deleted from the respective household register after entering into tenancy agreement with the holder of “Certificate of Participation – Owner”.

2. Persons who are interested in applying for a Tenant Certificate (PRH Applicant) should read the “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” “Certificate of Participation – Tenant (PRH Applicant)” Application Guide (hereinafter referred to as “AG”) carefully before completing the application form (hereinafter referred to as “AF”).
3. The Scheme is only applicable to designated subsidised sale flats with premium unpaid of HKHS and HA. Please refer to the designated website of the Scheme: lettingscheme.hkhs.com for the list of relevant estates.

4. Applicants must submit their applications in one of the following manners (no application deadline at this moment):

4.1 Online Application

Submit online application and pay an application fee of HK\$150 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 would be considered as duplicate application and HKHS reserves the right to cancel all related applications; or

4.2 By Mail or In Person

Fill in the AF in block letters (and in Chinese if applicable) with a black or blue ball pen, and submit together with the application fee of HK\$150 (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 cheque/cashier’s order or without cheque/cashier’s order will be cancelled.)

- **By mail** to Hong Kong Housing Society, G.P.O. Box No. 8600. Please indicate [“Letting Scheme for Subsidised Sale Developments with Premium Unpaid” – Tenant’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** at HKHS Applications Section (address: G/F, Dragon Centre, No.23 Wun Sha Street, Tai Hang, Hong Kong). The office hours are from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:30 p.m. from Mondays to Fridays (except Saturdays, Sundays and Public Holidays).

5. Each Applicant/each family Applicant can only submit one application and each person may only be listed in one AF under the Scheme (including online application). Should duplicate applications be found, HKHS reserves the right to cancel all related application. No supporting documents are required to be attached to the AF by the Applicant and/or Family Members (if any) listed on the same AF at the time of submission. Application fee, once paid, is non-refundable and non-transferable irrespective of the application result.
6. 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 as stated in paragraph 4 above or duplicate applications will not be accepted. HKHS reserves the right not to accept any application.
7. For enquiries, please call the Scheme hotline on 8108 0678 during office hours.
8. Applicants may also visit the designated website of the Scheme: lettingscheme.hkhs.com for relevant information.
9. 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 HA, Housing Department, other government departments, government bureaux, operating organisations of subsidised housing projects/schemes, public/private organisations/companies, relevant employers or HKHS’s existing records, and further agree for HA, Housing Department, any government departments, government bureaux, operating organisations of subsidised housing projects/schemes, public/private organisations/companies or relevant employers 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. For more details, please see section 9 – Notes on Collection of Personal Data in the AG.

**“Letting Scheme for Subsidised Sale Developments
with Premium Unpaid”
“Certificate of Participation – Tenant
(PRH Applicant)” Application Form**

For office use only		
APPLN. NO.		
AT ☐	E ☐	SC ☐

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 members aged 18 or above listed in this application form have to confirm all the particulars provided in this application form and those provided in their Hong Kong Housing Authority (“HA”) PRH application are the same by signing together in this form.**

Note 3 : All fields on the application form must be filled in unless specified otherwise.

Note 4 : For family with five or more members, please use two or more (if applicable) application forms to fill in the particulars of the applicant and all family members. Applicant and all family members aged 18 or above are required to sign on all the associate forms.

Note 5 : Supporting documents are not required to be submitted together with the application form.

Name Please use BLOCK LETTERS (Please fill in the information according to HK Identity Card or Birth Certificate) in both Chinese and English		Sex	Date of Birth			Relation- ship with Applicant	HK Identity Card No. For children who have not obtained HK Identity Card, please fill in HK Birth Certificate No.	Marital Status												
			Day	Month	Year															
E.G.	CHI (張國強)	M ☒ F ☐	0	2	0	8	1	9	6	8	Applicant	G	3	6	1	0	4	7	(5)	Single ☒ Married ☐ Married* ☐ Divorced ☐ Widowed ☐
	ENG C H E U N G K W O K K E U N G J O H N																			
Applicant	CHI ()	M ☐ F ☐									Applicant								Single ☐ Married ☐ Married* ☐ Divorced ☐ Widowed ☐	
	ENG																			
Family Member 1	CHI ()	M ☐ F ☐																	Single ☐ Married ☐ Married* ☐ Divorced ☐ Widowed ☐	
	ENG																			
Family Member 2	CHI ()	M ☐ F ☐																	Single ☐ Married ☐ Married* ☐ Divorced ☐ Widowed ☐	
	ENG																			
Family Member 3	CHI ()	M ☐ F ☐																	Single ☐ Married ☐ Married* ☐ Divorced ☐ Widowed ☐	
	ENG																			

Applicant/Family Member _____ is pregnant for 16 weeks or above on the application form submission date of the Scheme,
expected day of delivery (dd/mm/yyyy) is : _____

Married*: Spouse not having the right to land in HK

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

No. of Family Member (including Applicant) :

HA PRH application details :
(please refer to the blue acknowledgement card issued by HA)

Applicant's Name :	_____
Correspondence Address in HK :	_____

PRH Application No.	- -
PRH Application Registration Date	- - (e.g. 20/02/2015)
	D D M M Y Y Y Y

Home Address: (Please fill in if different from Correspondence Address)

Applicant's Present Home Address in HK :	_____

Applicant's Mobile No. in HK:

(For receipt of SMS message from HKHS if necessary.)

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Daytime Contact No. in HK:

(This field must be filled in if you cannot be contacted by mobile phone during daytime.)

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Cheque/Cashier's Order No. paying \$150 for the application fee : (Please make payable to "HONG KONG HOUSING SOCIETY" and write down the name and the contact telephone no. of the applicant at the back of the cheque/cashier's order)

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Name of Bank :

I/We have read the Application Guide and fully understand the contents thereof, including the Notes on Collection of Personal Data. I/We agreed that HKHS will transfer the HA PRH Application Number and personal data provided by me/us to HA and/or Housing Department for processing applications under the Scheme. I/We confirm that all particulars provided in this application are true and correct, and I/We still fulfil all the HA PRH eligibility criteria.

Note 6 : The applicant and all family members aged 18 or above listed in this application form are required to sign below.

Note 7 : The applicant shall be held liable for the data of family member(s) aged below 18 furnished herein.

Applicant's Signature : _____

Family Member 1's Signature : _____

Family Member 2's Signature : _____

Family Member 3's Signature : _____

Date : _____