



Application for Certificate of Eligibility to Purchase (Green Form) under the HOS Secondary Market Scheme pursuant to paragraph 4(c) of the Schedule to the Housing Ordinance (Cap. 283)

Housing Department
Home Assistance Loan Unit
(HOS Secondary Market Scheme)
Room 202, 2/F, Lung Cheung Office Block,
138 Lung Cheung Road, Wong Tai Sin, Kowloon
Tel.: 3162 0680

For HD (Estate Office) Use
Date of receipt of application:

Part I Eligibility Criteria

- (1) Flats under the HOS Secondary Market Scheme in this application form refer to flats sold under the Home Ownership Scheme (HOS)/Private Sector Participation Scheme (PSPS)/Tenants Purchase Scheme (TPS) which are assignable pursuant to paragraph 4(c) of the Schedule to the Housing Ordinance (Cap. 283).
(2) This application form is for the use of the following persons only:
(a) Households of domestic flats in housing estates managed by the Hong Kong Housing Authority (HA) or the Housing Society (HS) (with the exception of tenants under conditional tenancies);
(b) Authorised residents of Interim Housing managed by HA;
(c) Holders of Green Form Certificate issued by the Housing Department (HD);
(d) Recipients of Rent Allowance for Elderly Scheme (RAES);
(e) Staff of Estate Assistant grade who are holders of the Letter of Assurance issued by HD.

Part II Notes of Application

- (1) Please read carefully the Application Guide for the HOS Secondary Market Scheme (SMS) before completing this form.
(2) All parts of this form must be completed.
(3) The information provided in this application form will be used for processing the application for purchasing flats under the SMS and for any other purposes relating to the implementation of the Housing Ordinance.
(4) Certificate of Eligibility to Purchase is valid for 12 months from the date of issue.

For HD Use
Application No.
Cert No.
For EM Use: Estate Code Address
Indicate "Y" for Yes, or leave it blank if not applicable
Property Ownership
Letter of Assurance
Family Splitting
EMMS Rent Factor
(Please quote from EMMS record)

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

Tenants of housing estates managed by HD who are currently occupying two or more housing units and do not wish to return all of the units need only to give particulars of those family members who will live in the HOS flat with the applicant. Please supply the applicant's particulars first.

				Applicant	Family Member	Family Member	Family Member	Family Member
Name in Chinese (if any)								
English	Given Name							
	Surname							
Sex (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	<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"/> Divorced <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Hong Kong Identity Card (HKIC) No.				( )	( )	( )	( )	( )
Hong Kong Birth Certificate No. (if HKIC not yet issued)				Not Applicable	( )	( )	( )	( )
Monthly Income (\$)				\$	\$	\$	\$	\$
Contact Tel. No. of Applicant				Home:	Mobile:	Office:		

Total net household asset value (\$)

Monthly total family income (\$)

**Attention Notes:**

- (1) All English and Chinese names must be the same as those appearing on the Hong Kong Identity Cards or Birth Certificates.
- (2) For Birth Certificates, please quote the English prefix and the number in the leftmost column.
- (3) Applicants who are holders of Green Form Certificate issued by HD should submit their application together with the application fee, their valid Green Form Certificate, photocopies of identity card of the applicant and all family members and documents as mentioned on the above certificates to the Home Assistance Loan Unit (HOS Secondary Market Scheme) at Room 202, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (Holders of Green Form Certificate that is issued in the Civil Service Public Housing Quota should submit their application form in person together with the above documents and a photocopy of their latest salary statement). Applicants who are households of public housing/interim housing should submit their applications together with the application fee to their respective Estate/Interim Housing/District Tenancy Maintenance Office. Applicants who are recipients of RAES should submit their application together with an application fee and photocopy of identity card of the applicant to the Applications Section of HD. Estate Assistants holding a Letter of Assurance issued by HD may apply. They should submit applications together with their Letter of Assurance to their respective Estate Offices for verification.
- (4) No income or asset limit is imposed on applicants who are sitting tenants of public housing. The data on monthly family income and asset are required for statistical purpose only. The applicant may choose whether or not to provide these data.
- (5) All information required in this application form must be provided. Otherwise, HA may reject the application and the application fee paid will not be refunded.

- (6) 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. HD will check out for any double applications or purchases. If any double applications or purchases are found, all the applications and transactions concerned will be null and void.

## Part IV Correspondence and Residential Address in Hong Kong

<b>Correspondence address in Hong Kong</b> (must be completed)					<b>Residential address in Hong Kong</b> (must be completed if different from the Correspondence Address)				
Name of Applicant									
<input type="checkbox"/> HK	<input type="checkbox"/> KLN	<input type="checkbox"/> NT	<input type="checkbox"/> Islands	District	<input type="checkbox"/> HK	<input type="checkbox"/> KLN	<input type="checkbox"/> NT	<input type="checkbox"/> Islands	District
Street Name			Street No.		Street Name			Street No.	
Estate Name					Estate Name				
Building Name					Building Name				
Block No.		Floor	Flat/Unit/ Room No.		Block No.		Floor	Flat/Unit/ Room No.	
Post Office/P.O. Box No. (if applicable)									

## Part V Application Fee

The following cheque/cashier order payable to the “HONG KONG HOUSING AUTHORITY” for the sum of HK\$760 is enclosed herewith (cash, gift cheque and bank draft will not be accepted), **the fee will not be refunded whether the application is successful or not.**

Bank	Branch of Bank	Cheque/Cashier Order No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Please write down the identity card number of the applicant on the back of the cheque/cashier order.)

**(To avoid postal misdelivery, please write in block letters. Please immediately notify the Housing Department if there are any changes in future.)**

<b>Correspondence address in Hong Kong</b> (must be completed)					The Hong Kong Housing Authority (HA) has received your application with the payment as printed. Your application number is: 「				
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/Unit/ Room No.						
Post Office/P.O. Box No. (if applicable)									
					」				
					<b>This is an Official Receipt.</b> Please quote your application number in all future correspondence with HA.				

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

## PART VI Declaration by the Applicant

I hereby declare that:

1. All the particulars given in this application form are true and correct in all respects. I have not withheld any information required in this application form, nor have I provided any misleading information.
2. All family members listed in Part III of this application form are currently residing with me in the public housing unit stated in the address column on the previous page. I understand that my application shall be cancelled and I shall not be granted any Letter of Nomination if I or any of the family members listed in Part III of this application form has breached any condition of the current Tenancy Agreement for public housing or Temporary Tenancy Card by the day when I 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 HD).
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 PSPS, the Middle Income Housing Project at Melody Garden, the Mortgage Subsidy Scheme, the SMS, the TPS, the Buy or Rent Option or any subsidized housing scheme administered by the HS or Urban Renewal Authority.
4. I understand that the application fee paid is neither refundable nor transferable under any circumstances.
5. I understand that after my purchase of a flat under SMS, should I mortgage the flat to the financial institution which entered into the Deed of Guarantee with HA and if default on mortgage payments before paying off the mortgage loan, the 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 financial institution will, pursuant to the Deed of Guarantee, make a claim against HA for the payment of all the above arrears that I owe. HA shall under the Deed of Guarantee pay the same to the financial institution. In relation to the payments made by HA to the financial institution, HA will then claim from me all the above arrears and the interest.
6. I agree that the solicitor representing me will apply to HA for a Letter of Nomination within one month from the date of the Provisional Agreement for Sale and Purchase for confirmation of my eligibility, and that I 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. I understand that HD reserves the right to reject any application.
8. (Please ✓ as appropriate)
  - For tenants of public housing estates and authorized residents of Interim Housing managed by HA:  
I understand and undertake that upon my purchase of a flat under the SMS as a result of this application, I/head of household (if the applicant is not a head of household) shall/will serve a Notice to Quit to HD upon the execution of the deed of assignment concerned to terminate the tenancy agreement or Temporary Tenancy Card in respect of the public housing unit/Interim Housing that I am residing in and deliver vacant possession of the said unit to HA within 60 days or on/before the day on which the Tenancy Agreement/Temporary Tenancy Card is terminated. Should I/head of household be unable to return the unit within the specified period, I/head of household shall/will submit an application in advance to HD for an extension of stay up to 30 days. If accepted, I/head of household shall/will have to pay an occupation fee equal to three times the prevailing net rent of the unit plus rates. If I/head of household have/has been paying market rent before the deadline for vacating the unit, the occupation fee for extended stay will be charged at either the rate of market rent or three times the prevailing net rent of the unit plus rates, whichever is the higher.
  - For holders of Green Form Certificate issued by HD:  
I understand that my application number will be cancelled and I will not be allocated any public housing unit upon my purchase of a flat under the SMS as a result of this application.
  - For recipients of Rent Allowance for Elderly Scheme:  
I 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 application in that case; any application fee paid will be forfeited.  
I understand that after I have successfully purchased a flat under the SMS, my RAES allowance will be automatically ceased after 60 days upon the execution of the deed of assignment.

For tenants of housing estates managed by HS:

I undertake that I shall deliver vacant possession of the housing unit I am currently residing in to HS upon my purchase of a flat under the SMS as a result of this application.

9. I 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 accept that the decision of the Director of Housing shall be final as to whether any such statement or application is false.
10. The flat purchased as a result of this application shall be for co-occupation by all persons listed in Part III of this application form.
11. I understand that any person who knowingly makes any false statement or provides any misleading information to HA in relation to the purchase of a flat shall be guilty of an offence under Section 26(2) of the Housing Ordinance (Cap. 283) and shall be liable on conviction to a fine of \$500,000 and to imprisonment for one year. On conviction of such an offence, the court may, under Section 26A of the Housing Ordinance (Cap. 283), order (a) that the flat so purchased be transferred to HA or its nominee; or (b) that the offender pay HA a sum equivalent to the difference between the original purchase price of the flat and its full market value as at the date of conviction.
12. I also understand that where an offence under Section 26(2) of the Housing Ordinance (Cap. 283) is committed by some person in relation to the purchase of a flat by me, the court may, under Section 26B of the Housing Ordinance (Cap. 283), order (a) that the flat so purchased be transferred to HA or its nominee or (b) that the purchaser pay HA a sum equivalent to the difference between the original purchase price of the flat and its full market value 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 Temporary Tenancy Card concerned, and in such cases, the public housing unit concerned shall be recovered.
13. **To be completed by holders of Green Form Certificate; recipients of Rent Allowance for Elderly Scheme (RAES) or staff of Estate Assistant grade who are holders of the Letter of Assurance issued by HD only,** applicant must put a tick in the appropriate box to indicate whether the applicant or any family member listed in Part III owns, jointly owns or has an interest in any domestic property in Hong Kong <sup>Note</sup> (please ✓):
- On the date of this application form, anyone among the family members listed in Part III or myself owns or jointly owns any domestic property in Hong Kong.
- On the date of this application form, none of the family members listed in Part III and myself owns or jointly owns any domestic property in Hong Kong.

*Note: To own domestic property means (i) to own domestic premises; (ii) to enter into any agreement to purchase domestic property; or (iii) to own more than 50% of the shares in a company which owns domestic property. Domestic property includes any post-war domestic property, uncompleted private domestic property, uncontrolled or self-occupied pre-war domestic property, roof-top structures approved by the Building Authority, building lots and small house grants in Hong Kong.*

14. All the particulars in this application form are given voluntarily. I agree to provide other relevant evidence and information to HD for the purpose of vetting the eligibility of me and all the persons listed in this application form.
15. I hereby consent that, in vetting the eligibility of me and all the family members, officers of HA, HD or HS may compare 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 hereby authorize HA, HD and HS to approach other government departments or any public/private organizations or any employers concerned for verification and matching of data, and I 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 HS access to my personal data in their possession for the purpose of comparing and matching them with the data provided in this application form.
16. **I understand that I shall be held liable for the data of family member(s) aged below 18 furnished herein.**

Date (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## Part VII Declaration by Head of Household

**(This part is applicable if the applicant is not the head of household of housing estates/Interim Housing or a Green Form Certificate holder.)**

I hereby declare that:

I agree that \_\_\_\_\_ (name) shall be the applicant of this application.

I understand and undertake that upon the purchase of a flat under the SMS by the above-mentioned applicant or any family members listed in Part III of this application form (please ✓ as appropriate),

- I shall serve a Notice to Quit to HD upon the execution of the deed of assignment concerned to terminate the tenancy agreement or Temporary Tenancy Card in respect of the public housing unit/Interim Housing that I am residing in and deliver vacant possession of the said unit to HA within 60 days or on/before the day on which the Tenancy Agreement/Temporary Tenancy Card is terminated. Should I/applicant be unable to return the unit within the specified period, I shall submit an application in advance to HD for an extension of stay up to 30 days. If accepted, I shall have to pay an occupation fee equal to three times the prevailing net rent of the unit plus rates. If I have been paying market rent before the deadline for vacating the unit, the occupation fee for extended stay will be charged at either the rate of market rent or three times the prevailing net rent of the unit plus rates, whichever is the higher.
- my application number for public housing shall be cancelled and I shall not be allocated any public housing unit.

Date (dd/mm/yyyy):

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Head of Household/

Green Form Certificate Holder:

\_\_\_\_\_

## Part VIII Declaration by Other Members of the Family

**(All family members aged 18 or above or aged below 18 but earn an income listed in Part III are required to sign the declaration below)**

1. All the particulars given in this application form and in the declaration by applicant in relation to me/us are true and correct in all respects.
2. I/We understand that any person who knowingly makes any false statement or provides any misleading information to HA in relation to the purchase of a flat shall be guilty of an offence under Section 26(2) of the Housing Ordinance (Cap. 283) and shall be liable on conviction to a fine of \$500,000 and to imprisonment for one year.
3. I/We hereby consent that, in vetting the eligibility of the applicant and all the family members, officers of HA, HD or HS may compare and match my/our 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 authorize HA, HD and HS to approach other government departments or 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 HS 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.
4. The flat purchased as a result of this application shall be for co-occupation by all persons listed in Part III of this application form.

5. (Please ✓ as appropriate)

- I/We understand that upon the purchase of a flat under the SMS as a result of this application, I/we shall deliver vacant possession of the housing unit. I am/we are currently residing in to HA or HS on or before the termination of the tenancy agreement or Temporary Tenancy Card concerned.
- I/We understand that the application number of my/our application for public housing shall be cancelled and I/we shall not be allocated any public housing unit upon the purchase of a flat under the SMS as a result of this application.
- I/We understand that upon the purchase of a flat under the SMS as a result of this application, I/we shall be deleted from the household register of public housing (including public rental housing/HOS/PSPS/ Interim Housing, etc.).
- I/We understand that upon the purchase of a flat under the SMS as a result of this application, I/we shall be deleted from the file of any other public housing benefit upon the execution of the deed of assignment.

	<u>Name</u>	<u>HKIC No.</u>	<u>Signature</u>	<u>Date (dd/mm/yyyy)</u>
Family Member	_____	( )	_____	/ /
Family Member	_____	( )	_____	/ /
Family Member	_____	( )	_____	/ /
Family Member	_____	( )	_____	/ /

**(For Official Use)**

**Certification by Estate/Applications Section/  
Grade Management (Housing Class and Related Grades) Subsection**

To: Housing Manager/Home Assistance Loan Unit (HOS Secondary Market Scheme)

The declaration section in Part VI of this application has 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.

Signature: _____ ( ) Housing Officer/Property Officer	Signature: _____ ( ) Housing Officer	Signature: _____ ( ) HM/
Date: _____ / /	Date: _____ / /	Date: _____ / /

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Office Chop