

“Letting Scheme for Subsidised Sale Developments with Premium Unpaid”**“Certificate of Participation - Tenant” (White Form)
(Pilot Scheme) Application Form**

Important Note: If the Applicant and/or any Family Member(s) holding a valid Hong Kong Housing Authority (hereinafter referred to as "HA") public rental housing (“PRH”) application number and on waiting list (i) for 3 years or above (Ordinary Family) or (ii) for 6 years or above (Non-elderly One-person Household) or (iii) for 2 years or above (Ordinary Family with newborn(s), the Applicant has to submit the Scheme application before the baby reaching the age of one and must be eligible under HA’s “Families with Newborns Allocation Priority Scheme”) is/are interested in applying the Scheme, please read the application guide, and submit an application form for “Certificate of Participation – Tenant (PRH Applicant)” with application fee. Application fee, once paid, is non-refundable and non-transferable under any circumstances.

Applicants please note:

1. The “Certificate of Participation - Tenant (White Form)” (hereinafter referred to as “Tenant Certificate (White Form)”) of “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” (hereinafter referred to as “the Scheme”) is only open for application to persons who have met the White Form eligibility criteria for the “Sale of Home Ownership Scheme Flat” exercises launched from time to time by HA. For details, please refer to the “Letting Scheme for Subsidised Sale Developments with Premium Unpaid” “Certificate of Participation - Tenant (White Form)” (Pilot Scheme) Application Guide (hereinafter referred to as the “AG”).
2. Persons who are interested in applying for a Tenant Certificate (White Form) should read the 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 Hong Kong Housing Society (hereinafter referred to as “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:
 - 4.1 Online Application
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 the 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\$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 on 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” – White Form 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 on one AF under the Scheme (including online application). Should duplicate applications be found, HKHS reserves the right to cancel all related applications. Supporting documents for income, asset value and family member’s relationship are not required to be submitted by the Applicant and/or family members (if any) listed on the same AF at the time of submitting the AF (hereinafter referred to as “Family Members”). Please keep details of the income and breakdown of assets to substantiate the declared income and assets for HKHS’s further vetting in future if required. The application fee, once paid, is non-refundable and non-transferable irrespective of the result of the application.
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 mentioned in clause 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 10 – Notes on Collection of Personal Data in the AG.

**“Letting Scheme for Subsidised Sale
Developments with Premium Unpaid”
“Certificate of Participation – Tenant (White Form)”
(Pilot Scheme) 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 : Spouses of married persons must be included in the same application form except those who do not have the right to land in Hong Kong (“HK”).
- 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.		Marital Status												
			Day	Month	Year		For children who have not obtained HK Identity Card, please fill in HK Birth Certificate No.														
E.G.	CHI	(張國強)	M ☒	0	2	0	8	1	9	6	8	Applicant	G	3	6	1	0	4	7	(5)	Single ☒
	ENG	C H E U N G		K	W	O	K	K	E	U	N	G	J	O	H	N					Married ☐
Applicant	CHI	()	M ☐									Applicant								Single ☐	
	ENG																			Married ☐	
Family Member 1	CHI	()	M ☐																	Married* ☐	
	ENG																			Divorced ☐	
Family Member 2	CHI	()	M ☐																	Widowed ☐	
	ENG																			Single ☐	
Family Member 3	CHI	()	M ☐																	Married ☐	
	ENG																			Married* ☐	

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)

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

**I/We have read the Application Guide and fully understand the contents thereof.
For the Notes on Collection of Personal Data, I/We agreed the information on the
application form(s) is/are used for the purpose of processing the application,
including but not limited to Hong Kong Housing Society (“HKHS”) to verify and
match the information concerned with Housing Department, the Land Registry
and other government departments, government bureaux, public/private
organisations/ companies or the employers concerned. I/We guarantee that the flat
rented through this application shall be occupied by all person(s) listed in this
application form.**

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

Note 7 : Parent or guardian (as recognized under Guardianship of Minors Ordinance, Cap 13
should sign on behalf of family member(s) aged below 18 and shall be held liable
for the information provided.

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

Applicant's Present Home Address in HK :	_____ _____ _____
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Applicant's Signature : _____

Family Member 1's Signature : _____

Family Member 2's Signature : _____

Family Member 3's Signature : _____

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 \$400 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 : _____ Date : _____