

Part II Notes of Application and Submission of Application Form

- (1) Please read carefully the Application Guide for the HOS Secondary Market Scheme (SMS) (Green Form Status) before completing this form. Website: <https://www.housingauthority.gov.hk/>
- (2) The information provided in this application form will be used for processing the application for purchasing flats under the HOS SMS and for any other purposes relating to the implementation of the Housing Ordinance.
- (3) Applicants should submit (i) the original copy of the completed application form; (ii) a crossed cheque or cashier's order for application fee of HK\$840 made payable to "HONG KONG HOUSING AUTHORITY" (Please write down the HKIC number of the applicant at the back of the cheque/ cashier's order. Only crossed cheque or cashier's order is acceptable. Other payment means such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheque, etc. will not be accepted); and (iii) the original copy of a GFC (applicable to HOS SMS Only) (if applicable) in the manner as specified below:

Applicants who are residing in PRH or IH units	<u>They are required to submit the completed application forms to their respective Estate Offices/ District Tenancy Management Offices during office hours for verification of eligibility.</u> The Estate Offices/ District Tenancy Management Offices will forward the verified and endorsed application forms, together with crossed cheque/ cashier's order for payment of the application fee, to the SMS Unit.
Applicants who are residing in Rental Estates of the HKHS	They are required to submit the completed application forms to their respective Rental Estate Offices during office hours for verification of eligibility. After Estate Office's endorsement on the application form, applicants are required <u>within 14 days</u> to submit the application forms, together with crossed cheque/ cashier's order for payment of the application fee, photocopies of Identity Document of the applicant and all family members, and a copy of the Tenancy Agreement by hand to the SMS Unit at Room 202, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.
Applicants holding valid GFCs (applicable to HOS SMS Only)	The completed application forms, crossed cheque/ cashier's order for payment of the application fee, photocopies of Identity Document of the applicant and all family members, <u>together with the original copy of the GFCs (applicable to HOS SMS Only)</u> should be submitted by hand to the SMS Unit at Room 202, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon. Holders of GFC that is issued in the Civil Service Public Housing Quota should submit their application form with the above documents and a photocopy of their latest salary statement to the SMS Unit.
RAES recipients	The completed application forms, together with crossed cheque/ cashier's order for payment of the application fee, should be submitted during office hours to the Rent Allowance for the Elderly Scheme dedicated team at Applications Sub-section, Podium Level 2, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon.

- (4) **The applicant of the "Certificate of Eligibility to Purchase" must be the purchaser.** If any other person shall also be named as the purchaser, he/she must be a person listed in the application form for the Certificate of Eligibility to Purchase (Green Form Status). The number of purchasers shall not exceed two. The purchasers must hold the flat as joint tenants.
- (5) The "Certificate of Eligibility to Purchase" is valid from the date of issuance to the expiry date on the certificate. **No extension of the period of validity for the certificate will be granted under any circumstances.**
- (6) Please fill in the application form in English block letter and Chinese (if applicable) with a **black or blue ball pen** (erasable ball pen should not be used). **Applicants and relevant family member(s) should sign against amendments, if any. No correction materials such as correction fluid or tapes for obliteration should be used.**
- (7) For further information, please contact HOS SMS Unit at 3162 0680.

Part III Particulars of the Applicant and All Family Members Listed on the Tenancy Agreement/ Occupation Licence/ Green Form Certificate

All family members listed in PRH tenancy/IH occupation licence under the HA, Rental Estates tenancy under the HKHS and GFC **must be listed** in the application form (except for separate applications which submitted by HA household consisting of two or more nuclear families occupying two or more PRH units).

- Attention Notes:**
- (1) All English and Chinese names must be the same as those appearing on the HKIC or Birth Certificates.
 - (2) PRH tenants and IH's authorised residents of the HA, Rental Estates tenants of the HKHS and persons whose eligibility for Civil Service Public Housing Quota has been established and who have been issued valid GFC for purchase of flats under HOS SMS **are not required** to fill in the part of total monthly family income and net household asset value. **Other GFC holders and their family member(s) listed in the application form must fill in the total monthly family income and net household asset value** include in and outside Hong Kong, in HK dollars and whole number. Proof for income and assets are not required at the time of submitting this application form. Please keep details of your income and breakdown of assets to substantiate your declared income and assets for HA's further vetting in future if required.
 - (3) All information required in this application form must be provided. Otherwise, HA may reject the application.
 - (4) The name of any person should appear in one application form only. Each application is for the purchase of one flat under the SMS only. HA will check out for any duplicate applications or purchases. If any duplicate applications or purchases are found, all the applications and transactions concerned will be null and void.

				Applicant [#]	Family Member	Family Member	Family Member
Chinese Name (if any)							
English Name							
Gender (Please ✓)				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth	Day	Month	Year				
Relationship with Applicant				Applicant			
^Marital Status (Please "✓")				<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Married (Spouse not having the right to land in Hong Kong) <input type="checkbox"/> Divorced (Please provide divorce certificate) <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Married (Spouse not having the right to land in Hong Kong) <input type="checkbox"/> Divorced (Please provide divorce certificate) <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Married (Spouse not having the right to land in Hong Kong) <input type="checkbox"/> Divorced (Please provide divorce certificate) <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Married (Spouse not having the right to land in Hong Kong) <input type="checkbox"/> Divorced (Please provide divorce certificate) <input type="checkbox"/> Widowed
Hong Kong Identity Card (HKIC) No.							
Hong Kong Birth Certificate No. (For HK born child(ren) aged below 11 only)				Not Applicable			
HK Contact Tel. No.				(1)	(2)		

Total net household asset value (\$) _____ Total monthly family income (\$) _____

The applicant of the "Certificate of Eligibility to Purchase" must be the purchaser.

^If the applicant and/or family member(s) listed in the application form is/are married, his/her/their spouse(s) must be included in the same application form (except for the divorcee or those do not have the right to land in Hong Kong or deceased). For spouses do not have the right to land in Hong Kong, relevant undertaking should be completed and copies of certificate of marriage, identity document issued in the place of residence should be provided as the supporting documents; the divorcees must provide copy of the certificate of making Decree Nisi Absolute (Divorce) (e.g. Form 6 or Form 7B), otherwise their spouses must be included in the same application form. Failure to do so may render the HA to cancel the applications concerned.

Part IV Residential and Correspondence Address in Hong Kong

Residential Address in Hong Kong : _____
(must be completed)

Correspondence Address in Hong Kong : _____
(must be completed if different from the residential address)

"The Certificate of Eligibility to Purchase" will be sent by registered mail to the correspondence address on the right.

To avoid postal misdelivery, please write in BLOCK letters. Please notify the HA in writing immediately if there are any changes after submission.

Correspondence address in Hong Kong (must be completed)							
Name of Applicant							
<input type="checkbox"/> HK	<input type="checkbox"/> KLN	<input type="checkbox"/> NT	<input type="checkbox"/> Islands	District	Street Name	Street No.	
Estate Name				Building Name			
Block No.	Floor	Flat No.	Post Office/P.O. Box No.				

Part V Record of Payment of the Application Fee (To be completed by the applicant)

This application form should be submitted together with a crossed cheque (can be issued by the applicant or other persons)/ cashier's order for the application fee of **HK\$840** made payable to the "HONG KONG HOUSING AUTHORITY". The HKIC number of the applicant should be written at the back of the cheque/ cashier's order. Only crossed cheque/ cashier's order will be accepted. Other means of payment (such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheque) will not be accepted. **The fee is non-refundable and non-transferrable under any circumstances.** The HA reserves the right to revise the application fee at any time.

Bank		Branch of Bank		Cheque/ Cashier's Order No.	
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Part VI Ownership of Domestic Property (This part must be filled)

Please put a tick (✓) in the following box to declare none of you owns domestic property in Hong Kong^{Note}:

(Please note: Households of PRH, authorised residents of IH managed by the HA and households of housing estates managed by the HKHS should not have owned any domestic property in Hong Kong from 24 months preceding the date of this application form up to the date of signing the Provisional Agreement for Sale and Purchase for the purchase of a subsidised sale flat. Please refer to paragraph 4.4 of the Application Guide.)

I/ We declare that **neither I nor any family member(s)** listed in Part III own(s) or co-own(s) any domestic property in Hong Kong.

Note: To own domestic property in Hong Kong means (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or (ii) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or (iii) owned more than 50% of the shares in a company which directly or through a subsidiary company owned any domestic property in Hong Kong; or (iv) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong; or (v) assigned any domestic properties in Hong Kong or any interest in such properties in Hong Kong (the date of assignment means the date of execution of the Deed of Assignment); or (vi) withdrawn from any company which owned any domestic property in Hong Kong in which the applicant/ family member(s) owned more than 50% of the shares. **【Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Building Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.】**

Part VII Declaration by the Applicant and Family Members Aged 18 or above

I/We hereby declare that:

1. All the particulars provided in this application form are true and correct in all respects. I/We have not withheld any information required in this application, nor have I/we provided any misleading information. I/We confirm that I/we have carefully perused and understood the contents of the Application Guide for the HOS Secondary Market Scheme (Green Form Status) before submission of the application.
2. I/We understand that my/our application shall be cancelled and I/we shall not be granted any Letter of Nomination if I/we have breached any condition of the current Tenancy Agreement for public housing or Occupation Licence for IH by the day when I/we enter into a Provisional Agreement for Sale and Purchase for the purpose of purchasing a flat under the SMS, and that in such cases any approval granted previously shall be null and void and the fees paid in respect of this application shall not be refunded. (This paragraph is not applicable to holders of Green Form Certificate issued by the HA/URA)
3. None of the persons listed in Part III of this application form (including their spouses) have obtained any loan or mortgage subsidy under the Home Purchase Loan Scheme (HPLS)/ Home Assistance Loan Scheme (HALS), or have purchased any domestic flat under the HOS, the Private Sector Participation Scheme, the Green Form Subsidised Home Ownership Pilot Scheme, the Green Form Subsidised Home Ownership Scheme, the Middle Income Housing Scheme (Melody Garden), the Mortgage Subsidy Scheme, the SMS, the Tenants Purchase Scheme, the Buy or Rent Option or any subsidised housing scheme administered by the HKHS or URA.
4. I/We understand that the application fee paid is neither refundable nor transferable under any circumstances.

5. I/We understand that after my/our purchase of a flat under SMS, should I/we mortgage the flat purchased to a participating bank or financial institution that has entered into a Deed of Guarantee with the HA, defaults on mortgage payments before paying off the mortgage loan, the bank or financial institution concerned will sell the flat. Should the sale proceeds of the flat fail to cover the full outstanding balance of the mortgage and all the interest, legal costs, administration fees, etc. payable under the mortgage, the bank or financial institution will, pursuant to the Deed of Guarantee, make a claim against the HA for the payment of all the above arrears that I/we owe. The HA shall then under the Deed of Guarantee pay the same to the bank or financial institution. In relation to the payments made by the HA to the bank or financial institution, the HA will then recover such payments and the interest from me/us.
6. I/We agree that the solicitor representing me/us will apply to the HA for a Letter of Nomination within one month from the date of the Provisional Agreement for Sale and Purchase (PASP) for confirmation of my/our eligibility, and that I/we shall sign the Formal Agreement for Sale and Purchase and Deed of Assignment to complete the transaction only after the issue of the Letter of Nomination.
7. **This paragraph is applicable to households of PRH and authorised residents of IH managed by the HA:**
I/we understand and undertake that upon execution of deed of assignment of the flat purchased under the SMS as a result of this application, head of household/ I (if I am not a head of household) shall tender Notice-to-Quit to terminate the original tenancy/ licence provided a 14-day advance notice is given and surrender the existing PRH/IH unit to the HA within 60 days (or before the redevelopment/ clearance date of the flat, whichever is the earlier, if affected by redevelopment/ clearance). In case of need, head of household/ I (if I am not a head of household) shall apply for an extended stay for a maximum period of 30 days. If approved, during the occupation period, I/we shall have to pay an occupation fee equivalent to triple net rent/ licence fee plus rates; or if I/we have been paying market rent/ licence fee before the deadline for vacating the PRH/IH unit, the occupation fee payable should be equivalent to the market rent/ licence fee or triple net rent/ licence fee plus rates, whichever is the higher. Occupation fee is required to be paid in advance.
8. **This paragraph is applicable to holders of Green Form Certificate issued by the HA/URA:**
I/We understand that my/our application number will be cancelled and I/we will not be allocated any public housing unit upon my/our purchase of a flat under the SMS as a result of this application.
9. **This paragraph is applicable to recipients of Rent Allowance for Elderly Scheme:**
I/We understand that the breach of any clause of Rent Allowance Agreement by any person listed in this application form may result in the cancellation of my/our application in that case; any application fee paid will be forfeited. I/We understand that after I/we have successfully purchased a flat under the SMS, my/our RAES allowance will be automatically ceased after 60 days upon the execution of the deed of assignment.
10. **This paragraph is applicable to households of rental estates managed by the HKHS:**
I/We undertake that I/we shall vacate the rental unit currently occupied by me/us and return it to the HKHS in accordance with the relevant provisions upon the execution of the deed of assignment under the SMS as a result of this application.
11. I am/ We are the family member(s) of this application (i.e. the person(s) listed in the field(s) of Family Member in Part III of this application form), I/we agree that the person listed in the field of Applicant in Part III of this application form is the applicant in respect of this application and agree the applicant to handle all the matters of purchase of subsidised sale flat under this application.
12. **If I am/ we are on the household register of PRH/IH/Rental Estates under the HA or the HKHS, or household record of other file of public housing benefit, I/we shall move out from such unit and have my/ our name(s) deleted from the respective household register or record upon the purchase of a flat under the SMS as a result of this application.** The whole household of sitting PRH/IH/Rental Estate tenants/licencees must surrender the PRH/IH/Rental Estate units concerned to the HA or the HKHS.
13. **If I/we have applied for PRH (including IH)/ transfer or registered for redevelopment eligibility, the concerned application(s)/ registry shall be cancelled and I/we shall not be allocated any PRH unit (including IH unit) upon the purchase of a flat under the SMS as a result of this application.**
14. I/We understand that any application which is found to contain false or misleading information shall be cancelled, that any approval given on the basis of the false or misleading information shall be null and void, and that all monies thus paid shall be forfeited. I/We accept that the decision of the Director of Housing shall be final as to whether any such statement or application is false.
15. The flat purchased as a result of this application shall be used only for residential purposes and co-occupation by all persons listed in Part III of this application form.
16. I/We understand that under Section 26(2) of the Housing Ordinance (Cap. 283), any person who makes any statement to the HA in respect of any matter relating to the purchase of a subsidised sale flat (which shall include a flat in the HOS Secondary Market) or in providing any information to HA in respect of such matter, which he knows to be false or misleading as to a material particular shall be guilty of an offence and liable on conviction to a fine of \$500,000 and imprisonment for one year. According to Section 26A of the Housing Ordinance (Cap. 283), where a court convicts a person of an offence under Section 26(2) of the Housing Ordinance (Cap. 283) in relation to the purchase of such flat by him, the court shall order either (a) that the flat purchased by the offender, be transferred to the HA or the HA's nominee; or (b) the offender forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the conviction.

17. I/We also understand that if the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a subsidised sale flat (which shall include a flat in HOS Secondary Market), the court may, according to Section 26B of the Housing Ordinance(Cap. 283), order either (a) that the flat be transferred to the HA or the HA’s nominee; or (b) the purchaser to forfeit to the HA a sum equivalent to the difference between the purchase price and the market value of the flat without any restriction as to alienation as at the date of the order. Besides, irrespective of whether the head of household/applicant is charged with or convicted of the offence, HA may, in accordance with the existing policy, apply Section 19(1)(b) of the Housing Ordinance (Cap. 283) to terminate the tenancy agreement or occupation licence concerned, and in such cases, the public housing unit concerned shall be recovered.
18. All the particulars in this application form are given voluntarily. I/We agree to provide other relevant evidence and information to HA for the purpose of vetting the eligibility of me and all the persons listed in this application.
19. I/We hereby consent that, in vetting the eligibility of me/us, officers of HA, Housing Department (HD) or HKHS may check, verify and match the personal data provided in this application form with the relevant personal data collected for any other purposes (by manual means or otherwise) so as to ascertain if these data are false or misleading and take appropriate action against the person concerned basing on these data. I/We hereby authorise HA, HD and HKHS to approach other government departments or any public/private organizations or any employers concerned for verification and matching of data, and I/we expressly agree that the government departments (including but not limited to the Land Registry, Immigration Department, and Inland Revenue Department) or public/private organizations or any employers concerned may allow HA, HD and HKHS access to my/our personal data in their possession for the purpose of comparing and matching them with the data provided in this application form.
20. **I/We undertake to meet the eligibility criteria of this application from the date of this application form and up to the date of signing the Provisional Agreement for Sale and Purchase for the purchase of a subsidised sale flat.** I/We undertake to report in writing to the HA/HD/HKHS any changes in the personal particulars (including but not limited to the income, net asset value and ownership of domestic property) or in the family circumstances (including but not limited to change of tenant, household size and marital status) of mine/ ours or any family member(s) listed in Part III of this application form that occur during the period, so that the HA/HD/HKHS can re-assess my/our eligibility of application. Besides, I/We understand that if any changes in the personal particulars or family circumstances of mine/ ours or any family member(s) listed in Part III of this application form have rendered me/us ineligible, the application will be cancelled and Letter of Nomination will not be issued/ the Letter of Nomination issued to me/us will be revoked. The HA, the HD and the HKHS shall not be held responsible for any loss so incurred.
21. I/We understand holder of the Certificate of Eligibility to Purchase under the HOS SMS is allowed to purchase only one flat in the HOS SMS. Upon signing the PASP with the seller of the HOS SMS, the remaining Certificate of Eligibility to Purchase of Flat-for-Sale Scheme Secondary Market (if any) will become null and void automatically, the holder cannot enter into a PASP with another seller of Flat-for-Sale Scheme Secondary Market, and vice versa.
22. GFC holders are not required to submit proofs for income and asset value at the time of submitting this application form, but are required to keep details of income and breakdown of assets to substantiate the declared income and assets for the HA’s further vetting in future if required. (This paragraph is not applicable to holders of GFC that is issued in the Civil Service Public Housing Quota)
23. I/We understand that HA reserves the right to reject any application.

**Attention: (a) The applicant and all family members aged 18 or above listed in Part III are required to sign below.
 (b) The applicant shall be held liable for the data of family member(s) aged below 18 furnished herein.**

	<u>Name</u>	<u>HKIC No.</u>	<u>Signature</u>
Applicant		()	
	(The applicant must become the owner of the flat purchased)		
Family Member		()	
Family Member		()	
Family Member		()	

Date (day/month/year): / /

(For Office Use Only)

Certification by Estate Office/ DTMO/Applications Section

To: Housing Manager/HOS Secondary Market Scheme Unit

The declaration sections in Part VI and Part VII of this application have been clearly explained to the applicant by me on _____.

I have checked the particulars in Part III and confirmed that they are in conformity with our tenancy records. The code address and other relevant information have also been entered in the box "For EM Use" on Page 1.

This application is endorsed for issue of Certificate of Eligibility to Purchase. Should there be any subsequent change of the particulars of the applicant or other household members, you will be notified as soon as possible. *I hold no objection to _____ (name) to be added on form.

* delete if not applicable

Signature: _____
(_____)
Housing Officer/Property Officer

Signature: _____
(_____)
Housing Officer

Signature: _____
(_____)
HM/

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Office Chop

Remarks: _____
