



## 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 cash, gift cheque and postal order, etc. will not be accepted.); and (iii) the original copy of a GFC (applicable to HOS SMS Only) or LA (if applicable) in the manner as specified below:

Applicants who are residing in PRH or IH units/ Fixed-term Licencees	<b><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></b> 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 HS	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 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, <b><u>together with the original copy of the GFCs (applicable to HOS SMS Only)</u></b> 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.
Staff of the HD EA Grade holding a valid LA	The completed application forms, together with crossed cheque/ cashier's order for payment of the application fee, and the original copy of the LA, should be submitted during office hours to the Estate Offices/ District Tenancy Management Offices which manage their respective departmental quarters.

- (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) If the applicant is not the head of household of housing estates/ IH/ Fixed-term Licence or a Green Form Certificate holder/ RAES recipient, please complete Part VII "Declaration by Head of Household" of this application.
- (6) 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.**
- (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/ Fixed-term Licence/ 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 fill in the applicant's particulars first.

- Attention Notes:**
- (1) All English and Chinese names must be the same as those appearing on the HKIC or Birth Certificates.
  - (2) 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. For GFC holders of PRH applicants, they must provide the data on monthly family income and asset and must still fulfill all the eligibility criteria for application for PRH and related Subsidised Home Ownership Schemes.
  - (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 double applications or purchases. If any double applications or purchases are found, all the applications and transactions concerned will be null and void.

				Applicant <sup>#</sup>	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. (if HKIC not yet issued)				Not Applicable			
Monthly Income (\$)				\$	\$	\$	\$
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). For spouse(s) do not have the right to land in Hong Kong, relevant undertaking should be completed and certificate of marriage, identity document issued in the place of residence should be provided as the supporting documents; the divorcee must present 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, the HA may cancel all the related applications.

## 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 Application Fee

The following crossed cheque/ cashier order payable to the “HONG KONG HOUSING AUTHORITY” for the sum of HK\$840 is enclosed herewith (cash, gift cheque and postal order 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 Order No.	
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(Please write down the Hong Kong Identity Card number of the applicant on the back of the cheque/ cashier order.)

## 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. I confirm that I 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. All family members listed in Part III of this application form are currently residing with me in the unit of the existing PRH/ Rental Estate/ IH. 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 Occupation Licence for IH 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 HA).
  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 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 TPS, the Buy or Rent Option or any subsidized housing scheme administered by the HS or URA.
  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 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 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.
  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 HA 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, head of household/ I (if I am not a head of household) shall submit a Notice-to-Quit to the HA upon the execution of the deed of assignment concerned for terminating the tenancy agreement or occupation licence in respect of the public housing unit/ Interim Housing that I am residing in within 60 days, and deliver vacant possession of the said unit to HA on or before the day the Tenancy Agreement/ Occupation Licence is terminated. Should I/we be unable to return the unit within the specified period, I/we shall submit an application in advance to HD for an extension of stay up to 30 days. If approved, I/we shall have to pay an occupation fee equal to three times the prevailing net rent/ licence fee of the unit plus rates. If I/we have been paying market rent/ licence fee before the deadline for vacating the unit, the occupation fee for extended stay will be charged at either the rate of market rent/ licence fee or three times the prevailing net rent/ licence fee of the unit plus rates, whichever is the higher.
- For holders of Green Form Certificate issued by HA/URA:** 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 head of household/ I (if I am not a head of household) shall deliver vacant possession of the housing unit that I am residing in to HS within 2 months upon the execution of the deed of assignment under the SMS as a result of this application. **The above arrangements are subject to the latest policies of HS.**



## 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/ Fixed-term Licence or a Green Form Certificate holder/ RAES recipient.)**

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 submit a Notice-to-Quit to the HA upon the execution of the deed of assignment concerned for terminating the tenancy agreement or occupation licence in respect of the public housing unit/ Interim Housing that I am residing in within 60 days, and deliver vacant possession of the said unit to HA on or before the day the Tenancy Agreement/ Occupation Licence is terminated. Should I 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 approved, I shall have to pay an occupation fee equal to three times the prevailing net rent/ licence fee of the unit plus rates. If I have been paying market rent/ licence fee before the deadline for vacating the unit, the occupation fee for extended stay will be charged at either the rate of market rent/ licence fee or three times the prevailing net rent/ licence fee of the unit plus rates, whichever is the higher. For households of Rental Estates under the HS, I shall deliver vacant possession of the housing unit that I am residing in to HS within 2 months upon the execution of the deed of assignment under the SMS as a result of this application.
- 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/  
Licencee/ 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. 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 any person who makes any false statement or provides any information to the HA in respect of an application for purchasing a flat in the HOS SMS which he knows to be false or misleading as to a material particular 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 check, verify 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 occupation licence 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 PRH/HOS/PSPS/ IH, etc.) at \_\_\_\_\_ (address).
- 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 Office Use Only)**

**Certification by Estate Office/ DTMO/Applications Section/  
Grade Management (Housing Class and Related Grades) Sub-section**

To: Housing Manager/HOS Secondary Market Scheme Unit

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. \*I hold no objection to \_\_\_\_\_ (name) to be added on form.

\* delete if not applicable

Signature: \_\_\_\_\_

( )

Housing Officer/Property Officer

Date: \_\_\_\_\_ / /

Signature: \_\_\_\_\_

( )

Housing Officer

Date: \_\_\_\_\_ / /

Signature: \_\_\_\_\_

( )

HM/

Date: \_\_\_\_\_ / /

Office Chop

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