



**Application for Certificate of Availability for Sale
under Flat-for-Sale Scheme Secondary Market Scheme**

FFSS Secondary Market
Support Unit
G/F Dragon Centre
23 Wun Sha Street
Tai Hang Hong Kong
Tel : 2839 7373

**To : Chief Executive Officer and Executive Director
Hong Kong Housing Society**

FOR OFFICE USE ONLY			
Appn. No.			
Date of First Assignment	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year
Code Address	<input type="text"/>	<input type="text"/>	<input type="text"/>

Property Address : _____

I/We would like to apply for a “Certificate of Availability for Sale” for the above property.

I/We attach herewith a crossed cheque/cashier’s order with the following details :

(Bank : _____ Branch _____ Cheque /
of Bank : _____ Cashier’s Order No.: _____)

payable to the "Hong Kong Housing Society" for the sum of HK\$900.00 as payment for the application fee (please write down the Hong Kong Identity Card number (“HKIC”) of the applicant on the back of the cheque or the cashier’s order). I/We understand that **the said application fee is non-refundable and non-transferrable whether the application is successful or not.** Hong Kong Housing Society (“HS”) reserves the right to revise the application fee at any time.

I/We confirm that I/we have carefully perused and understood the contents of **Notes of Application** at Page 2.

	<u>Name</u>	<u>HKIC No.</u>	<u>Signature</u>
Owner / Owner’s Agent (1)	_____	()	_____
Owner / Owner’s Agent (2)	_____	()	_____
Owner / Owner’s Agent (3)	_____	()	_____
Daytime Contact No.	_____	Date (dd/mmm/yyyy) :	_____ / _____ / _____

Notes of Application

- (1) Please read carefully the Application Guide for the Flat-for-Sale Scheme Secondary Market Scheme (“SMS”) (Green Form Status) before completing this application form. The said application guide can be downloaded from the HS's website (<http://www.hkhs.com/en/application/subsidised-sale-housing/id/193>) or it can be obtained at Flat-for-Sale Scheme Secondary Market Support Unit (“Support Unit”) of HS during office hours.
- (2) **This application form should be submitted to FFSS Secondary Support Unit with the following:**
 - (a) **Crossed cheque/ cashier’s order for payment of the application fee (Please write down the HKIC number of the applicant on the back of the cheque / cashier order);**
 - (b) **A copy of the Deed of Assignment, and if any change of ownership of the flat has been taken place, copies of all the relevant Deed of Assignment must be attached. Other relevant document, such as Deed Poll, etc., if any, must also be submitted.**
 - (c) **Copies of a water bill and an electricity bill of the flat issued by utility companies within the last six months from the date of this application form.**
- (3) Please enquire at the mortgagee bank or the Land Registry concerned about the procedures for obtaining a copy of the Deed of Assignment.
- (4) **When signing the application form, the owner should give the same signature as the one on the Deed of Assignment.**
- (5) If the property is jointly owned by two persons or above, all owners are required to sign this form.
- (6) If the applicant is a lawful agent of the owner, a valid Power of Attorney and the attorney's identity document must be attached.
- (7) If the owner or joint owner has been bankrupt, the column of "Signature of Owner/ Owner's Agent" must be signed by the Official Receiver or the trustee-in-bankruptcy on behalf of the bankrupt owner and stamped with the official seal. A copy of the bankruptcy order should be submitted with this application form, except the bankruptcy order has been annulled by the court.
- (8) If owner’s agent is an administrator / executor of the deceased owner, photocopies of the administrator / executor’s identity document, Letter of Administration (with Affirmation by Administrator) / Probate, Death Certificate and Certificate of Exemption from Estate Duty / Schedule of Assets and Liabilities must be submitted.
- (9) The personal information contained in this application form is used by the HS for the application for the "Certificate of Availability for Sale" under the SMS related purpose only. The personal information contained in this application form is provided on a voluntary basis by the applicant. The applicant(s) agree to provide other relevant evidence and information to the HS for the purpose of vetting his/her eligibility.
- (10) Pursuant to the Personal Data (Privacy) Ordinance (Cap. 486), the applicant(s) are entitled to request access to and/or correction of his/her personal particulars contained in this application form. Any such requests should be made in writing and directed by post or fax (No.2811 8700) to the *Planning and Development Section, Hong Kong Housing Society, G/F., Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong.* A fee may be charged for such requests.

The Certificate of Availability for Sale will be sent by registered mail to the following correspondence address.

(To avoid misdelivery, please complete all parts of the following in BLOCK letters. Please notify the HS in writing immediately if there are any changes after submission.)

Name of Applicant _____ Correspondence Address in Hong Kong _____ _____ _____	The Hong Kong Housing Society has received your application and the application fee of _____ on _____ . Your application number is: _____ <p style="text-align: center;">This is an Official Receipt (Please quote your application number in all future correspondence with Hong Kong Housing Society.)</p> <p style="text-align: center;"><u>Flat-for-Sale Scheme Secondary Market Scheme</u></p> Name of Applicant _____ Correspondence Address in Hong Kong _____ _____ _____
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