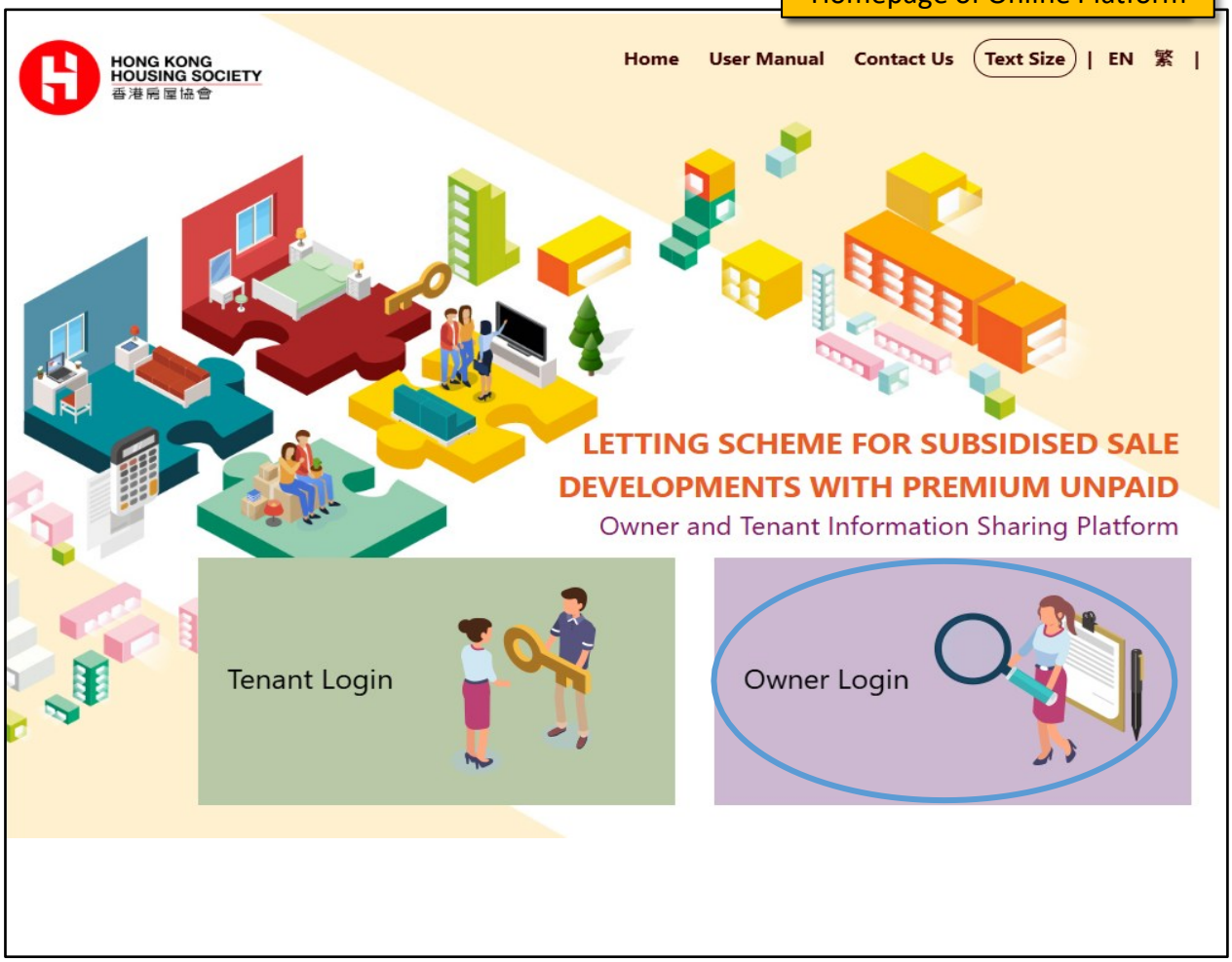
HONG KONG HOUSING SOCIETY
香港房屋協會

"Certificate of Participation - Owner"
"Owner and Tenant Information Sharing Platform"
(User Manual - Applicable to Holder of "Owner Certificate")

Hong Kong Housing Society (hereinafter referred to as "HKHS") will notify you about account creation of "Owner and Tenant Information Sharing Platform" (hereinafter referred to as "Online Platform") and first-time login password through the e-mail address obtained on the collection day of "Certificate of Participation - Owner" (hereinafter referred to as "Owner Certificate") . If you could not provide an e-mail address on certificate collection day, HKHS will send you notification letters related to account creation by post.

Homepage of Online Platform



Once you receive the account creation notification emails or letters, simply follow the steps below to log in:

1. Enter the Owner Certificate Number [HKHS will send you an email (sender: noreply@lettingscheme.hkhs.com) or letter by post to notify you once the account has been created] ;
2. Enter the First-time login password [HKHS will send you a separate email(sender: infosharingplatform@lettingscheme.hkhs.com) or letter by post to notify you the first-time login password]

After login, Owner Certificate Holders can use the following services of the Online Platform:

1. Post Search :

There are two separate Post Search pages for i) Tenant Post and ii) Owner Post. Owner Certificate Holders and holders of "Certificate of Participation – Tenant (PRH Applicant)" or "Certificate of Participation – Tenant (White Form)" (collectively hereinafter referred to as "Tenant Certificate Holders") can enter into respective page(s), apply filter, or customize search criteria to browse the posts created and published by either side on the Online Platform.

- i) **Tenant Post**: Submitted and published by Tenant Certificate Holders, with expectations or requests on the desirable flat/bedroom from the prospective tenant, including district, rent range, household size, etc..
- ii) **Owner Post**: Submitted and published by Owner Certificate Holders, with information provided by the flat owners, including district, rent, flat/bedroom size, etc..

2. Edit Profile：

- Owner can change the display name, login password, and correspondence email.

3. Compose/Edit and Publish an Owner Post:

- Owner can compose a post by inputting the flat information and/or upload photos of the flat or update the post after it is published for HKHS vetting. Once the post is approved by HKHS, it will then be published and accessible by all Owner and Tenant Certificate Holders.

4. Message Management:

- Owner can keep track of the history of private message(s) with prospective tenant(s).

5. Submit "Notice of Execution of the Tenancy Agreement", "Notice of Early Termination of the Tenancy Agreement" and/or "Notice of Soon-To-Expire Tenancy Agreement":

- i) **"Notice of Execution of the Tenancy Agreement":** Owner should return the duly completed "Notice of Execution of the Tenancy Agreement" to Applications Section of HKHS within 2 weeks from the signing of the tenancy agreement with Tenant Certificate Holder(s), through postal or the Online Platform.

- ii) **"Notice of Early Termination of the Tenancy Agreement":** Owner should return the duly completed "Notice of Early Termination of the Tenancy Agreement" to Applications Section of HKHS within 2 weeks from the date of serving or receiving a written notice for early termination of tenancy agreement to or from tenant(s), through postal or the Online Platform.

- iii) **"Notice of Soon-To-Expire Tenancy Agreement":** Whether Owner intends to or does not intend to renew tenancy agreement with the same tenant, Owner should return the duly completed "Notice of Soon-To-Expire Tenancy Agreement" to Applications Section of HKHS within 2 months before the expiry date of tenancy agreement, through postal or the Online Platform.

6. Forgot Password or Forgot Certificate Number :

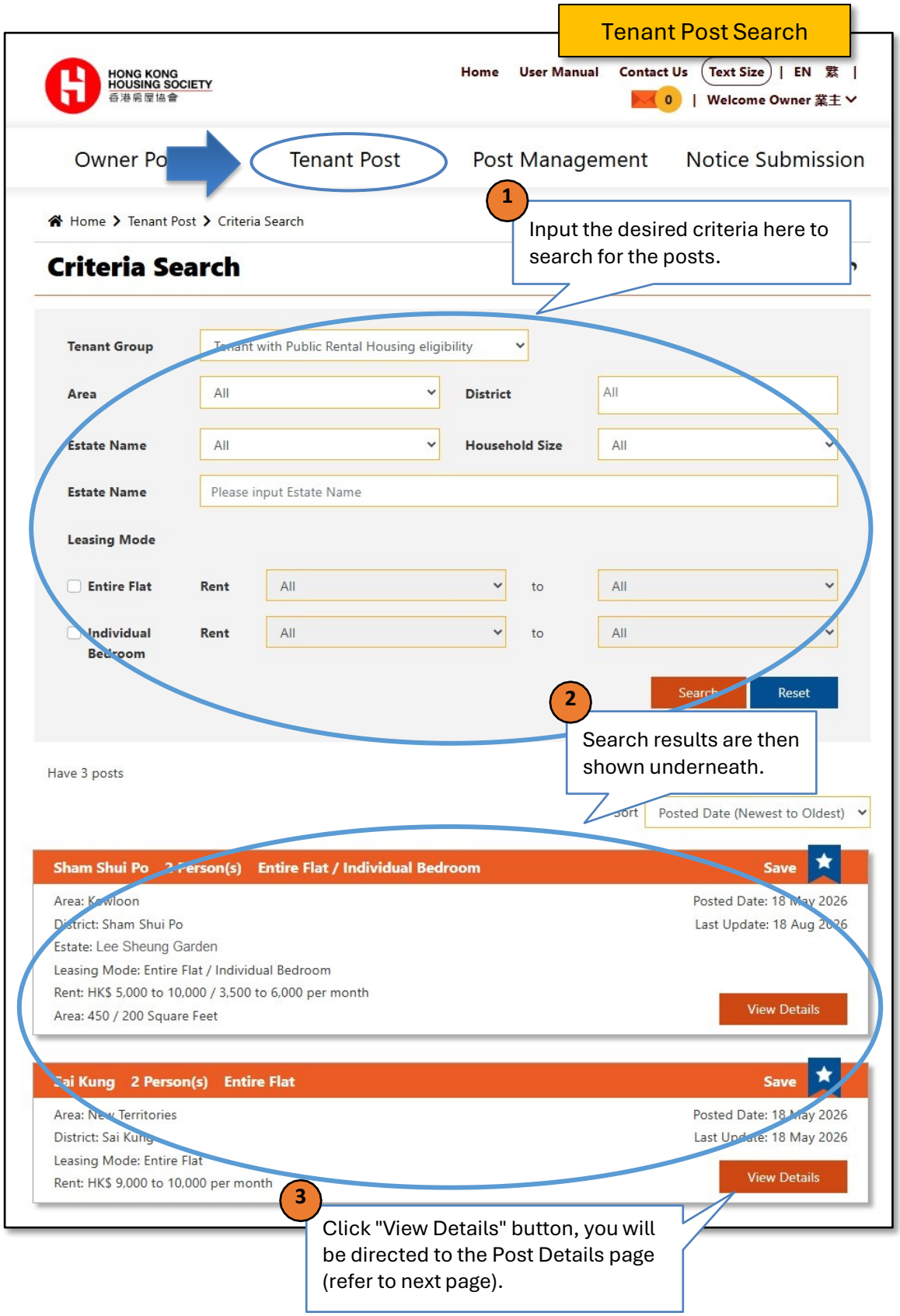
- Owner can click "Forgot Password" or "Forgot Certificate Number" on login page, then input the registered email address to reset password or retrieve the Certificate Number. After that, he/she will receive a notification email of password reset or certificate number retrieval. Then, follow the instructions on the email to log into the Online Platform.

7. How to verify whether the "Certificate of Participation - Tenant" is still valid

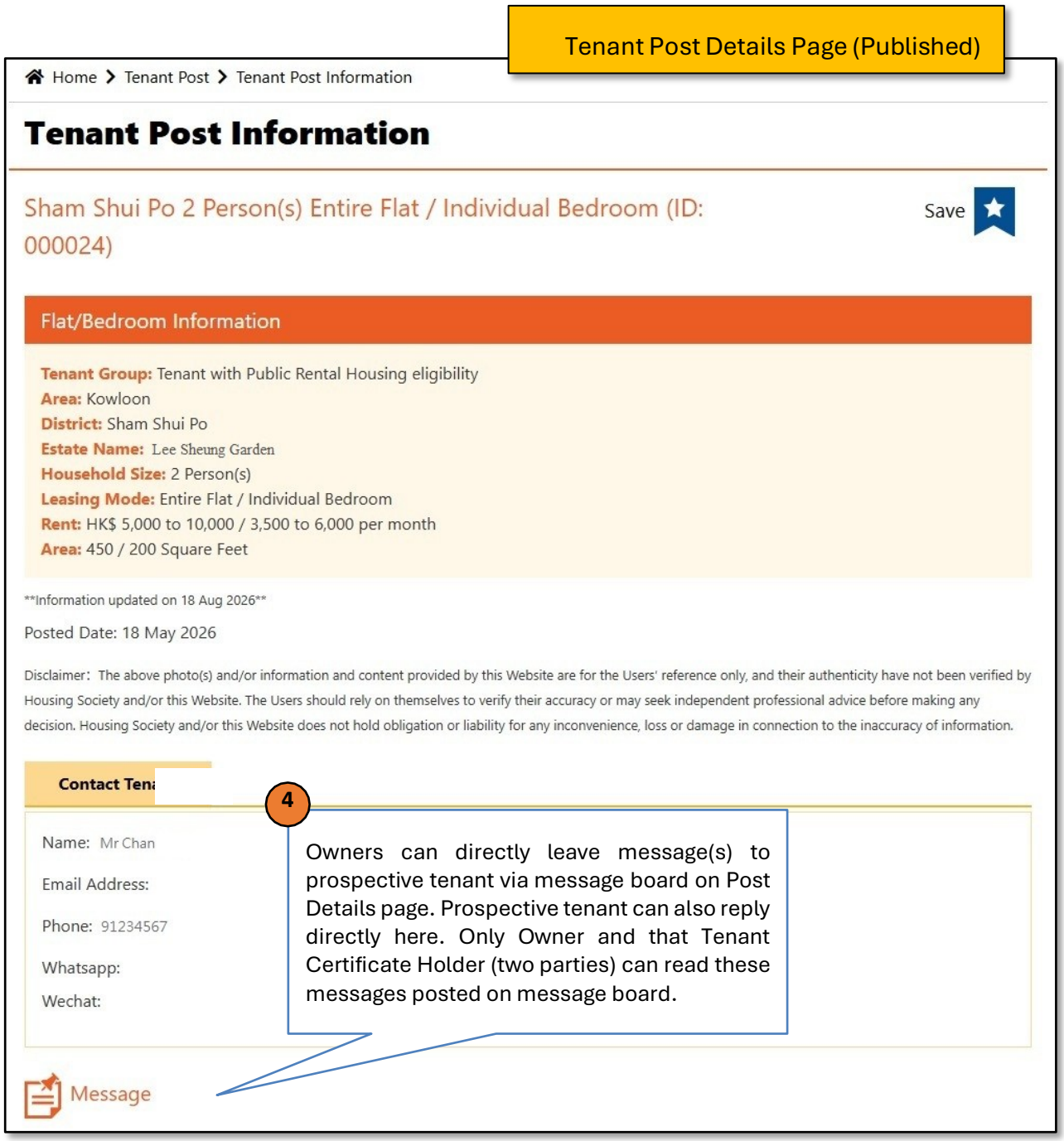
1. Post Search

i) **Tenant Post**

After login, Users will be directed to the Post Search page of "Tenant Post" first. On this page, simply select or input the desired criteria (e.g. tenant group, location, leasing mode, rent range, etc.). Then, click "Search" button, results are shown underneath.

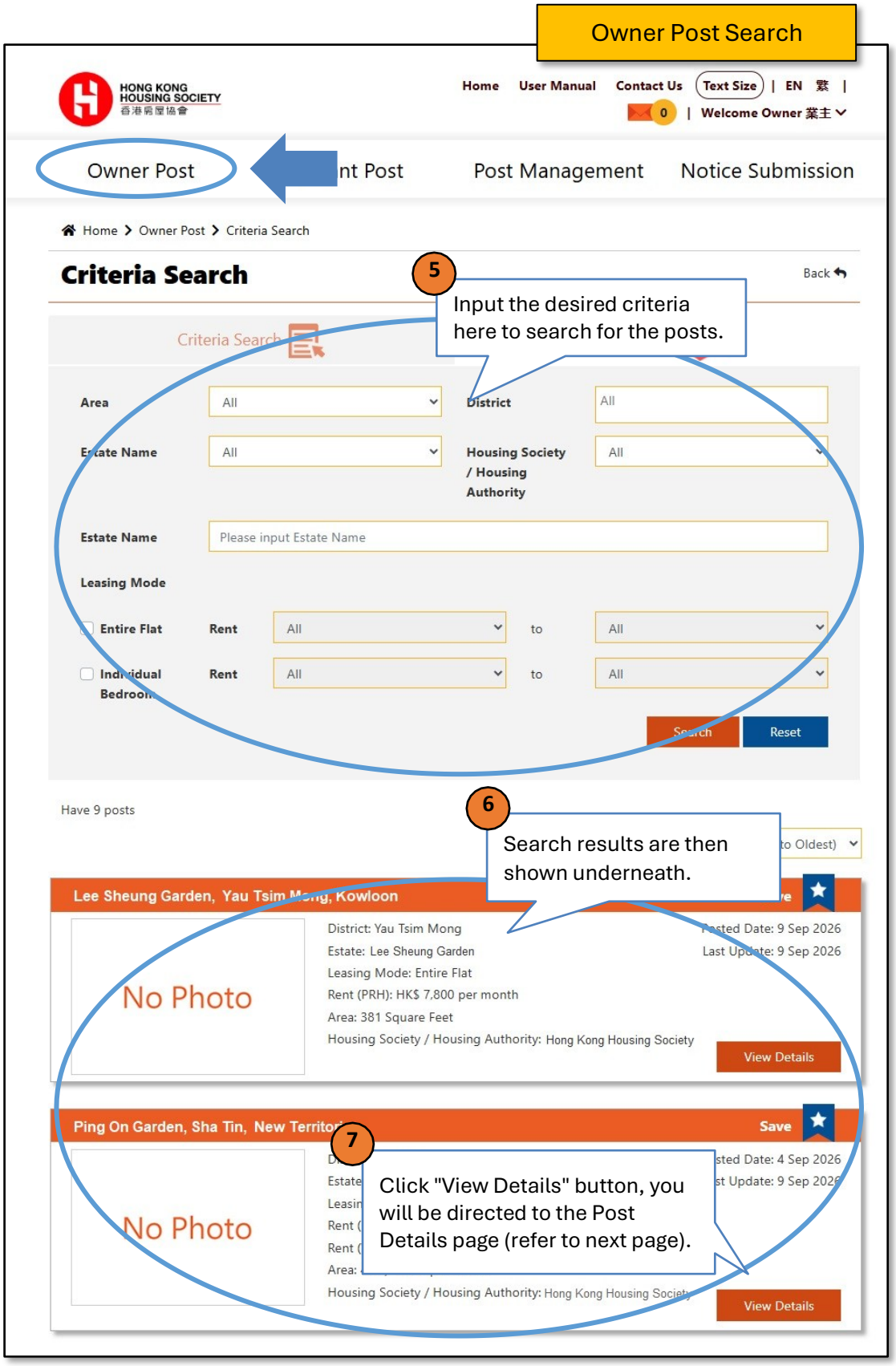


Tenant Post also allows Owners to leave private messages, so that they can directly communicate with prospective tenant(s).

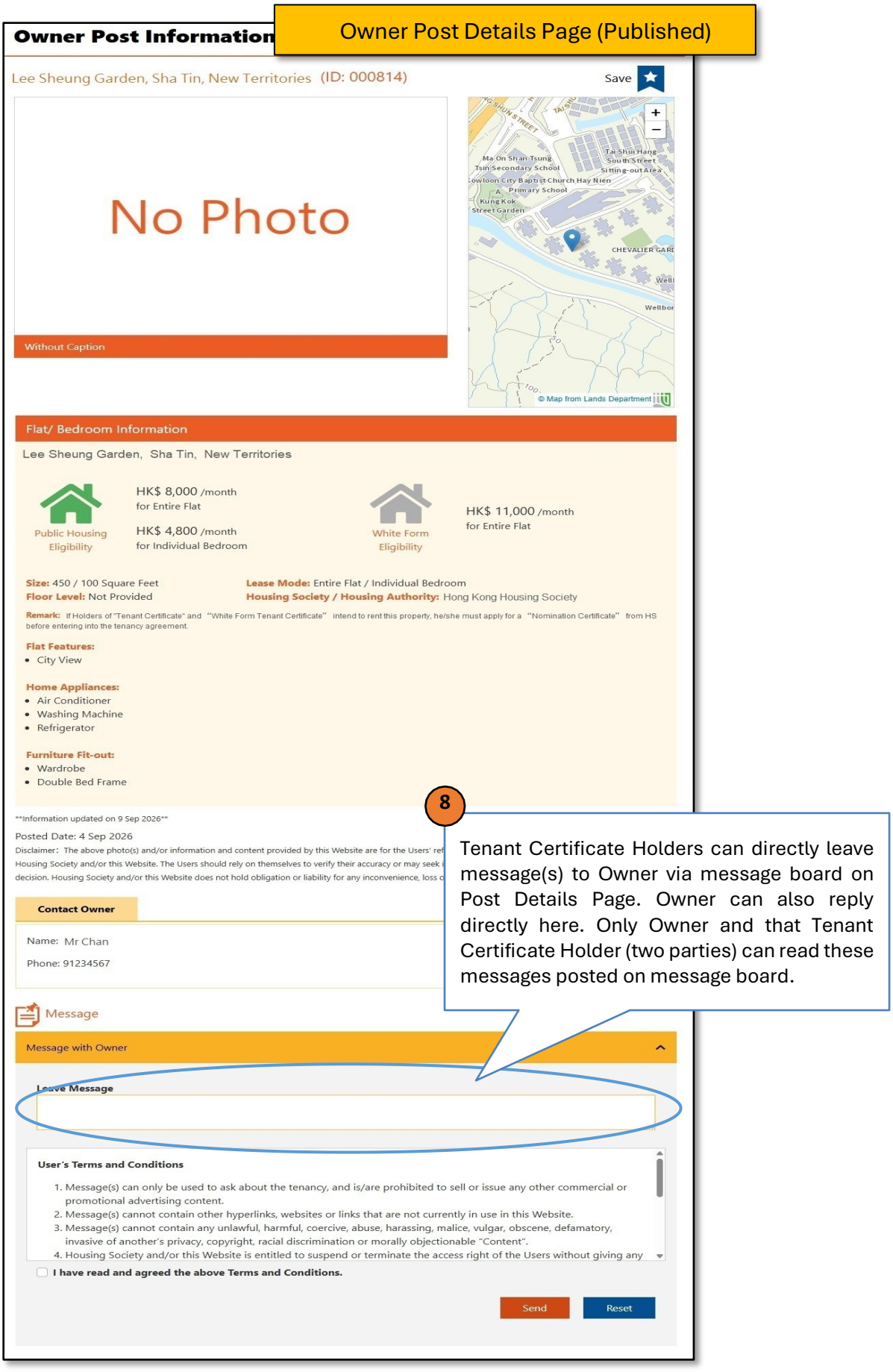


ii) **Owner Post**

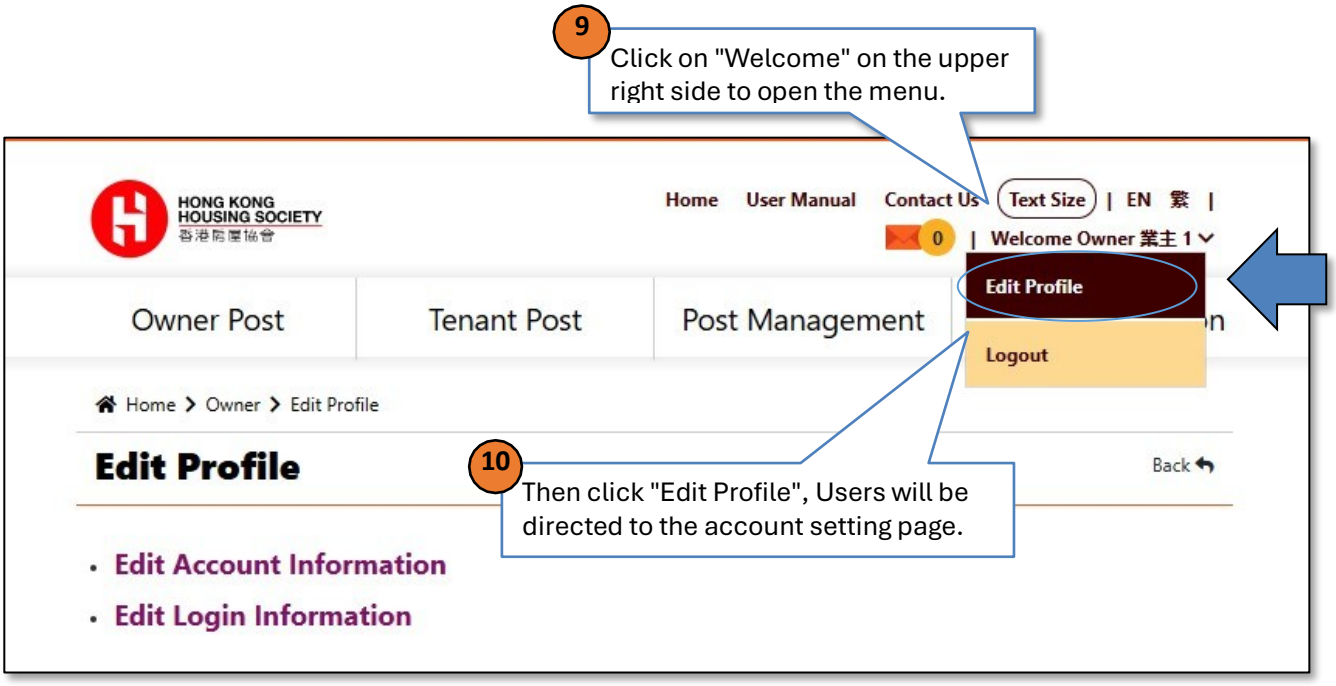
If Users wish to browse posts published by other Owner Certificate Holders, simply click the "Owner Post" on the upper left side. Users will then be directed to the search page of "Owner Post" . Similarly, select or input the desired criteria (e.g. location, leasing mode, rent range, etc.). Then, click "Search" button, results are shown underneath.



Owner Post also allows Tenant Certificate Holders to leave private messages, so that they can directly communicate with prospective tenant(s). For details about how to compose and edit an owner post, please refer to page 8 - 9.



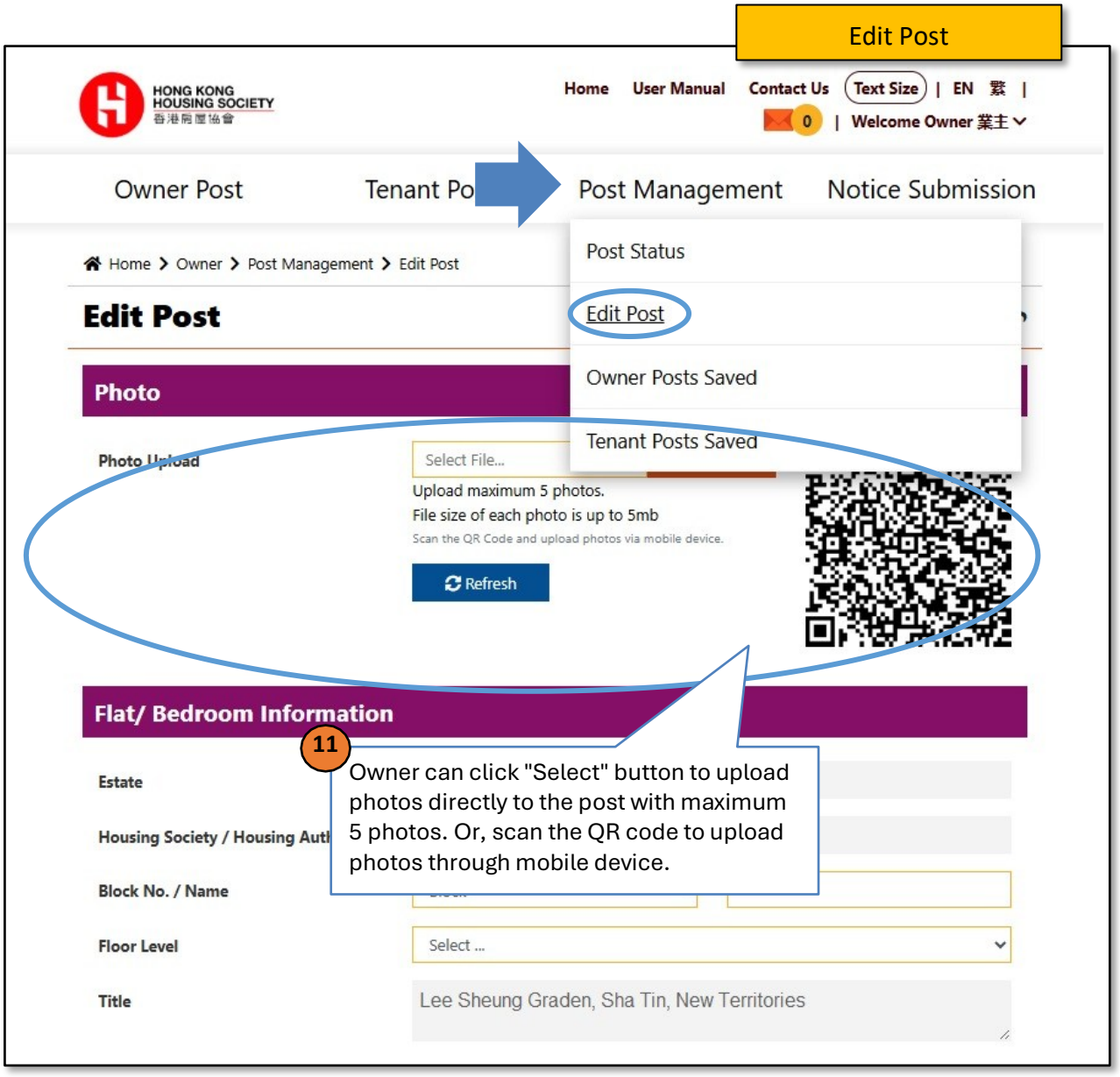
2. Edit Profile



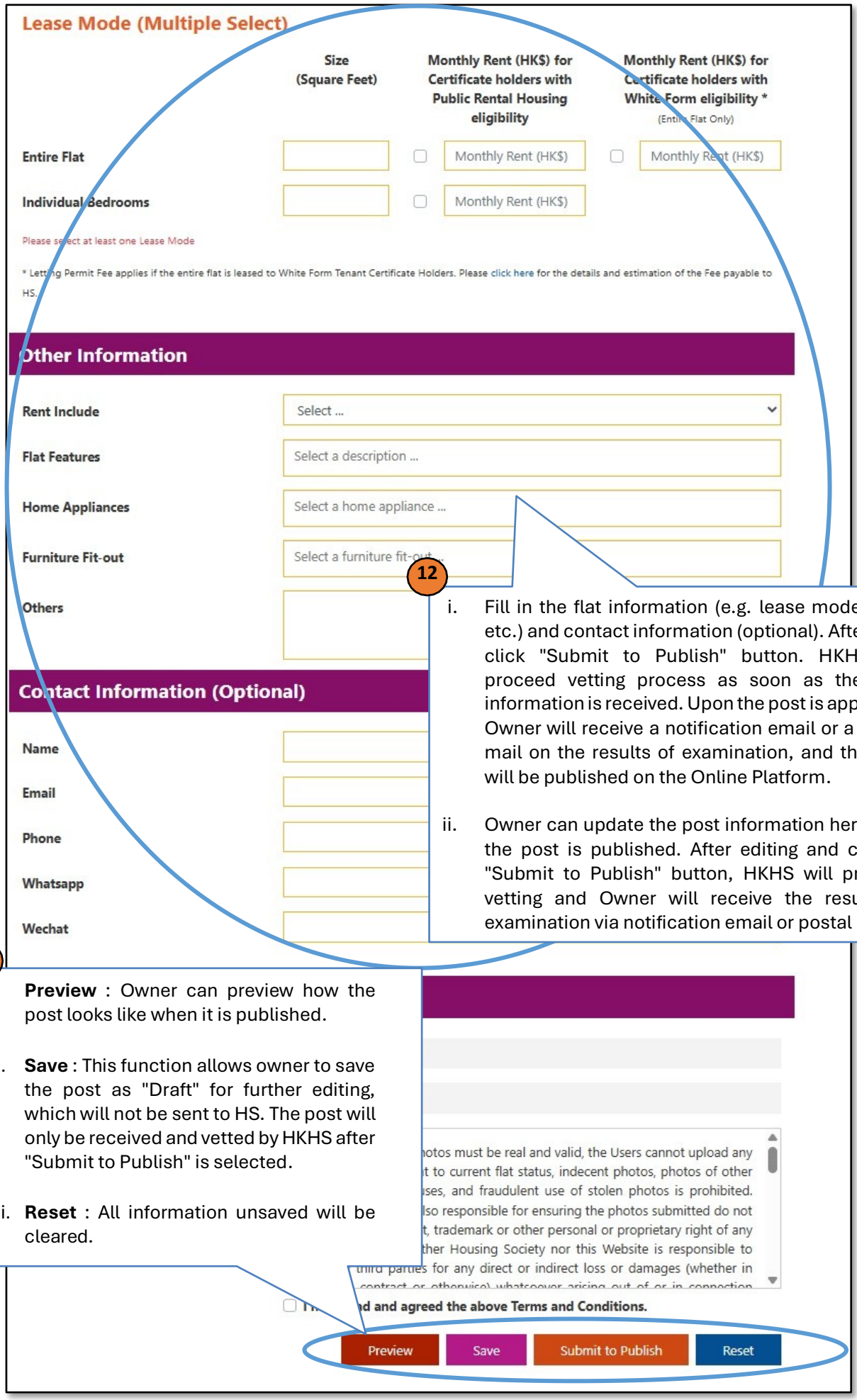
3. Compose / Edit or Publish an Owner Post

Introducing Basic Information and Features of the Flat

Owner can click "Post Management" and then "Edit Post" to enter the post creation/edit page.
On this page, Owner can upload photos, input basic information of the flat (e.g. flat features, lease mode, rent, etc.), then the post title will be auto-updated based on the inputs. And leave your contact information (optional). Next, click "Submit to Publish" button to proceed with the post submission for HKHS vetting. Meanwhile, Owner will be notified of the results of examination through notification email or letter. Once the post is approved, it will be published on the Online Platform and viewable to Tenant Certificate Holders (and also other owners).



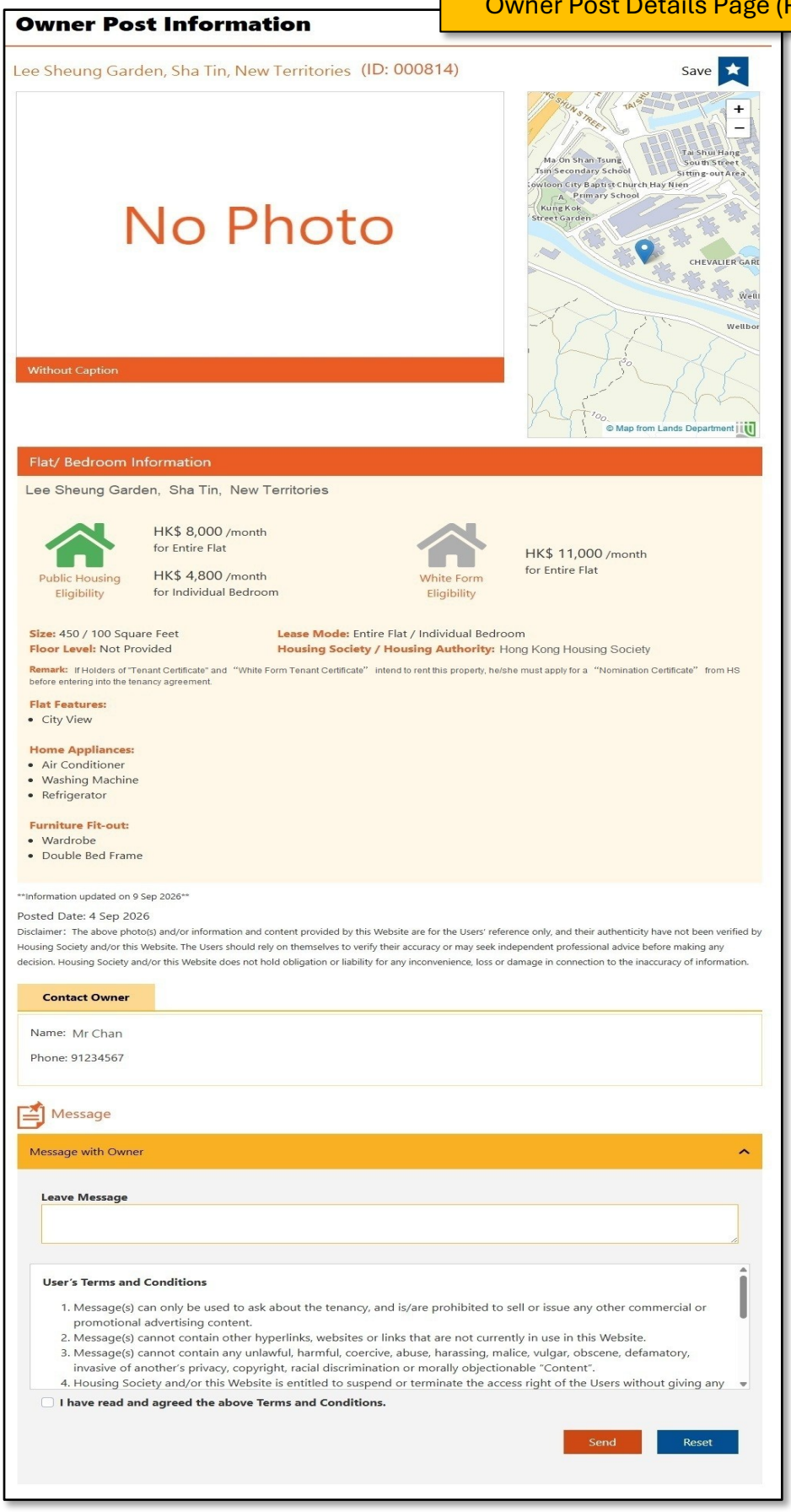
Continue on Next Page


Lease Mode (Multiple Select)
Size (Square Feet)
Monthly Rent (HK$) for Certificate holders with Public Rental Housing eligibility
Monthly Rent (HK$) for Certificate holders with White Form eligibility *
(Entire Flat Only)
Entire Flat
Monthly Rent (HK$)
Monthly Rent (HK$)
Individual Bedrooms
Monthly Rent (HK$)
Please select at least one Lease Mode
* Letting Permit Fee applies if the entire flat is leased to White Form Tenant Certificate Holders. Please click here for the details and estimation of the Fee payable to HS.
Other Information
Rent Include
Select ...
Flat Features
Select a description ...
Home Appliances
Select a home appliance ...
Furniture Fit-out
Select a furniture fit-out
Others
Contact Information (Optional)
Name
Email
Phone
Whatsapp
Wechat
12
i. Fill in the flat information (e.g. lease mode, rent, etc.) and contact information (optional). After that, click "Submit to Publish" button. HKHS will proceed vetting process as soon as the post information is received. Upon the post is approved, Owner will receive a notification email or a postal mail on the results of examination, and the post will be published on the Online Platform.
ii. Owner can update the post information here after the post is published. After editing and clicking "Submit to Publish" button, HKHS will proceed vetting and Owner will receive the results of examination via notification email or postal mail.
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i. Preview : Owner can preview how the post looks like when it is published.
ii. Save : This function allows owner to save the post as "Draft" for further editing, which will not be sent to HS. The post will only be received and vetted by HKHS after "Submit to Publish" is selected.
iii. Reset : All information unsaved will be cleared.
and agreed the above Terms and Conditions.
Preview
Save
Submit to Publish
Reset

Owner Post is Published

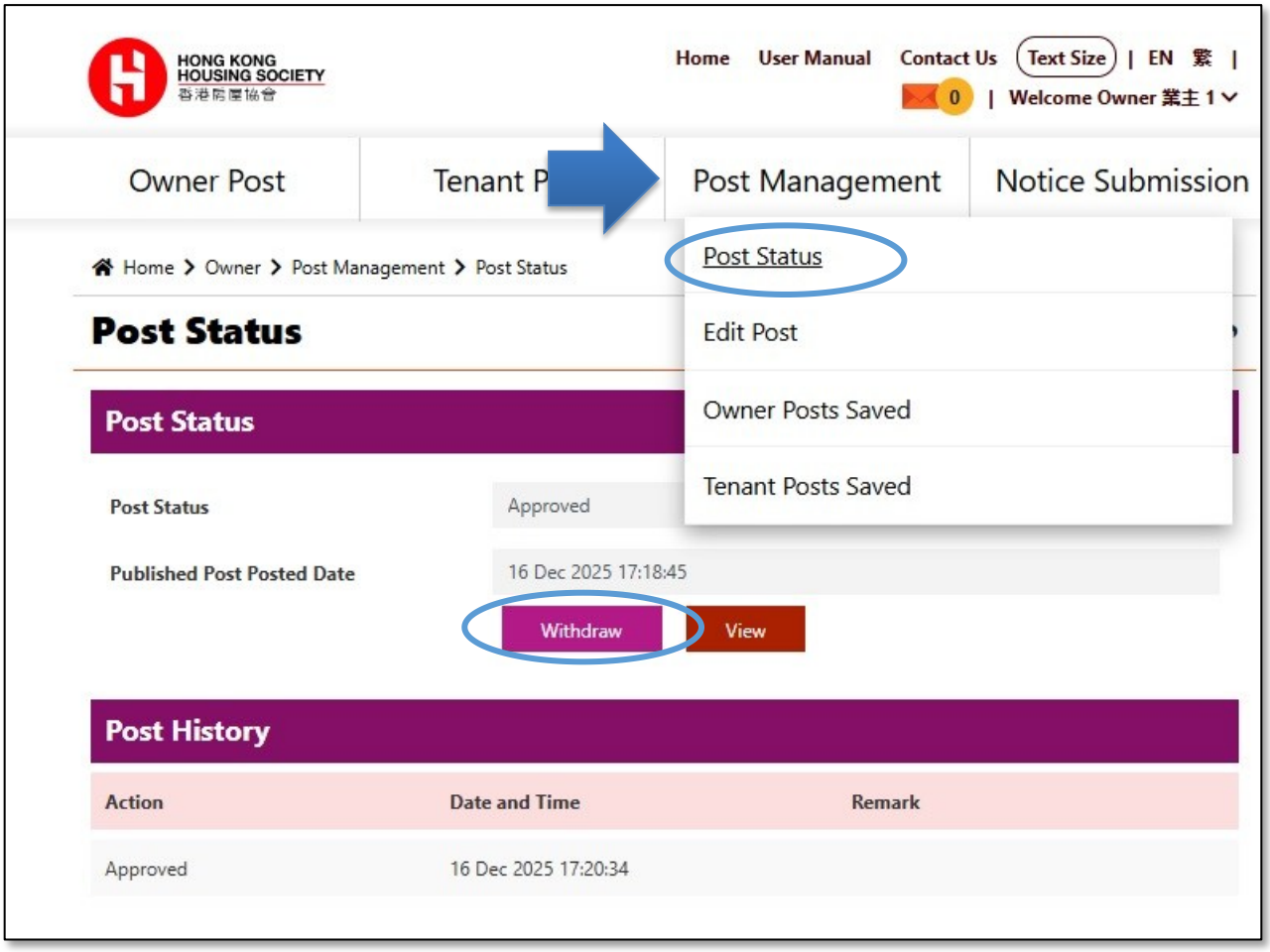
Once the post is approved by HKHS, it will be published on the Online Platform and viewable to Owner Certificate and Tenant Certificate Holders through the "Owner Post" search page.

Owner Post Details Page (Published)

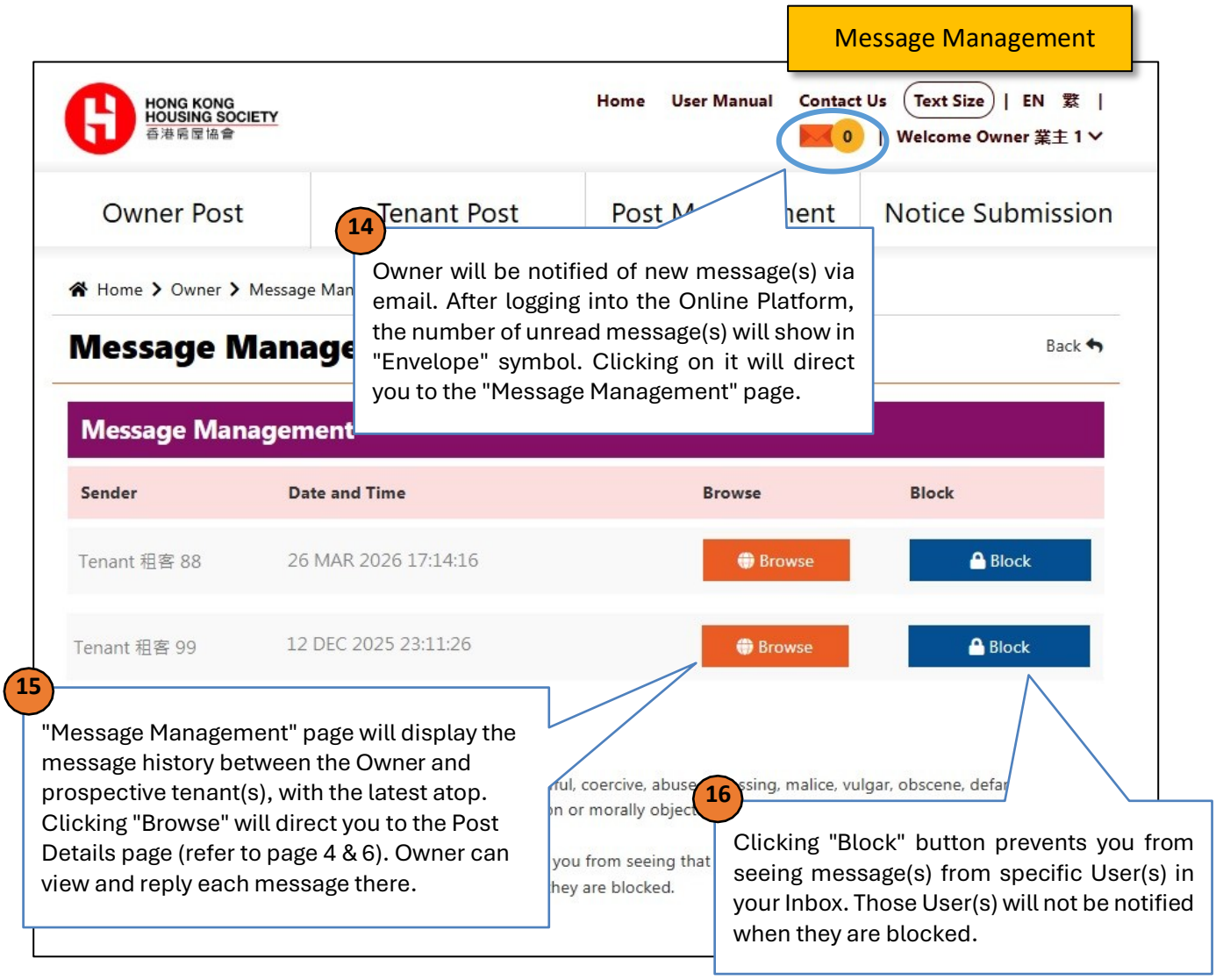


Withdraw an Owner Post

If Owner desires to remove the published post (e.g. the flat has been let out and is no longer available), Owner can click "Withdraw" button on "Post Status" page under "Post Management". The post will be taken down from the Online Platform immediately. Owner may edit or resubmit post submission later if needed.



4. Message Management

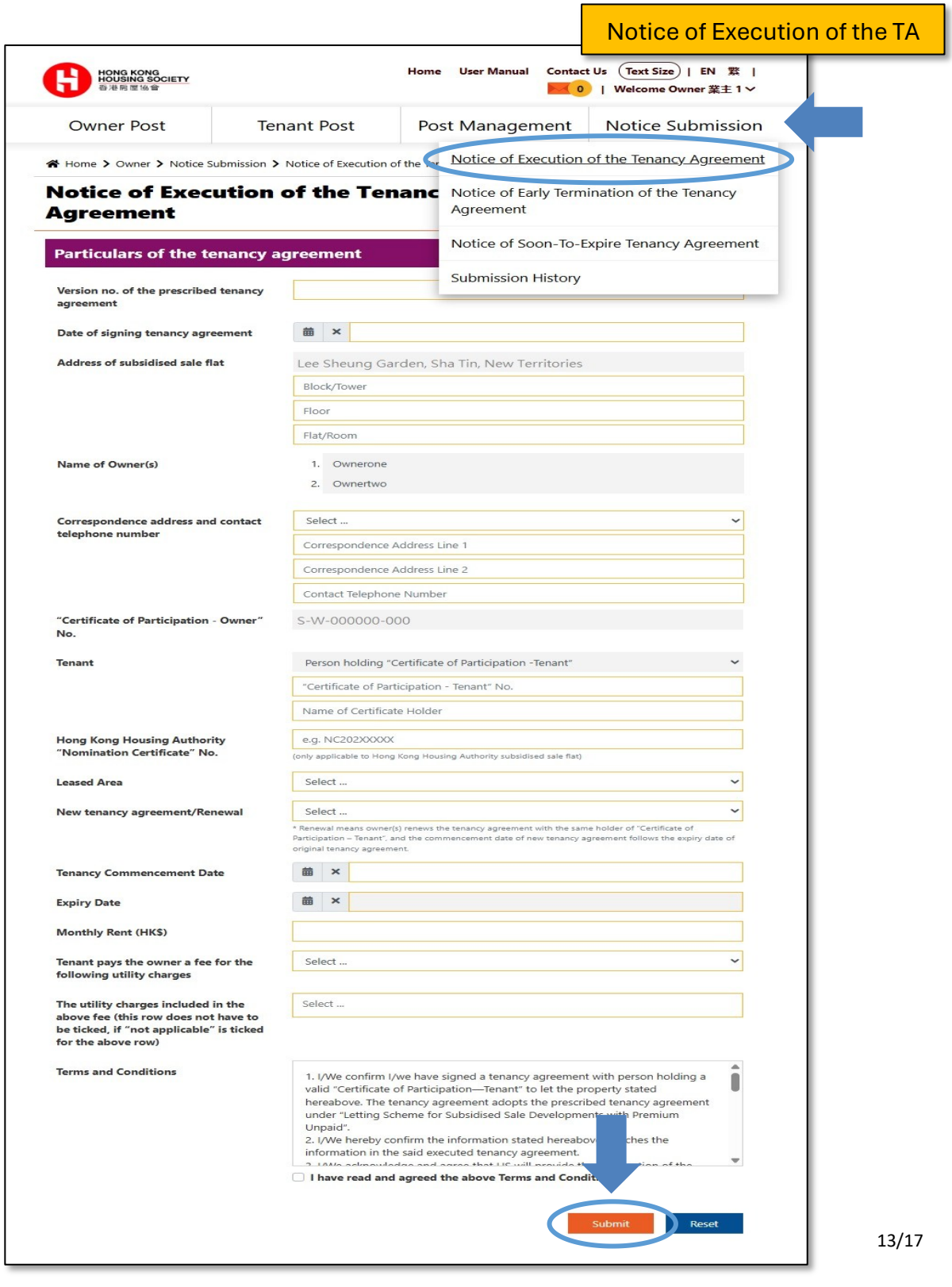


5. Submit "Notice of Execution of the Tenancy Agreement", "Notice of Early Termination of the Tenancy Agreement" and/or "Notice of Soon-To-Expire Tenancy Agreement"

Owner(s) can fill in online forms and submit tenancy notices to HKHS by clicking "Notice Submission" and selecting the corresponding notices.

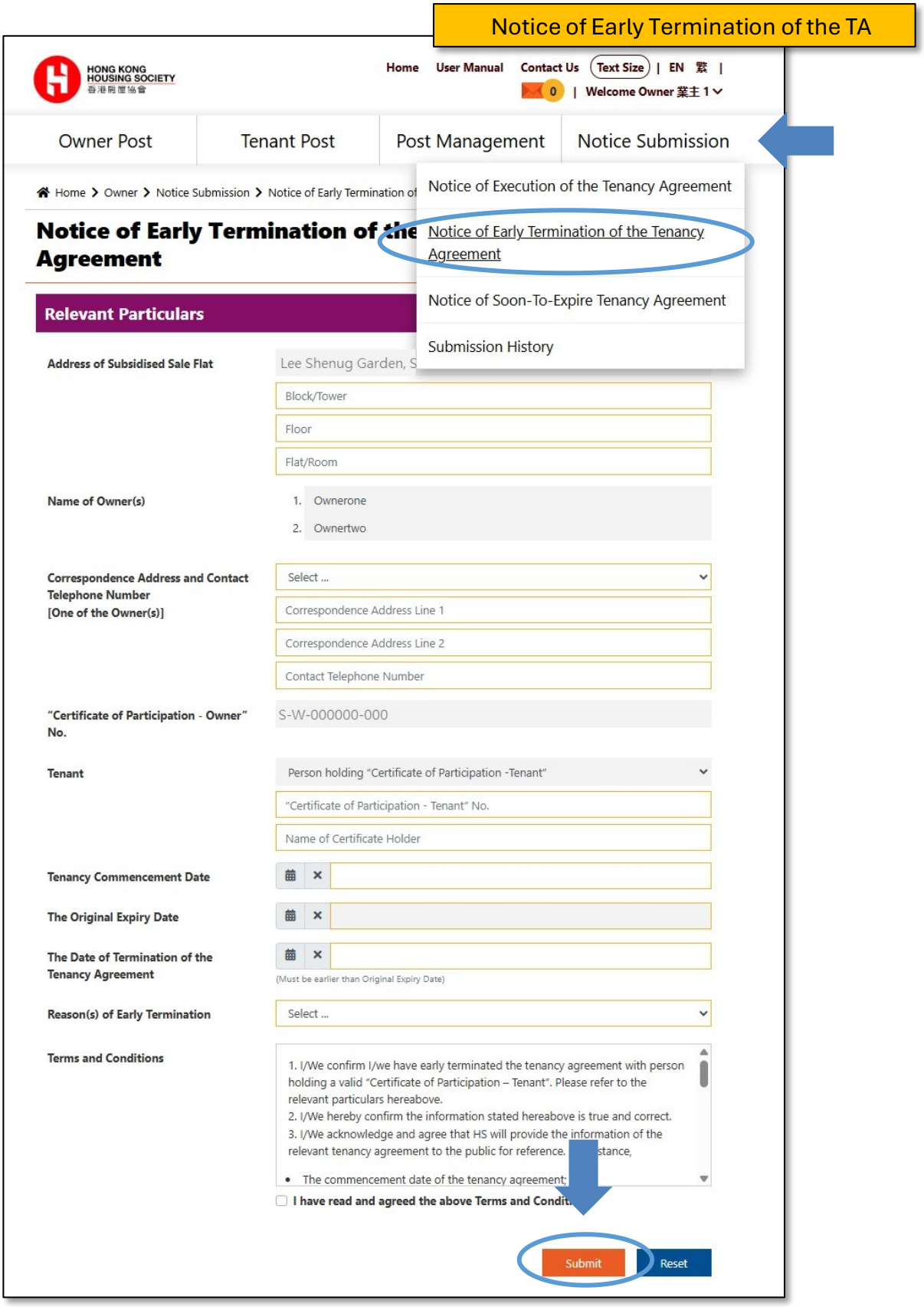
i) **"Notice of Execution of the Tenancy Agreement"**

The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form. Owner should fill in the rest of the form according to the terms in the co-signed Tenancy Agreement ("TA") with the Tenant Certificate Holder. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.



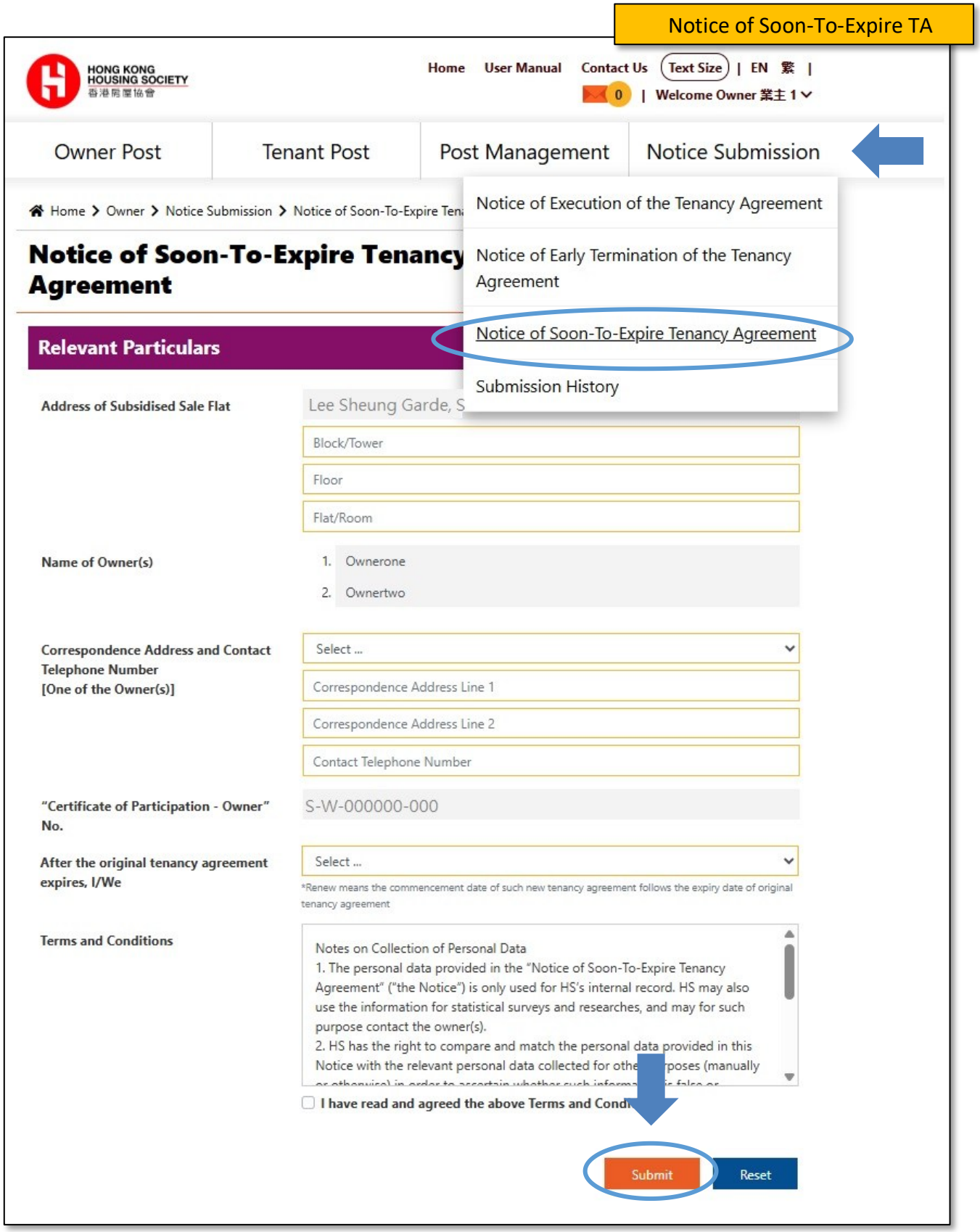
ii) **"Notice of Early Termination of the Tenancy Agreement"**

Owner(s) can inform HKHS of early termination of the Tenancy Agreement with the Tenant through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form according to the login account. Owner(s) should fill in the rest of the form accordingly. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.



iii) **"Notice of Soon-To-Expire Tenancy Agreement"**

Owner(s) can inform HKHS of impending expiry of Tenancy Agreement with the Tenant through the Online Platform. The Online Platform will pre-fill the name and Certificate Number of the Owner Certificate Holder in the form according to the login account. Owner(s) should fill in the rest of the form accordingly. Click "Submit" button after completing the form. A confirmation email will then be sent to the registered email address.



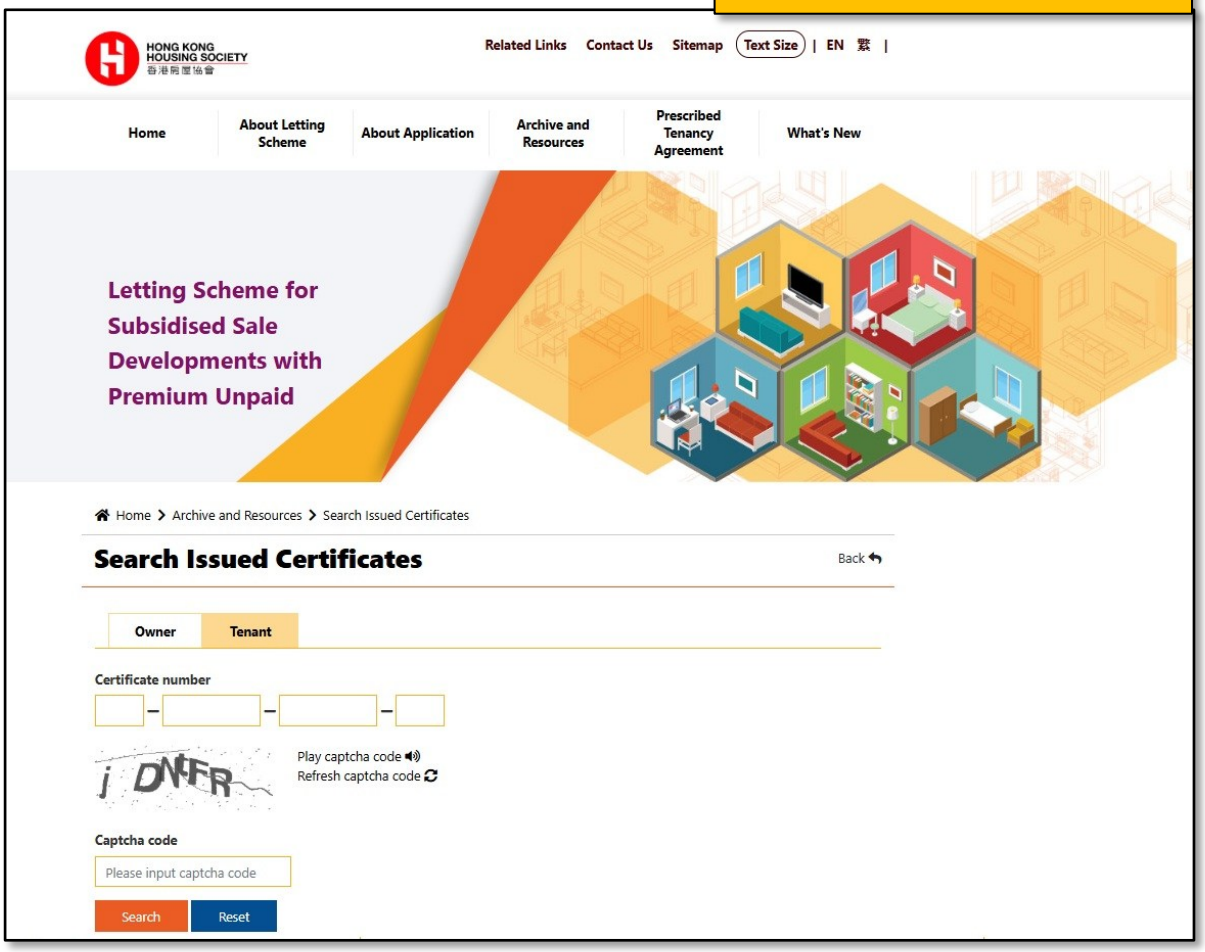
6. Forgot Password or Forgot Certificate Number



7. How to verify if "Certificate of Participation - Tenant" is still valid?

Please visit the Scheme Website https://lettingscheme.hkhs.com/en, input the Certificate Number of "Certificate of Participation - Tenant" on the "Tenant" page through "Archive and Resources > Search Issued Certificates" to check the status of the Tenant Certificate.

Checking Tenant Certificate



Disclaimers:
All the render pictures shown are for the purpose of visual representation and illustration of functionality on the Online Platform. The final implementation on the Online Platform may vary from this User Manual.

This User Manual and its contents are not legally binding on HKHS. HKHS shall not be liable for any loss suffered by any person arising out of his/her reliance on this User Manual. HKHS reserves the right to make amendments to this User Manual and/or any content in this User Manual without prior notice.

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