



Hong Kong Housing Authority

Application for Assessment of Premium
(Home Ownership Scheme (HOS) / Tenants Purchase Scheme (TPS))

To: The Director of Housing

For Office Use:

Ref. No. :

Re : _____
(Address of Flat)

I / We would like to apply for the assessment of premium in respect of the captioned flat under paragraph 1 of the Schedule to the Housing Ordinance (Cap. 283).

I / We agree that with prior arrangement, access to the flat for an internal inspection will be given to your representative for the purpose of the assessment.

To facilitate the processing of the application, I / we attach the following:

1. a crossed cheque / cashier order payable to the "Hong Kong Housing Authority" for payment of administrative fee, currently at \$6,230^{*1} (please state the address of the captioned flat on the back of the cheque / cashier order); and
2. copy / copies of all assignment(s) of the above flat and other requested information^{*2}.

I / We understand and agree that:

1. the administrative fee is not refundable except that if the premium is paid within the time specified by the Director of Housing, the same amount will be deducted from the premium payable;
2. incomplete submission of the above and other requested information^{*2} in this form will render my / our application being held up from further processing;
3. my / our application is subject to the **Notes to Applicants** stated overleaf.

Signature of (Owner^{*3} / Owner's Representative)[#]

Signature of (Owner^{*3} / Owner's Representative)[#]

Name : _____
(in BLOCK letters)

Name : _____
(in BLOCK letters)

I.C. No. : _____

I.C. No. : _____

Correspondence Address (if different from the above): _____

Tel. No. : _____
(for day time contact to arrange for flat inspection)

Date : _____

^{*1} Administrative fee is subject to annual review. Revised administrative fee, if any, will take effect on 1st April each year. For postal applications, the amount of administrative fee payable shall be determined by reference to the date of the postal stamp.

^{*2} Other information includes copy/copies of valid authorization letter, power of attorney, order for sale, death certificate, probate and ID card of owner's representative (if applicable).

^{*3} Signature(s) of the owner(s) shall tally with that in the assignment.

[#] please delete as appropriate

Notes to Applicants (include Owners and/or Owners' Representatives)

1. For HOS / TPS flats exceeding 5 years from the date of first assignment, owners may choose to pay premium to the Hong Kong Housing Authority (HA) so that they can sell, let or otherwise alienate the flat in the open market. Alternatively, owners may sell the flat to eligible purchasers in the HOS Secondary Market without payment of a premium to the HA.
2. Please send the completed application form and other requested information to :
 respective District Tenancy Management Offices
 or
 Support Services Section (4), Housing Department
 1/F, Block 2, Hong Kong Housing Authority Headquarters
 33 Fat Kwong Street, Homantin, Kowloon.
3. After receiving this application form and the requested information in full, the Housing Department will send an acknowledgement letter to the applicant and proceed with processing of the application. If the requested information is incomplete, the application will not be processed.
4. The personal data provided by means of this application will be used by the Housing Department for processing the application for premium assessment. The provision of personal data by means of this application is voluntary. However, if the applicant does not provide sufficient information, the Housing Department may not be able to process this application.
5. The administrative fee is not refundable in any event nor transferable for the use of other applications.
6. If the applicant requests for a fresh assessment, it will be considered as a new application and an administrative fee is payable upon the submission of a new application.
7. The personal data the applicant provides by means of this application may be disclosed to other Government bureaux and departments for the purpose mentioned in paragraph 4 above.
8. The applicant has a right of access and correction in respect of the personal data as provided for under Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning the making of access to and correction of personal data may be addressed to :

Departmental Data Protection Officer
Human Resource Management Section,
Housing Department
3/F, Block 2, Hong Kong Housing Authority Headquarters
33 Fat Kwong Street, Homantin, Kowloon