



## White Form Secondary Market Scheme (WSM) (2019) Application Guide

The application form for the White Form Secondary Market Scheme 2019 (this Scheme) is for the use of applicants falling under the following categories:

- (a) Households living in private housing;
- (b) Family member(s) of households living in public rental housing (PRH) or any subsidised housing scheme units under the Hong Kong Housing Authority (HA) or the Hong Kong Housing Society (HS); and
- (c) On the closing date of application for this Scheme, flat owners and their authorised family member(s) under the Tenants Purchase Scheme (TPS) within 10 years from the date of Assignment for the purchase of their TPS flats from the HA.

Before filling in the application form, applicants should read carefully this Application Guide and **make reference to the guidelines on completing the application form at Paragraph 6 and the template at Annex C**. Regarding whether those who had received housing subsidies before are eligible to apply in this Scheme, please refer to Paragraph 3 of this Application Guide.

Applicants may choose either one of the following ways to submit application:

- (a) **online application:** applicants should complete the online application form and pay the application fee of HK\$160 online through the HA website: [www.housingauthority.gov.hk](http://www.housingauthority.gov.hk). For details, please refer to the said website; or
- (b) **by post/by hand:** applicants should submit the original copy of the completed application form, together with copies of their Hong Kong Identity Card or Hong Kong Birth Certificate (for persons aged below 11) and a crossed cheque or cashier's order for payment of application fee (HK\$160). Other means of payment (such as payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheques) will not be accepted.

**Applicants can only submit application through either one of the above ways. If the applicant and/or his/her family member(s) listed in the application form have successfully submitted his/her application online, it is not necessary to submit the application form again by mail or in person, or vice versa, otherwise it will be treated as a duplication of application. Should duplicate applications be found, HA will cancel all related applications.**

Proofs for income, asset value and family member's relationship are NOT required at the time of submitting this application form. The copies of the proof of identity are required to submit by online applicants if necessary. Please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA's further vetting in future if required. **After submitting the Application Form, please keep this Application Guide for future reference. The HA will, according to the random order generated by computer from ballot result, notify the prioritized applicants in writing to submit an "Income and Asset Declaration Form" within a specified period. The applicant and family member(s) listed in the application form have to declare detailed income and assets and submit relevant supporting documents for detailed vetting.**

Details of the Home Ownership Scheme (HOS) Secondary Market Scheme and the Flat-for-Sale Scheme (FFSS) Secondary Market Scheme are available at the HA website ([www.housingauthority.gov.hk](http://www.housingauthority.gov.hk)) and the HS website ([www.hkhs.com](http://www.hkhs.com)) respectively.

### 1. Application Category

- (a) One-person applicants (Note 1).
- (b) Family applicants (i.e. a composition of two or more persons). If applying as a family, the relationship between the applicant and his/her family member(s) should belong to one of the following categories:

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Note 1: One-person applicants includes: unmarried person, divorcee, widow/ widower and married person whose spouse does not have the right to land in Hong Kong. If a one-person female applicant has been pregnant for 16 weeks (the expected delivery date must be on or before 27 November 2019) on the closing date of application (12 June 2019), the unborn child will be counted as a member of the household and the application will be regarded as family category provided that a valid medical certificate specifying the period of pregnancy shall be submitted upon the request of the HA. The applicant and all family members must be residing in Hong Kong and have the right to land in Hong Kong without being subject to any conditions of stay (except for conditions concerning the limit of stay). Family members who do not have the right to land in Hong Kong should not be included in the application.

- (i) husband and wife (with marriage certificate issued on or before the closing date of application, i.e. 12 June 2019);
- (ii) parent(s) and child(ren), (including step child(ren) or adopted child(ren), supporting documents should be submitted upon the request of the HA);
- (iii) grandparent(s) and grandchild(ren); and
- (iv) other relatives.

## 2. Eligibility Criteria

- 2.1 **The applicant must be at least 18 years old and must become the owner of the flat purchased, and must have lived in Hong Kong for at least seven years on the closing date (12 June 2019) of application. The applicant and his/her family member(s) listed in the application form are not subject to any conditions of stay in Hong Kong (except the condition on the limit of stay). Person(s) not having the right to land in Hong Kong cannot be included in the application form (Note 1).**
- 2.2 The applicant and the family member(s) listed in the application form must meet the eligibility criteria of the application from submission of the application form up to the date of signing the Provisional Agreement for Sale and Purchase (PASP) for the purchase of a flat. Those who are found ineligible will have their applications cancelled immediately, and the application fees paid will not be refunded.
- 2.3 Each person (regardless of applicant or family member(s)) can only be listed in one application under this scheme and cannot make duplicate applications (including online application). Any application(s) with applicant and family member(s) listed in more than one application will be considered as duplication of application. If a married couple submits separate applications, the applications will also be regarded as duplication of application. **All duplication of applications, if found, will be cancelled by the HA. The application fee paid will not be refunded and cannot be transferred.**
- 2.4 **If the applicant and/or the family member(s) listed in the application form is/are married, his/ her/ their spouse(s) must be included in the same application form.** Otherwise, the HA may cancel all the related application(s). If there are supporting documents to prove that the spouses are divorced or the spouse does not have the right to land in Hong Kong (Note 1) or the spouse has been deceased, the applications may not be cancelled. **If the application is cancelled, the application fee paid will not be refunded and cannot be transferred.**
- 2.5 If there is any family member under 18 years old, his/ her parent(s) or legal guardian must also be included in the same application form (Note 2).
- 2.6 The total monthly household income and the total net asset value in respect of the applicant and his/ her family members should meet the limits (please refer to Annex A concerning the calculation method of the income and assets, and the supporting documents to be submitted) as follows :

Household size	Total monthly household income limit (HK\$) (Note 3)	Total net household asset value limit (HK\$)
1 person	29,000	1,005,000
2 persons or above	58,000	2,010,000

- 2.7 Neither the applicant nor any member of the family listed in the application form has, during the period from 24 months preceding the closing date (i.e. 13 June 2017) for submitting the application and up to the time of purchase of signing the PASP for a flat under the Scheme:
- (a) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
  - (b) entered into any agreement (including preliminary agreement) to purchase any domestic property in Hong Kong; or
  - (c) 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
  - (d) been a beneficiary of any domestic property (including land) in Hong Kong; or
  - (e) assigned any domestic properties in Hong Kong or any interest in such properties (the date of assignment means the date of execution of the Deed of Assignment), or
  - (f) withdrawn from any company which owned any domestic property in Hong Kong in which the applicant/ family member owned more than 50% of the shares.
- Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Authority, domestic building lots and small house grants approved by the Lands Department in Hong Kong.

Note 2: Divorcee/legal guardian must be granted the custody of the family member under 18 years old by court. For joint custody order, the physical care and control of the underaged member have to be granted.

Note 3: Statutory contributions under the Mandatory Provident Fund (MPF) Scheme or other provident fund schemes are deductible from the applicant's/ family member's income for the purpose of vetting the applicant's eligibility. (At the statutory rate of 5% of employees' mandatory contribution and subject to a ceiling at the current maximum employees' monthly mandatory contribution, all contributions other than mandatory contributions are voluntary and cannot be deducted)

- 2.8 Neither the applicant nor any member of the family listed in the application form has received housing subsidies described in Paragraph 3 below.
- 2.9 On the closing date of application for this Scheme, flat owners and their authorised family members under the HA's TPS for less than 10 years (from the date of Assignment of his/ her TPS flat with the HA) can apply for the purchase of a flat in the HOS Secondary Market or the FFSS Secondary Market under the Scheme (the Flat), with no restriction on income and net asset limits and domestic property ownership but subject to the following conditions:
- (a) The applicant must apply as a family unit. The applicant can be the owner/ joint-owner/ family member of the relevant TPS flat.
  - (b) The purchase of the Flat in the HOS Secondary Market or the FFSS Secondary Market under the current Scheme is conditional upon the owner(s) being able to complete the formalities for execution of the Deed of Assignment of the TPS flat currently owned and occupied within three months from the date of signing the PASP for the purchase of a flat, or within the one-off extension of three months as may be granted by the HA before attending the formalities for the completion of the sale and purchase and paying the balance of the purchase price of the flat purchased. In case the formalities for execution of the Deed of Assignment of the TPS flat could not be completed after a lapse of three months or within such extended period as granted by the HA, Letter of Nomination (LN) will not be issued by the HA/HS and the application will be cancelled. All fees paid will not be refunded and the HA, the Housing Department (HD) and the HS shall not be held liable for any loss or claims arising therefrom. **Please note: the applicant and his/ her family member(s) shall be responsible for any expenses incurred from the sale of the TPS flat. They shall arrange accommodation on their own during the period from the completion of the sale of the TPS flat that they are occupying to the intake of the Flat purchased by them. The HA, the HD and the HS shall not be held responsible for any expenses or loss so incurred.**
  - (c) Even if the applicant or the family member(s) listed in the application own(s) two TPS flats, only one HOS Secondary Market/ FFSS Secondary Market flat under this scheme may be purchased. Upon successful purchase of the Flat, they must sell both of their TPS flats in compliance with Paragraph 2.9(b) within the specified period.
- 2.10 **Applicants who were unsuccessful in previous applications under the HA/HS/Urban Renewal Authority (URA)'s subsidised housing schemes may apply, provided that they meet the eligibility criteria.**
- 2.11 **Should PRH applicants also apply for the current Scheme, during the application period, their PRH applications will not be affected. If applicants or family members listed in this application form are on the Tenancy Agreement of PRH, they should have their names deleted from the Tenancy Agreement upon successful purchase of the Flat under this Scheme.**

### 3. Ineligible Applicants

- 3.1 Those who have purchased a flat or have obtained a loan or subsidies under the following subsidised home ownership schemes, as well as their spouses (including the spouses of purchasers and loan/ subsidised receivers who were unmarried at the time). Even though the relevant owner/borrower has sold the flat or repaid the loan, he/ she, as well as his/ her spouse, are not eligible to apply.
- (a) Home Ownership Scheme (HOS);
  - (b) Private Sector Participation Scheme (PSPS);
  - (c) Green Form Subsidised Home Ownership Pilot Scheme/ Green Form Subsidised Home Ownership Scheme (GSH);
  - (d) Middle Income Housing Scheme (MIHS) (Melody Garden);
  - (e) Mortgage Subsidy Scheme (MSS);
  - (f) Buy or Rent Option (BRO);
  - (g) HOS Secondary Market Scheme (SMS)/ Interim Scheme (2013 & 2015)/ White Form Secondary Market Scheme (WSM);
  - (h) Home Purchase Loan Scheme (HPLS)/ Home Assistance Loan Scheme (HALS);
  - (i) TPS (who have purchased a flat under TPS for over ten years);
  - (j) any subsidised housing schemes administered by the HS (including loan/subsidies under any subsidised housing schemes);
  - (k) any subsidised housing schemes administered by the URA.
- 3.2 Within two years after the date of execution of the Deed of Assignment for the purchase of a flat under Paragraph 3.1, the crucial members (Note 4) of 2-person families are not eligible to apply (unless they get married or are permitted to receive the housing benefits provided by their employers). Other family members will not be bound by this restriction provided that they meet the eligibility criteria.
- 3.3 Member of the Civil Servants' Co-operative Building Society or any housing scheme of a similar nature or a lessee under any Government Built Housing Scheme.
- 3.4 Kowloon Walled City clearers who have received the Government compensation set at HOS price level and their

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Note 4: A crucial member is a member, other than the owner, included in an application form to fulfill the eligibility criteria of the minimum number of two qualified persons for family.

spouses listed on the clearance register (including the spouses of clearees who were unmarried at the time of receiving the compensation).

- 3.5 Clearees who had opted to receive cash allowance/ ex-gratia payment granted by the HD/ HS/ URA/ Lands Department in lieu of any form of PRH, are not allowed to apply within two years after the date of receipt of the allowance/ ex-gratia payment.
- 3.6 Qualified households affected by land resumption and clearance required under the Hong Kong section of Guangzhou-Shenzhen-Hong Kong Express Rail Link project and the Liantang/ Heung Yuen Wai Boundary Control Point and Associated Works, who had chosen the “ex-gratia cash allowance-only” option shall not apply within three years after the receipt of the allowance.
- 3.7 The whole household of sitting PRH tenants under the HA and HS.
- 3.8 **The HA reserves the right to reject applications after scrutiny, and the application fees will not be refunded.**

#### 4. Applying for Other Subsidised Housing Schemes at the Same Time

Should the applicant and/ or other family member(s) listed in the application form :

- 4.1 also apply for other subsidised housing schemes and more than one application is successful, they can only opt for one of the schemes and all other application(s) has/have to be cancelled.
- 4.2 **successfully acquire a flat under other subsidised housing schemes and become owner(s) or member(s) of the acquired flat, he/ she/ they is/ are required to delete his/ her/ their name(s) from the application under this Scheme. Accordingly, the HA will re-assess the eligibility of applicants under the application. Besides, if the deletion results in a change of the application category from family applicants to one-person applicants, income and asset limits will be based on the arrangements for one-person applicants.**
- 4.3 If the HA or the HS has issued the L/N, flat allocation for all applicants for PRH (including Interim Housing (IH)) from the applicant and/or other family member(s) listed in the application form will be frozen until the applicant and/or the concerned family member(s) have withdrawn/cancelled this application for the purchase of the Flat. If successfully acquire the Flat under this Scheme, the application(s) for PRH (including IH) from the applicant and/ or other family member(s) will be cancelled and no PRH flat (including IH) will be allocated.

#### 5. Obtaining the Application Form

From 23 May 2019 to 12 June 2019, Application Forms and Application Guides under this Scheme can be obtained at the following venues (during office hours) or downloaded from the following website :

- (a) Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon (Near Exit A of Lok Fu MTR Station);
- (b) The Office of HA Green Form Subsidised Home Ownership Scheme Sales Unit (1/F, Pioneer Place, 33 Hoi Yuen Road, Kwun Tong, Kowloon);
- (c) Estate Offices and District Tenancy Management Offices of the HA;
- (d) Rental Estate Offices of the HS;
- (e) Home Affairs Enquiry Centres of the Home Affairs Department;
- (f) Sham Shui Po Housing Information Centre (Podium, Un Chau Shopping Centre, Un Chau Estate, Kowloon); and
- (g) Website: [www.housingauthority.gov.hk](http://www.housingauthority.gov.hk) (Please submit the full set of Application Form with 6 pages.)(Applicants may choose to submit online application.)

#### 6. Guidelines on Completing the Application Form

- 6.1 Applicants should fill in the application form in English block letters and Chinese (if applicable) with a black or blue ball pen. **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.** (Applicants may choose to submit online application.)
- 6.2 Please refer to Annex A of the Application Guide for calculation methods of income and net asset value, and documents required (not applicable to flat owners under TPS).

#### 7. Payment of Application Fees

<b>Application Form submission stage</b>	<ul style="list-style-type: none"><li>● For online application, applicants have to pay the application fee online by credit card (VISA, MasterCard, JCB or UnionPay 銀聯).</li><li>● For application by post/by hand, applicants are required to pay <b>HK\$160</b> as application fee at the time of submitting the application form under the Scheme by a crossed cheque (the cheque can be issued by applicants or other persons) or cashier’s order. <u>Applying for both WSM 2019 and Sale of Home Ownership Scheme (HOS 2019) (White Form), the application fee is <b>HK\$410</b> in total.</u> The cheque or cashier’s order should be made payable to <b>“HONG KONG HOUSING AUTHORITY”</b>. <b>The HKIC number and contact telephone number of the applicant should be written at the back of the cheque or cashier’s order.</b> Please make reference to Annex C of this</li></ul>
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	Application Guide. <b>Payment at convenience store, post-dated cheque, cash, gift cheque, postal order and electronic cheques will not be accepted. Application fee paid is non-refundable and non-transferrable. If the cheque or cashier's order is dishonoured for whatever reasons, the application will be cancelled automatically.</b>
<b>Certificate of Eligibility to Purchase (CEP) application stage</b> (Payment of this fee is not required if the applicant awarded with the quota does not apply for the CEP)	Applicants are required to pay a separate application fee (Note 5) at the time of applying the CEP <b>from the HA and/or the HS respectively</b> upon receipt of an Approval Letter. The cheque or cashier's order should be made payable to <b>"HONG KONG HOUSING AUTHORITY"</b> or <b>"HONG KONG HOUSING SOCIETY"</b> in accordance with the type of the flat they intend to purchase.

## 8. Submission of Application Form

8.1 The application period is from 30 May 2019 to 12 June 2019. The closing time is 7 p.m. on 12 June 2019. **Applications submitted before or after the application period will not be accepted. For submission by post, the submission date is determined by the postmark. Applications which are delivered belatedly or returned by post office to the applicants due to insufficient postage will not be processed.**

Within application period, applicants may:

- (a) complete the online application and pay the application fee through the HA website: [www.housingauthority.gov.hk](http://www.housingauthority.gov.hk).  
Online application opening time is 8 a.m. on 30 May 2019 and closing time is 7 p.m. on 12 June 2019 (Applicants must complete the application and payment before the closing time. The closing time will be in accordance with the Application System);  
**or**
- (b) submit the following documents by post or by hand to the Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon (The office hours during the application period are 8:00 a.m. – 7:00 p.m., from Monday to Sunday (including public holidays)):
- (1) original copy of the completed application form;
  - (2) copies of identity document of applicant and family member(s) listed in application form; and
  - (3) a crossed cheque or cashier's order for application fee of HK\$160 (applying for WSM 2019) or HK\$410 (applying for both WSM 2019 and HOS 2019 (White Form)) made payable to "HONG KONG HOUSING AUTHORITY" (Please write down the HKIC No. and contact telephone number of the applicant at the back of the cheque/cashier's order. Payment at convenience store, Post-dated cheque, cash, gift cheque, postal order and electronic cheque will not be accepted.)

For submission by post, please mark "WSM 2019" / "HOS 2019 (White Form) and WSM 2019" on the cover of the envelope.

**Applicants can only submit application through either one of the above ways. If the applicant and/or his/her family member(s) listed in the application form have successfully submitted his/her application online, it is not necessary to submit the application form again by mail or in person, or vice versa, otherwise it will be treated as a duplication of application. Should duplicate applications be found, HA will cancel all related applications.**

8.2 **Other supporting documents (such as income, asset and relationship proof, etc.) as mentioned in Annex B (Checklist of supporting documents) of the Application Guide 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 the HA's further vetting in future if required.** The HA will, according to the random order generated by computer from ballot result, notify the prioritised applicant in writing to submit an "Income and Asset Declaration Form" within the specified period. The applicant and family member(s) listed in the application form have to declare detailed total monthly household income and total net asset value and submit relevant supporting documents for detailed vetting.

## 9. Change in Particulars of the Submitted Information

9.1 The applicant and the family member(s) listed in the application form must meet the eligibility criteria of the application under the Scheme from submission of the application form up to the date of signing the PASP. Any changes in the particulars (including but not limited to income, net asset value and ownership of domestic property) of the applicant and/or any family members listed in the application form or the family circumstances (including but not limited to marital status) should be reported in writing to the HA (Address: Podium Level 4, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon. For ease of identification, please mark "WSM 2019" on the envelope) with supporting documents so that the HA can reassess the eligibility of the application. Application number should be quoted in the correspondence. Should there be any changes in the personal particulars or family circumstances which render them ineligible, the application will be cancelled and the HA, the HD and the HS shall not be responsible for any loss or claims arising therefrom. The application fees paid will not be refunded and cannot be transferred to other parties.

Note 5: The HA and HS can revise the application fees of CEP, Certificate of Availability for Sale (CAS) and the LN without prior notice.

- 9.2 Request for addition or deletion of member(s) listed in the application form will not be accepted, except for addition of family member(s) due to birth, marriage or the applicant's spouse/child(ren) aged under 18 being granted permission to stay in Hong Kong; or for deletion of family member(s) due to death, divorce or having successfully acquired a flat under other subsidised housing schemes and become an owner or member of the acquired flat as mentioned in Paragraph 4. Should the request for addition of family member(s) be approved, the application category will still be based on the position as at the closing date of application. Should the request for deletion of member be approved which results in a change of the application category from family applicant to one-person applicant, assessment of income and asset will be based on the limits for one-person applicant. The HA will reassess the eligibility based on the latest information.

## 10. Application Handling Procedures, Quota Allocation and Approval Letters

- 10.1 Upon receipt of the application forms, the HA will notify the applicants in writing of their application numbers (for online application, application numbers will be sent to applicants by email), which should be quoted in all correspondences and marked "WSM 2019" on the envelope in future.
- 10.2 The HA will conduct a ballot to determine the sequence of the last two digits of application numbers held by applicants. Based on the ballot result, the HA will randomly generate the order of all applicants within the family and one-person application categories by computer. Results of the ballot and order for detailed vetting will be displayed in the venues and website stipulated in Paragraph 5.
- 10.3 The quota set under this Scheme is 3 000 with 2 700 allocated to family applicants and 300 to one-person applicants. After the ballot, the HA will issue letters to the prioritized applicants notifying them to submit the completed "Income and Asset Declaration Form" and the supporting documents as mentioned in Annex B of the Application Guide to the HA **within 7 working days for detailed vetting to determine whether individual applicants meet the eligibility criteria and their priority. If the invited applicants fail to submit the completed "Income and Asset Declaration Form" together with relevant supporting documents within the specified period, or are confirmed to be ineligible after detailed vetting by the HA, their applications will be cancelled.** Where a document to be submitted is not in Chinese or English, a Chinese or English translation must be attached with the name and official capacity (if any) of the translator stated. All photocopies submitted by the applicant must be clear and legible, otherwise delay in processing the application may be caused.
- Note: There is no guarantee that applicants notified to submit the "Income and Asset Declaration Form" and supporting documents would be awarded a quota under this Scheme. Whether individual eligible applicants would be awarded a quota under this Scheme is subject to their priority.**
- 10.4 The HA may invite the applicants for an interview if necessary. At the interview, applicants may be required to provide other supporting documents to prove that they still meet the eligibility criteria. If the vetting procedures are impeded, the vetting results will be affected and/or their applications may be cancelled.
- 10.5 The HA will issue Approval Letters to eligible applicants according to the quota and their final priority. The Approval Letter only certifies the applicant's eligibility to apply the CEP for the HOS Secondary Market from the HA and/ or FFSS Secondary Market from the HS within a specified period.
- 10.6 If holders of the Approval Letters do not apply the CEP from the HA/HS within the validity period, or there is any change in the circumstances rendering the applicant and/ or any family member(s) listed in the application form ineligible for the Scheme, the Approval Letter given will become void.
- 10.7 Eligible applicants will be issued one Approval Letter for the HOS Secondary Market and the FFSS Secondary Market. The Approval Letter is valid for four weeks from the date of issue. Holders of the Approval Letters may apply from the HA and/ or the HS, in accordance with the type of the flat they intend to purchase, and pay the application fee **separately** regarding the CEP for the HOS Secondary Market/ FFSS Secondary Market within the validity period.
- 10.8 In case of dispute over quota allocation, the HA's decision shall be final.

## 11. Certificates of Eligibility to Purchase

- 11.1 The CEP will be valid for twelve months from the date of issue. No further extension will be granted upon its expiry.
- 11.2 Holders of the CEP may enter into a PASP for the purchase of one flat in the HOS Secondary Market/ FFSS Secondary Market within the validity period of the certificate.
- 11.3 If holders of the CEP fail to enter into a PASP for the purchase of a flat in the HOS Secondary Market/ FFSS Secondary Market within the validity period, or if the transaction falls through after the issue of the LN, they will not be issued another CEP. The HA/HS does not guarantee that the applicant can eventually purchase a flat.
- 11.4 **Holders of the CEP under the Scheme are allowed to purchase only one flat in the HOS Secondary Market/ FFSS Secondary Market. Upon signing the PASP with the seller of the HOS Secondary Market, the holder cannot enter into a PASP with another seller of FFSS Secondary Market with the remaining CEP, and vice versa.**

## 12. Purchase, Sale and Mortgage

- 12.1 Transactions in the HOS Secondary Market/ FFSS Secondary Market are operated in more or less the same way as in the open market. The purchaser and the seller may negotiate on their own or make the transaction through an estate agent and sign the PASP. To comply with the requirements concerning property transactions in the HOS Secondary Market/ FFSS Secondary Market, both the purchaser and the seller shall apply to the HA/HS for the requisite supporting documents, such as a CAS for the seller, and a CEP and a LN for the purchaser. The Agreement for Sale and Purchase (ASP) and the Deed of Assignment shall be prepared and processed by a solicitor.
- 12.2 The purchaser must note that after purchasing the Flat, he/she will be responsible for the payment of premium when the Flat is sold, rented out or assigned in whatever manner in the open market in future. The purchaser or his/ her estate agent may ask the seller to produce the CAS and based on the information provided in the certificate calculates the discount rate and estimates the amount of premium. Please refer to the HA website ([www.housingauthority.gov.hk](http://www.housingauthority.gov.hk)) for calculation of the discount rate.
- 12.3 **Purchasers of flats in the HOS Secondary Market should assess one's own financial capability and eligibility for mortgage before entering into purchasing formalities. A purchaser requiring a mortgage loan to pay the balance of the purchase price should apply to a bank or financial institution on the approved list, which is available from the HOS Secondary Market Scheme Unit, for a mortgage loan on special concessionary terms specified by the HA. The conditions are subject to final approval by the bank or financial institution concerned.** The participating banks or financial institutions on the list have entered into a Deed of Guarantee with the HA. Some of the mortgage terms are as follows:
- (a) maximum loan amount may be not exceeding 90% of the purchase price or the assessed value, whichever is the less;
  - (b) maximum repayment period of 25 years; and
  - (c) interest rate at a maximum of the Best Lending Rate quoted by the bank or financial institution concerned minus 0.5% per annum.
- Please note that HA does not warrant that the purchaser can obtain a mortgage loan which is equivalent to 90% of the purchase price or any mortgage loan from any banks or financial institutions.
- If the purchaser wishes to mortgage with other bank/ financial institution which has not entered into a Deed of Guarantee with the HA, the purchaser is required to obtain prior approval from the Director of Housing for such mortgage arrangement. Otherwise, relevant provisions of the Housing Ordinance (Cap. 283) will be contravened. The purchaser is reminded to allow sufficient time to apply to HD for processing of the relevant approval in order to avoid any possible delay in the mortgage arrangement and an administrative fee is required for the concerned application.
- 12.4 If the purchaser, who has mortgaged the flat purchased under the HOS Secondary Market 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 the purchaser owes. 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 the purchaser.
- 12.5 **The HS will not provide mortgage guarantee to purchase of flats in the FFSS Secondary Market Scheme, the purchasers can approach any bank for mortgage loan and the bank should undertake to adopt the standard prescribed forms for mortgage deed specified by the HS.**
- 12.6 A purchaser may also obtain a loan to cover the balance of the purchase price under a mortgage from his/ her employer who offers a bona fide staff housing mortgage loan scheme provided that prior approval from the Director of Housing/ the HS has been obtained.
- 12.7 Except with the approval of the Director of Housing/ the HS, the purchaser shall not secure any other form of mortgage financing or refinancing or increase the amount of the mortgage loan for the Flat.

## 13. Application for a Letter of Nomination

- 13.1 Application for a LN should be made to the HA/HS at the HOS Secondary Market Scheme Unit/ FFSS Secondary Market Support Unit by the purchaser's solicitor, enclosing the following:
- (a) The original of the purchaser's valid CEP;
  - (b) The original of the seller's CAS;
  - (c) A declaration in support of the application for LN by the purchaser under the witness of the solicitor;
  - (d) A copy of the PASP (in the prescribed form);
  - (e) An undertaking to acknowledge the Alienation Restrictions on White Form status duly declared by the purchaser (in the prescribed form);
  - (f) An application fee of LN (Note 5) by cheque signed by a solicitor's firm or a cashier's order; and
  - (g) A Letter of Agreement executed by the purchaser attested by solicitors (applicable for flats purchased in the FFSS Secondary Market only. Not applicable for the purchase of flats of Kingston Terrace/ Subsidised Sale Flats Projects).

13.2 **On the day of signing the PASP, the total household income and net asset value and family status of the purchaser and the family members listed in the application form must still meet the application criteria.**

**14. Ownership Arrangement**

**The applicant must become the owner of the Flat purchased.** The applicant, however, may choose to share the ownership with one of the adult family members listed in the application form provided that the ownership is in the form of joint tenancy not inheritable by a third party.

**15. Prescribed Forms of the HA/HS must be used (including Provisional Agreement for Sale and Purchase, Agreement for Sale and Purchase, and Deed of Assignment)**

When making a transaction in the HOS Secondary Market/ FFSS Secondary Market, the purchaser and the seller have to produce valid supporting documents and a LN issued by the HA/HS. Moreover, the estate agent concerned and the solicitors representing the two parties are required to use the prescribed forms specified by the HA/HS, including a PASP, an ASP and a Deed of Assignment. Legal documents not following the prescribed forms will be null and void, and the purchaser's title will consequently be affected. Any amendments to the prescribed forms shall require the prior approval and written consent of the HA/HS.

**16. Completion of Transaction**

16.1 Prior to the signing of a PASP, the purchaser and the seller are required to produce to each other or the estate agent valid supporting documents, a valid CAS on the part of the seller and a valid CEP on the part of the purchaser. Failing to do so may constitute a breach of the Housing Ordinance (Cap. 283)/ Government Lease or the requirements on Land Grant and Waiver Letters of the HS.

16.2 The purchaser's solicitor shall apply to the HA/HS for a LN within one month from the date of the PASP for confirmation of the eligibility of the purchaser, and the purchaser shall sign the formal ASP and the Deed of Assignment to complete the transaction only after the issue of the LN. (For TPS flat owners, please refer to Paragraph 2.9 for the time frame on the relevant application for LN and other restrictions.)

16.3 If prior to the signing of a PASP, there is a change of status of the purchaser as to render him/ her ineligible for application or the purchaser has been offered any housing subsidies by the HA/HS, the purchaser will not be issued with the LN.

16.4 Both parties may appoint their own solicitors to represent them in completing the transaction. The parties are required to use the prescribed forms as specified by the HA/ HS.

16.5 The purchaser shall not assign or sell any interest in the Flat or in the Provisional/ formal Agreement for Sale and Purchase to a third party before the transaction is completed.

16.6 Upon completion of the transaction, the purchaser's solicitors should notify the HOS Secondary Market Scheme Unit of the HA or FFSS Secondary Market Support Unit of the HS within 10 days from the date of Assignment.

**17. Fees and Charges to be Paid Upon Purchasing a Flat**

17.1 The purchaser, when completing the formalities of purchasing a flat, is required to pay fees including but not limited to the following:

- (a) All stamp duties payable (Note 6);
- (b) Registration fees for registration of the deeds in the Land Registry;
- (c) General conveyance fees charged by the solicitors with respect to the Flat; and
- (d) The estate agent's commission (if the transaction is completed through an estate agent).

17.2 If the purchaser requires a mortgage loan to finance the purchase of the Flat, he/ she is also required to pay:

- (a) The registration fee for registration of the mortgage deed in the Land Registry; and
- (b) Legal costs of the solicitors acting for the bank or the financial institution offering the loan for the mortgage arrangements.

**18. Special Restrictions on Purchasers and Their Family Members**

All the Flats sold by the HA/HS are subject to certain conditions, some of which are stipulated in the Housing Ordinance (Cap. 283) / the "Land Grant", the "Waiver Letter" and the policies under the FFSS of the HS. The main conditions include the following:

18.1 **Application for other housing subsidies** – successful Flat purchasers and their spouses (including the spouses of purchasers who were unmarried at the time) under this Scheme will be debarred from all subsidised housing schemes administered by the HA, the HS or the URA in future.

18.2 If the applicant and/or family member(s) listed in the application form is/are on the household register of PRH, or household record of other subsidised housing schemes, he/ she/ they shall move out from such unit and have his/ her/ their name deleted from the respective household register or record.

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Note 6: The HA is not responsible for stamp duties related matters. Purchasers may call the Inland Revenue Department at 2594 3202 or browse its website ([www.ird.gov.hk/eng/faq/index.htm](http://www.ird.gov.hk/eng/faq/index.htm)) for details.



- 18.3 **Mortgage** – the purchaser may secure a first mortgage to cover the balance of the purchase price of the flat only as provided in Paragraphs 12.3 and 12.6 above. Except with the approval of the Director of Housing/ the HS, the purchaser shall not secure any other form of mortgage financing or refinancing, or increase the amount of the mortgage loan prior to the payment of premium.
- 18.4 **Use** - the Flats should be used only for residential purposes and for occupation by the purchaser and the family member(s) listed in the application form. Only the spouse and child(ren) aged under 18 of the owner or joint-owner are allowed to add to the household register of the HOS/ FFSS flat in future.
- 18.5 **Occupation** – According to Section 22 of the Housing Ordinance (Cap.283), staff of HD are empowered to enter and inspect the flat. Any person who obstructs staff of HD in the exercise of any power or the performance of any duty conferred or imposed under Section 29 shall be guilty of an offence and liable on conviction to a fine at level 3 and to imprisonment for 6 months. According to Section 25 of the Housing Ordinance (Cap.283), staff of HD are empowered to require the owner or occupier of the flat to provide specified particulars. Any owner or occupier who refuses to provide the particulars required shall be guilty of an offence and liable on conviction to a fine at Level 4 as specified in Schedule 8 of the Criminal Procedure Ordinance (Cap. 221) and to imprisonment for 3 months; any owner or occupier who makes a false statement shall also be guilty of an offence and liable to a fine at Level 5 as specified in the same Schedule and to imprisonment for 6 months. (Note: As at the date of printing the application form for this Scheme, the maximum fines at Level 4 and Level 5 are HK\$25,000 and HK\$50,000 respectively.)
- 18.6 **Deletion of record** – deletion of crucial members (Note 4) of 2-person families can only be effected after the purchase of the Flat for two years (as from the date of execution of the Deed of Assignment), unless they get married or are permitted to receive the housing benefits provided by their employers.
- 18.7 **Assignment or letting -**
- (a) **Within two years from the date of Assignment (“the restriction period”) of the Flat purchased by the buyers in the HOS Secondary Market/ FFSS Secondary Market under the Scheme, the Flat cannot be sold under the SMS for the HOS of the HA/ the FFSS of the HS. Owners will not apply for the CAS for the Flat from the HA/HS during the restriction period. The HA/HS will not issue any CAS to the owner of the Flat within the restriction period;**
- (b) **The HA/HS will not buy back the Flat.**
- (c) **Flat owners can sell or let the flat in the open market after payment of premium. As to when the premium can be made, please take reference to the alienation restrictions on the individual court.**
- Owner includes but not limited to the assignee approved by the HA/HS for change of ownership under special circumstances, executor, administrator and beneficiary of the estate of the owner and the mortgagee or chargee of the owner.**
- 18.8 **Unlawful alienation or letting or parting with possession** – Any unlawful alienation or letting or parting with possession of the flat purchased under this Scheme or any agreement for such alienation letting or purported letting or parting with possession shall be void. Any person having committed such act(s) has committed an offence and is liable to a fine of HK\$500,000 and to imprisonment for one year.

## 19. HA Nominee

For the HOS 2018 flats sold by the HA including Hoi Lok Court, Kai Long Court and Yu Tai Court, the flat owner may offer to sell the flat to the HA within the first five years from the purchase. HA may invite successful applicants under WSM to be the nominee to purchase the HOS 2018 flat subject to the prevailing policy and on condition that his/her CEP is still valid. HA may use the information as provided by applicants to the HA in the application of the WSM for the purpose of and relating to the nomination to purchase the flat if the applicants are invited, to be the nominee, to purchase such flat. There is no guarantee that HA will make such nomination. The HA will not invite TPS owners as nominees.

## 20. Important Notes

- 20.1 Any application which contains false or incorrect information statement or representation will be cancelled, that the eligibility of such application previously established on the basis of the false or misleading information will be revoked and fees paid will not be refunded. The decision of the HA, the HD and the HS on such false or incorrect information statement or representation shall be final.
- 20.2 Under Section 26(2) of the Housing Ordinance (Cap. 283), 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 Secondary Market/ FFSS Secondary Market 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 HK\$500,000 and imprisonment for 1 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), the Court shall order either (a) that the flat 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.
- 20.3 If the court convicts another person under Section 26(2) of the Housing Ordinance (Cap. 283) in connection with the purchase of a flat by the purchaser, 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.

## 21. Notes on Collection of Personal Data

- 21.1 The personal data collected in this application form are used for processing applications under this Scheme and/ or the invitation of HA nominee of Paragraph 19 above and other matters pertaining to the enforcement of the Housing Ordinance (Cap. 283) or land lease related issues. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches and to contact the applicants for such purposes. The personal data in the application form, including the declaration by the applicant and his/ her family members authorising the collection and comparison/ checking of their personal data, are provided by the applicant and his/ her family members on a voluntary basis. However, if insufficient information is provided, the HA, the HD and the HS may not be able to process the application. In that case, the application fee paid will not be refunded.
- 21.2 The personal data provided by the applicant and his/ her family members in the application form will be used by the HA, the HD and the HS for the purpose of preventing the applicant and his/ her family members from enjoying double housing benefits and for the purposes of carrying out the checking/ verification and matching procedures. Such procedures include: (a) vetting the application and determining the eligibility of the applicant, (b) checking whether the applicant has applied for other subsidised housing schemes, (c) giving approval under this Scheme and handling any subsequent changes in family circumstances, property ownership, mortgage arrangements, sale of property, etc. and (d) the data are also used to prevent the purchaser and his/ her spouse from participating in any other subsidised housing schemes administered by the HA/ HS/ URA in future.
- 21.3 When assessing the eligibility to apply and purchase of the applicant and his/ her family member(s), the HA, the HD and the HS may compare and match the personal data provided in the application form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such information is false or misleading, and may take appropriate action against the person(s) concerned on the basis of the result of the data comparison and matching. The applicant and his/ her family member(s) should also authorise the HA, the HD and HS to disclose, verify and match the information concerned with other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the Mandatory Provident Fund Schemes Authority (MPFA), banks and financial institutions), or the employers concerned. Furthermore, the applicant and his/ her family member(s) should agree that any government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to the URA, the MPFA, banks and financial institutions), or the employers concerned may disclose the applicant's and his/ her family members' personal data (including but not limited to marital status and MPF contribution records) in their possession to the HA, the HD and the HS for the purpose of comparing and matching the information provided in this application form. The information provided may also be used by the HA, the HD and the HS for conducting statistical surveys and researches. The applicant and his/ her family member(s) should also agree that the HA, the HD and the HS may pass the application form and the supporting document(s) submitted to the HA's data processing service contractor for data processing in connection with his/ her application, and that the information provided will be passed to the HA Hotline/ HA Sales & WSM Hotline/ 1823 for answering his/ her enquiries.
- 21.4 For the purposes stated above, the HA, the HD and the HS may disclose the personal data provided by the applicant and his/ her family member(s) in the application form to other government departments (including but not limited to the Land Registry, Companies Registry, Transport Department, Immigration Department and Inland Revenue Department), and to employers concerned or relevant public/ private organisations/ companies (including but not limited to the HS, the URA, the MPFA, banks and financial institutions) or check such data with these parties.
- 21.5 The personal data provided in the application form are for application under the current Scheme and/or the invitation of HA nominee of Paragraph 19 above. Pursuant to the Personal Data (Privacy) Ordinance (Cap. 486), the applicant and his/ her family member(s) are entitled to request access to or correction of the personal data stated in the application form. Where necessary, such requests should be made in writing and directed by post or fax (fax no. 2761 6363) to the Departmental Data Protection Officer of the HA Headquarters, 33 Fat Kwong Street, Kowloon. A fee may be charged for the request for access to personal data.

## 22. Warning

Applicants should note that fees payable to the HA for this Scheme is mentioned in Paragraph 7 of this **Application Guide**. If they are approached by any person who offers to provide assistance in return for remuneration, they should report to the Independent Commission Against Corruption (ICAC) without delay. Attempted bribery is also an offence in law. The HA will refer the case to the ICAC for investigation and cancel the application irrespective of whether such person has been prosecuted or convicted of the relevant offence.

## 23. Contact Us

For enquiries on application details of this Scheme, please call HA Sales & WSM Hotline on 2712 8000 (handled by 1823), or write to the WSM Unit at Podium Level 4, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon or browse the HA website: [www.housingauthority.gov.hk](http://www.housingauthority.gov.hk)

**White Form Secondary Market Scheme 2019**  
**Calculation Method of Income and Net Asset Value, and Documents Required**  
**(Not Applicable to Flat Owners under TPS)**

**Note:**

By the time of submitting the application form, only copies of identity documents or birth certificate (for persons aged below 11) of applicants and their family members are required. The HA will, according to the random order generated from ballot result by computer, notify the prioritized applicant and family member(s) listed in the application form to submit an “Income and Asset Declaration Form” together with relevant supporting documents within specified period for detailed vetting. Please keep details of your income and breakdown of assets to substantiate your declared income and assets for the HA’s further vetting in future if required.

## 1. Income

The applicant and all family members (including those aged below 18 and with income) are required to declare the average monthly income (including income in and outside Hong Kong). The types of income that should be declared, calculation method and documents required are as follows:

Sources of Income	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Income from employment	<p>Including monthly salary, bonus/ double pay, commission/ allowance and accommodation</p> <ol style="list-style-type: none"> <li>1. Monthly Salary <ul style="list-style-type: none"> <li>● Those who earn a regular salary should calculate their income as at 31 May 2019 using their basic salary before tax plus the average monthly regular and irregular commission and allowance from 1 December 2018 to 31 May 2019 plus the average monthly income of year-end bonus and double pay from 1 June 2018 to 31 May 2019 less total statutory employee’s contribution to MPF/ Provident Fund from 1 December 2018 to 31 May 2019). Please see Example 1.</li> <li>● Those who are paid on an occasional basis, they should calculate their average monthly income for the period from 1 December 2018 to 31 May 2019 (a) <u>serving the employer for 6 calendar months</u>, they should declare their average monthly income by dividing the total income received over the period from 1 December 2018 to 31 May 2019 by 6 months plus the year-end bonus and double pay from 1 June 2018 to 31 May 2019 by 12 months less total statutory employee’s contribution to MPF/ Provident Fund from 1 December 2018 to 31 May 2019 by 6 months, please see Example 2(a); (b) <u>serving the employer for less than 6 calendar months</u>, the average monthly income is calculated by dividing the total income received from 1 December 2018 to 31 May 2019 to corresponding months or days of service period less the average of total statutory employee’s contribution to MPF/ Provident Fund from service period divided by corresponding months or days of service period. Please see Example 2(b).</li> <li>● Those who have transferred to another job during the past 6 calendar months prior to the date of submission of their application form are required to declare only the income received from the current employer. (For example, if a person who has transferred to another job 2 months ago is currently earning a regular income, he/ she is required only to declare his/ her present salary. If the person is now employed on an occasional basis, he/ she should declare the average monthly income by dividing the total income received over the past 2 months from the current employer by 2 months.)</li> <li>● If those who are newly employed have no MPF contribution deducted from their income, they should calculate their income on the basis of their actual income received in the particular month.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>● With fixed employers, the original of the <b>Employee’s Income Certificate</b> (at Annex D) with the signature of the employer/ person in charge of the company and a copy of the applicable tax documents. The Employee’s Income Certificate form may be photocopied for use where necessary.</li> <li>● Copy of the salary statement or income proof for a period of 12 calendar months (i.e. from 1 June 2018 to 31 May 2019) if failing to provide the <b>Employee’s Income Certificate</b> and a copy of the applicable tax documents.</li> <li>● Copy of documentary proof of MPF contribution.</li> <li>● Copy of rental statement for the accommodation.</li> <li>● A copy of the latest Employer’s Return of Remuneration and Pensions/ Notice of Assessment.</li> </ul>

## 2. Bonus/ Double Pay and Commission/ Allowance

- **Year-end bonus/ double pay:** The bonuses and double pay received on a regular or occasional basis from current employer for the period from 1 June 2018 to 31 May 2019 should be declared after being converted into a monthly average. (For example, if the double pay received from 1 June 2018 to 31 May 2019 is HK\$12,000, the monthly average is HK\$12,000/ 12 months = HK\$1,000.) **(For payments received for a service period of less than 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**
- **Non year-end bonus/ double pay and allowances (For example, housing allowance, travelling allowance, food allowance, medical allowance, education allowance, hardship allowance (obnoxious duties), etc.):** All commissions and various allowances received on a regular or occasional basis for the period from 1 December 2018 to 31 May 2019 should be declared after being converted into a monthly average. (For example, if the total overtime allowance over the period from 1 December 2018 to 31 May 2019 is HK\$3,600, the monthly average is HK\$3,600/ 6 months = HK\$600.) If a person's total household income exceeds the income limit after the irregular income received for the period from 1 December 2018 to 31 May 2019 has been converted into a monthly average, he/ she may convert the irregular income received for the period from 1 June 2018 to 31 May 2019 into a monthly average. **(For payments received for a service period of less than 6 or 12 months, the average monthly amount should be calculated by adding up the payments received in the said period and divided the total amount by the corresponding months or days of service.)**

Example 1 : Calculation method of average monthly income for those employed on a monthly basis (for reference only)

Basic salary of May 2019	+	Regular & irregular commission & allowance from 1.12.2018 to 31.5.2019	+	Year-end bonus & double pay from 1.6.2018 to 31.5.2019	-	Total statutory employee's contribution to MPF/Provident Fund from 1.12.2018 to 31.5.2019
		-----		-----		-----
		6 months		12 months		6 months

Example 2 : Calculation method of average monthly income for those employed on an occasional basis (for reference only)

(a)	Total income received from 1.12.2018 to 31.5.2019	+	Year-end bonus & double pay from 1.6.2018 to 31.5.2019	-	Total statutory employee's contribution to MPF/Provident Fund from 1.12.2018 to 31.5.2019
	-----		-----		-----
	6 months		12 months		6 months
(b)	Total income received for the service period	-	Total statutory employee's contribution to MPF/Provident Fund for the service period		-----
	-----		-----		-----
	Service period		Service period		

## 3. Accommodation

- Any accommodation provided by the employer of the applicant or any family member(s) listed in the application form is also deemed as a portion of the monthly income. It is calculated as follows:
    - (i) Free accommodation - the contributory portion is calculated at 10% of the average monthly total personal income.
    - (ii) Accommodation at a rent lower than the market level - the contributory portion is calculated at 10% of the average monthly total personal income less the rent payable to the employer. It will be taken as "0" if the balance is negative.
4. If the applicant has no income:
- Those without any income in the 12 calendar months before the date of submission of application form should enter "0" or "Nil" in the column of "Total Monthly Income".
  - Those who are not employed or self-employed by the time of

	<p>submission of application form but were employed for part of the time over the 12 calendar months should convert their total income into a monthly average (and declare it as their average monthly income).</p> <ul style="list-style-type: none"> <li>● Students (aged 18 or above without any income) should submit a photocopy of the latest student identification document (such as student identity card).</li> </ul> <p>Remarks: Deductible items/ exclusions (Documentary proof must be provided) : These include employees' contributions to the Mandatory Provident Fund (MPF) (at the statutory rate of 5% with a cap of HK\$1,500) or statutory contributions of other provident fund, alimony payments (capped at the amount determined by the court), contributions under the Surviving Spouses' and Children's Pensions Scheme/ Widows and Orphans Pension Scheme, education grants and scholarships, and Community Care Fund, old age and disability allowances received from the Government, etc.</p>	
Income from self-employment	<ul style="list-style-type: none"> <li>● <b>Business operators:</b> Income includes: profits from business activities (if loss, the income should be "0"), salary (may deduct the statutory rate of MPF), dividends or gratuities receivable by shareholders and private expenses. (a) For business with 1 year: the monthly average income earned over the 12 calendar months from 1 June 2018 to 31 May 2019 should be declared (For example, if business commenced on 1 June 2018, the total net profits received over the period from 1 June 2018 to 31 May 2019 should be divided by 12 months). If loss, the income should be calculated as "0". (b) For business less than 1 year: the monthly average income earned during 1 June 2018 to 31 May 2019 should be declared (For example, if business commenced on 1 July 2018, the total net profits received over the period from 1 July 2018 to 31 May 2019 should be divided by 11 months). If loss, the income should be calculated as "0".</li> <li>● <b>Self-employment without business registration:</b> (a) Working with 1 year: the monthly average income earned over the 12 calendar months i.e. 1 June 2018 to 31 May 2019. (b) Working with less than 1 year: the monthly average income earned during the corresponding period from 1 June 2018 to 31 May 2019.</li> </ul>	<ul style="list-style-type: none"> <li>● A copy of a valid business registration certificate/ hawker licence (in case of hawking) and applicable tax documents.</li> <li>● A copy of the latest 12 calendar months of business financial statement confirmed by chartered accountant. Original Auditor's Report should also be submitted in case of limited company.</li> <li>● Hawkers/ Fishermen/ Unlimited companies/ Business operators without business registration certificates/ absence of supporting documents, income and expenditure supporting proofs should be provided. The HA may request applicants/ members to sign relevant declaration forms during vetting period.</li> </ul>
Income from rented properties/ lands	<ul style="list-style-type: none"> <li>● Monthly rental income from the letting of lands, parking spaces and properties solely or jointly owned in and outside Hong Kong (The White Form applicant and all family members must not own domestic properties in Hong Kong), including the income from subletting as a principal tenant, has to be declared. Both the rates and government rent payable per month are deductible from the monthly rental income, and a further 20% of the remaining sum is also deductible for meeting expenses. Calculation method (for reference only) <math display="block">\left( \frac{\text{Monthly rental income received}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%</math></li> <li>● If the landed property, parking spaces or land let out without duly stamped tenancy agreement and the rent received is lower than the rateable value, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2019/20 financial year, and a further 20% of the remaining sum for meeting expenses. Calculation method (for reference only) <math display="block">\left( \frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%</math></li> </ul>	<ul style="list-style-type: none"> <li>● Copy of relevant supporting documents on the average monthly rental income (For example: rental agreement).</li> <li>● Copy of the latest demand note for rates and government rent.</li> </ul>

Income from non-rented properties/ lands	<ul style="list-style-type: none"> <li>If the landed property, parking spaces or land is not let out, no matter left vacant/ self used, its monthly rental income should be calculated by deducting the monthly rates and government rent from the monthly rent value equivalent of the rateable value of the 2019/20 financial year, and a further 20% of the remaining sum for meeting expenses. Calculation method (for reference only) <math display="block">\left( \frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\%</math></li> <li>For properties jointly owned with others, the income calculated as above should be adjusted on a pro rata basis according to the share of interest.  Calculation method (for reference only) <math display="block">\left( \frac{\text{Rateable value}}{12 \text{ months}} - \frac{\text{Rates of prevailing quarter}}{3 \text{ months}} - \frac{\text{Government rent of prevailing quarter}}{3 \text{ months}} \right) \times 80\% \times \text{share of interest}</math></li> </ul>	<ul style="list-style-type: none"> <li>If landed properties, parking spaces or lands are left vacant/ self used, a copy of the latest demand note for rates and government rent should be provided.</li> </ul>
Other income	<ul style="list-style-type: none"> <li>Alimony and child maintenance, financial provision/ financial support from children/ relatives not listed on the application form, the guaranteed monthly annuity payment under annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), pensions/ dependent pensions under the Surviving Spouses' and Children's Pensions Scheme, scholarship given as remuneration to be taxable, etc.: (a) Regular amount: amount received in May 2019. (b) Irregular amount: average monthly amount received over the 6 calendar months i.e. 1 December 2018 to 31 May 2019.</li> <li>Any interest/ bonus/ dividend received from fixed term deposits and transactions of any nature, such as shares, funds, annuity, etc.: average monthly amount received over the 6 calendar months from 1 December 2018 to 31 May 2019. (a) Any interest/ bonus received from savings or investment-linked insurance policies: average monthly amount received over the last 12 calendar months i.e. 1 June 2018 to 31 May 2019. (b) Any other income (including profits gained from the sale of properties or shares in and outside Hong Kong, etc. The White Form applicant and all family members must not own domestic properties in Hong Kong): average monthly income over the past 12 calendar months i.e. 1 June 2018 to 31 May 2019.</li> </ul>	<ul style="list-style-type: none"> <li>Alimony: copy of Court Order;</li> <li>Interest from shares and fixed term deposits: copy of supporting documents for relevant investment;</li> <li>Annuity Plan: Copy of relevant supporting documents;</li> <li>Pension: Copy of pension statement;</li> <li>Copy of supporting documents for income received from investment ; and</li> <li>Copy of relevant supporting documents.</li> </ul>

## 2. Net Asset Value

- (i) The applicant and all family members (including those aged below 18) are required to declare the net asset value as at 29 May 2019 (including assets in and outside Hong Kong).
- (ii) Deductible items/ exclusions:  
Applicants or family members who have received the compensation for loss of earning power due to injuries sustained at work, traffic and other accidents may claim deduction from their own assets values for the amount of compensation received. The nature of compensation, the organisation from which this compensation is issued and the amount they have received for that purpose have to be stated. (To provide copies of relevant receipts, insurance policy, etc.)
- (iii) The types of asset that should be declared, calculation method and documents required are as follows:

Assets	Calculation Method	Supporting Documents (To be submitted upon the request of the HA after ballot)
Land	<ul style="list-style-type: none"> <li>For land in and outside Hong Kong such as land held by way of government grants or Letters “A”/ “B” land exchange entitlements, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 29 May 2019.</li> <li>In the case of joint ownership, only the current net value of the interest held needs to be declared.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the latest valuation report of the land.</li> <li>A copy of proof of ownership of the land.</li> <li>Copies of the relevant mortgage documents.</li> </ul>
Landed properties	<ul style="list-style-type: none"> <li>For landed properties of any uses (including ancestral houses) (The White Form applicant and all family members must not own domestic properties in Hong Kong) in and outside Hong Kong, which are completed or for pre-sale, or which are the subject matter of a sale and purchase agreement, the net value is calculated by deducting the outstanding mortgage amount from the asset value as at 29 May 2019.</li> <li>In the case of joint ownership, only the current net value of the interest held needs to be declared.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the latest valuation report of the landed properties.</li> <li>A copy of proof of ownership of the landed properties.</li> <li>Copies of the relevant mortgage documents.</li> </ul>
Vehicle	<ul style="list-style-type: none"> <li>For private cars, vans, light vans, lorries, coaches, taxis, public light buses, container tractors and trailers, motorcycles, etc., the net value is calculated by deducting the outstanding hire purchase repayment and depreciation from the sum of purchase price and the residual values of vehicle registration fee and insurance premium as at 29 May 2019. Depreciation: 60% initial depreciation allowance on down payment of vehicle and payment of the principal by installments in current year, and 30% annual depreciation on the residual value. Formula: <math>[(\text{Purchase price} - \text{outstanding mortgage}) \times (1-60\%)] \times (1-30\%)^n + (\text{residual values of vehicle registration fee and insurance premium as at 29 May 2019})</math> n = number of year of purchase – 1 (Note: purchased less than 1 year is also counted as 1 year)</li> <li>If a vehicle is for the private use or exclusive use of a transportation business, the net asset value should be declared in the field of “Vehicles” of the “Income and Asset Declaration Form”.</li> <li>If a vehicle is owned by a business other than that of transportation, say a lorry of a hardware store, its value should be incorporated in the net asset value of the entire business under the field of “Business undertakings”.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of vehicle registration document (both front and back sides).</li> <li>Copies of relevant vehicle purchase agreement, registration document, the hire purchase agreement which shows repayment schedule for the months of April 2019 and May 2019, the valid insurance policy and payment receipts as at 1 May 2019, etc.</li> </ul>
Taxi/ Public light bus licences	<ul style="list-style-type: none"> <li>The net value is derived by deducting the outstanding mortgage amount from the market value as at 29 May 2019.</li> <li>If the licence is co-owned, only the current net value of the interest held needs to be declared.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the licence;</li> <li>Copies of the relevant mortgage documents; and</li> <li>If hired out, a copy of the relevant documents and income proof.</li> </ul>
Investments	<ul style="list-style-type: none"> <li>These include listed shares, bonds, commodity futures, gold, paper gold, certificates of deposits, deposits with brokers, mutual fund, unit trust fund, annuity plans (including Hong Kong Mortgage Corporation Annuity Plan), savings or investment-linked insurance schemes, etc. Their cash values are determined by the unit closing price as at 29 May 2019, or the most recent unit closing price (whichever is the latest). Note: Any interest/ bonus received from savings or investment-linked insurance policies is treated as income.</li> </ul>	<ul style="list-style-type: none"> <li>Copies of documentary proof of the relevant investments and their values.</li> </ul>
Business undertakings	<ul style="list-style-type: none"> <li>These include interests in business of sole proprietorship, partnership and limited companies. The net value of business assets is based on items in the latest audited account/ provisional account, including net book value of plant and machinery, stock in hand, accounts receivable, balance of bank accounts, cash in hand, residual value of vehicles, market value of landed properties, etc., less various liabilities.</li> <li>If the business is in the form of partnership or a limited company, only the current net value of the interest held needs to be declared.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of a valid business registration certificate;</li> <li>A copy of relevant financial report</li> <li>In case of hawking, a copy of the relevant hawker licence is required; and</li> <li>Latest original audited report.</li> </ul>

Deposits at bank, cash in hand and others	<ul style="list-style-type: none"> <li>● Deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies as at 29 May 2019. In case of joint account, the balance of amount should be divided equally according to the number of people holding the joint account.</li> <li>● Cash in hand as at 29 May 2019 includes local currency in the value of HK\$5,000 or above and foreign currencies of the same value. The amount that has been withdrawn or can be withdrawn from MPF/ Provident Fund.</li> <li>● Outstanding loans to others as at 29 May 2019 in both local and foreign currencies.</li> </ul>	<ul style="list-style-type: none"> <li>● Copies of bankbook (must show the name and bank account number at first page);</li> <li>● The bank statement for the month of May 2019 and the screenshot picture from e-banking (must show the name and bank account number);</li> <li>● Copies of the fixed deposits statement; or</li> <li>● Copies of the relevant supporting documents.</li> </ul>
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3. If necessary, the HA may invite the applicant or his/ her family member(s) listed in the application form for an interview and to provide supporting documents to prove that they meet the eligibility criteria for the application.



**Checklist of supporting documents**  
**White Form Secondary Market Scheme 2019**

- Attention : 1. By the time of submitting the application form, applicants and their family members are ONLY required to submit the copies of Hong Kong Identity Card or Birth Certificate (for persons aged below 11). Submission of "Income and Asset Declaration Form" and other supporting documents (listed in the following table) such as income, asset and relationship proof will be required upon the request of the HA after ballot.
2. Where a document to be submitted is not in Chinese or English, a Chinese or English translation must be attached with the name and official capacity (if any) of the translator stated. All photocopies must be clear and legible, otherwise delay in processing the application may be caused.

**Documents to be submitted at the time of submitting application form**

<b>1. General documentary proof for applicant and family members</b>	
Identity documents of individual family members	A copy of Hong Kong Permanent Identity Card / Hong Kong Identity Card (for persons aged 11 or above). A copy of Birth Certificate (for persons aged below 11. If not born in Hong Kong, please provide a certificate on approval of stay in Hong Kong with the entry date printed on it). A copy of One-way Permit or passport (for persons residing in Hong Kong for less than 7 years, documents permitting them to enter Hong Kong with the stamp showing the initial date of entry are required).
If a name shown in the application form is different from that shown in the supporting documents	A copy of deed poll, notary public certificate or documents issued by the Registration of Persons Office.

**Documents to be submitted upon the request of HA after ballot**

<b>1. General documentary proof for applicant and family members</b>	
Documentary proof of relationship	A copy of Birth Certificate, notary public certificate or documents issued by the Registration of Persons Office. A copy of the Adoption or Appointment of Guardians documents issued by judicial authorities / government departments for adopted child(ren).
Documents on marital status for married persons	A copy of Certificate of Marriage. For a marriage registered in Mainland but without the relevant document, a copy of the notary public certificate. For customary marriage celebrated in Hong Kong, the original of a statutory declaration. For the spouse of an applicant / a family member who has no right to land in Hong Kong, a declaration specifying the same together with copies of the certificate of marriage and the identity document issued in the place of residence(both front and back sides).
Divorced persons, single parented persons or widowed persons	A copy of court order of divorce; for proceedings in Hong Kong, the certificate of making Decree Nisi Absolute (Divorce) (Form 6 or 7B). For applications including children under the age of 18, a copy of the court order for the custody of children. For separated cohabitants, the female is required to submit a declaration specifying the date of separation after co-habitation and the arrangement for the custody of children; the male is required to submit a copy of the court order for the custody of children. For deceased spouse, a copy of the marriage certificate and death certificate.
Pregnant for 16 weeks or more	A copy of medical proof issued by registered doctors/ Chinese medicine practitioners to certify the expected date of delivery (applicable to female one-person applicant).
<b>2. Income proof for applicant and family members (Please refer to Para. 1 in Annex A of Application Guide)</b>	
Salaried employee (with a regular employer)	The original of Employee's Income Certificate at Annex D of Application Guide and the appropriate taxation documents, a copy of MPF Member Benefit Statement.
Salaried employee (with no regular employer)	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Self-employed persons	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement.
Where applicant or family member(s) are on retirement, unemployed or without any employment	Copies of relevant supporting documents, a copy of MPF Member Benefit Statement. A copy of the latest student identification document (for students aged 18 or above without income).
Rented/ Non-rented properties	Copies of demand notes for rates and government rent. For rented properties, proof of average monthly rental income is required.
Other sources of income (dividends, bonuses, dividends/giving-outs of insurance policies, regular interest on fixed deposits, pension, annuity, contributions from relatives, etc.)	Copies of relevant supporting documents.
<b>3. Net asset value proof for applicant and family members in and outside Hong Kong (Please refer to Para. 2 in Annex A of Application Guide)</b>	
<b>Land</b>	A copy of the latest valuation report of the land. A copy of proof of ownership of the land. Copies of the relevant mortgage documents. A declaration specifying the usage of the land, together with copies of the relevant documents and income proof for any rented land.
<b>Landed properties:</b> referring to properties owned or under agreements for sale and purchase, e.g. overseas residential properties, local or overseas commercial retail shops, industrial premises/ parking spaces, etc.	A copy of the latest valuation report of the landed properties. A copy of proof of ownership of the landed properties. Copies of the relevant mortgage documents. A declaration specifying the usage of the landed properties, together with copies of the relevant documents and income proof for any rented landed properties.
<b>Vehicles:</b> such as private cars and commercial vehicles	A copy of vehicle registration document (both front and back sides).
<b>Taxi/ Public Light Bus Licences</b>	A copy of the licence. A copy of the relevant mortgage documents. A copy of the relevant documents and income proof for any such rented vehicles.
<b>Investments:</b> such as Mutual Fund, Unit trust fund, listed shares, deposits with brokers, commodity futures product, paper gold, certificates of deposits, insurance policies and bonds	A copy of the relevant supporting documents.
<b>Business undertakings:</b> such as sole proprietorship, partnership or limited companies and all business assets held	A copy of valid business registration certificate. In case of hawking, a copy of the hawker licence. A copy of the relevant financial statements.
<b>Deposits at bank, cash in hand and others:</b> for example, deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies, cash in hand in both local currency and foreign currencies, outstanding loans to others in both local and foreign currencies.	Copies of bankbook or the monthly bank statement(s) for the month of May 2019 (must show the name and bank account number). Copies of the fixed deposits statement. Copies of the relevant supporting documents.



White Form Secondary Market Scheme 2019 (WSM 2019) Application Form

Part II Particulars of the applicant and all family members who will live with the applicant upon purchase of a flat.

- The applicant must become the owner of the flat purchased. Spouse of married persons not having the right to land in Hong Kong needs not be included in this Part II.
- For applications involving over four persons, please use two or more (if applicable) application forms and submit all forms duly signed and confirmed by the applicant and family members concerned.

Please mark the box '☐' as '■' as appropriate.

Table with 5 columns: Applicant, Family Member, Family Member, Family Member. Rows include Chinese/English names, HKIC/BC numbers, Date of Birth, Sex, Relationship with Applicant, Marital Status, and Contact Information.

Please fill in the information according to HKIC or Hong Kong Birth Certificate.

Please mark the box '☐' as '■' according to the status of individual member.

Please provide contact telephone no. and email address.

Part III Record of payment of the application fee (to be completed by applicant)

(The identity card number and contact tel. no. of the applicant should be written at the back of the cheque or cashier's order)

Cheque/Cashier's Order No. 246135, Bank Code 124, Branch Code 012

Cheque No., Bank Code and Branch Code in this template are for reference only. Please fill in the information as shown on the submitted cheque.

Image of a crossed cheque from Banking Corporation Limited for HONG KONG HOUSING AUTHORITY, ONE HUNDRED AND SIXTY ONLY, HK \$ 160.00, signed by 安居樂.

Same as the date filling in the Application Form

Cross out bearer

The signature should be the same as the signature of bank account holder (Cheque can be issued by applicant or other persons).

To: Housing Manager/WSM,  
White Form Secondary Market Scheme Unit  
Podium Level 4, Hong Kong Housing Authority  
Customer Service Centre,  
3 Wang Tau Hom South Road, Kowloon.

This Employee's Income Certificate should not be submitted with the application form. It is only required to be submitted upon the HA's notification.

**Annex D**

**Hong Kong Housing Authority**  
**White Form Secondary Market Scheme 2019**  
**Employee's Income Certificate**

- Attention: (i) An employee may submit a photocopy of this form to his/ her employer for completion.  
(ii) Please fill in English block letters (and Chinese if applicable) with a black/ blue ball pen.  
(iii) Please do not use correction materials to make any corrections or else this employee's income certificate will be invalidated. Should it be necessary to do so, please cross out the erroneous information and fill in the correct information, which should be countersigned by the signatory of this certificate with the company chop affixed.  
(iv) Please indicate 'Nil' in all columns not applicable to the employee or cross them out.

I/ We confirm that \*Mr./ Miss/ Ms. \_\_\_\_\_ (H.K.I.C. No: \_\_\_\_\_), is an employee in my/ our firm since \_\_\_\_\_ (date) holding the post of \_\_\_\_\_.  
His/ her income before deduction of contribution for Mandatory Provident Fund (MPF)/ Provident Fund (PF), if any, for the past six months (Note 1) is as follows:

Month/ Year	Basic Salary	Overtime Allowance	Other allowance/ incentives (Note 2)	Non year-end bonuses or commission	Contribution to a MPF/ PF (Note 3)	Net Income after contribution to a MPF/ PF has been deducted
12/2018						
01/2019						
02/2019						
03/2019						
04/2019						
05/2019						

(All amounts are declared in Hong Kong dollars, unless specified otherwise)

Note 1: The employer should declare the employee's income for the period from December 2018 to May 2019.

Note 2: Includes but not limited to travelling allowance, hardship allowance (obnoxious duties), housing allowance, food allowance, education allowance etc.

Note 3: Please declare the 5% statutory contribution to a MPF/ PF, but do not include any contribution made voluntarily by the employee.

Other than the above income, in the past 12 months, the employee \*was paid/ was not paid as follows:

Other income	HK\$ (After deducting the statutory contribution to MPF/ PF)	Paid Date
* Year-end double pay/ year-end bonus/ other year-end gratuity		
* Year-end double pay/ year-end bonus/ other year-end gratuity		

Our firm \*has/ has not furnished Employer's Return in respect of the income of the above-named employee to the Inland Revenue Department.

\*The employee broke his/ her service for the period from \_\_\_\_\_ to \_\_\_\_\_.

\*There is no break of his/ her service. He/ She has resigned (Effective date : \_\_\_\_\_).

I understand that under Section 26(2) of the Housing Ordinance (Chapter 283), if I knowingly make in this certificate any false or provide any misleading information to the Hong Kong Housing Authority in respect of the employee's application for purchase of a flat in the HOS Secondary Market /Flat-For-Sale Scheme Secondary Market, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

Signature of Employer/

Person in Charge

Name of Signatory

( in Block Letters)

Designation of Signatory

(Company Chop)

Office Address

Name of Company : \_\_\_\_\_

Office Tel. \_\_\_\_\_

(Please use Block Letters)

Date \_\_\_\_\_

\* Please delete as appropriate

Please tear-off this page for use by employer