

房協商舖招租辦法 Notes for Shop Application

1. 申請手續

有意申請舖位的人士，請將填妥的申請表格或自行草擬的租務建議書，用空白信封密封後，在截止申請日期當天下午 5 時前遞交或郵寄（以郵戳日期為準）到香港房屋協會區域辦事處（地址：香港大坑浣紗街 23 號龍濤苑 2 樓），信封面必須註明申請租用舖位的地址。任何逾期的申請或遞交到房協其他辦事處的申請將不予處理。

申請人須確保申請表格內所需的資料全部正確。房協如發現所報資料有任何失實或資料不全，有權取消申請人的申請資格或已簽訂的租約。

Application Procedures

Any individual or company who intends to apply for our shops, shall submit the completed application form or self-draft leasing offer in a **sealed blank envelope** to Hong Kong Housing Society's Regional Office (Address: 2/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong) in person **before 5:00pm on the application closing date** or by post (the postmark date shall prevail). Please specify the shop address you want to apply on the envelope. Late applications and applications submitted to other offices of Housing Society will not be processed.

Applicant shall make sure all the required information in the application form is accurate. If any information is found inaccurate or incomplete, Housing Society reserves the right to refuse the application or rescind the signed tenancy agreement.

2. 甄選程序

所有申請都會經過公平考慮，一般而言，我們主要的甄選準則是考慮申請人建議的租金、租約年期、免租裝修期、擬經營的行業、需要房協提供的設施、申請人的財務狀況、經驗及其他因素。

房協會甄選合適的申請人安排會面，以便核實申請書內的資料，及讓申請人可查詢及澄清有關的租務事宜。選獲推薦的申請將會交由房協轄下的小組作最後審批。一般情況，房協會在截止申請日期後約四個星期約見申請人或通知落選者。

Selection Process

All applications will be considered on a fair basis. In general, the main selection criteria including the rent, the tenancy term, the rent-free period, the proposed trade, and the required Landlord provisions by the applicant, the financial condition and experiences in the relevant trade of the applicant and other factors will be taken into consideration.

Housing Society (HS) will shortlist suitable applicants for interview in order to verify the information on the applications, and provide an opportunity for both parties to make inquiries and clarification of the tenancy matters. The selected applications will be submitted to the HS's panels for final approval.

Under normal circumstance, HS will invite the applicants for an interview or notify the unsuccessful applicants within 4 weeks after the application closing date.

3. 租約主要條款

一般商舖的固定租期以兩年或三年為主。租金並不包括管理費(如有)、冷氣費(如有)、差餉及其他雜費，所有費用由每曆月第一日上期繳交。

在簽訂租約時，申請人需繳交不少於三個月租金、管理費(如有)、冷氣費(如有)及差餉的按金，並須分擔一半租約正副本的釐印費。

申請人必須在收到房協接受通知後的七(7)天內簽妥承租確認書，並在十四(14)天內簽訂房協擬定的正式租約。

若租客屬有限公司，該公司在簽署正式租約時須由最少一名主要股東簽署個人擔保書，以保證該公司準時交租及充分履行合約內的一切責任。

免租裝修期(如有)一般由租約生效後租戶開始裝修起計，免租裝修期內，租戶仍須繳交管理費(如有)、冷氣費(如有)及差餉。

租戶在進行舖位裝修前，必須事先遞交包括機電、消防、來去水等詳細室內設計圖給房協審批，並得到房協辦事處書面批准方可動工。

房協並不保證所承租的商舖適用於租戶擬經營的行業，租戶在簽署承租確認書前須事先查核所需資料及取得相關的專業意見。租客在開始營業日期前，並須自行向各政府部門或有關法定團體申請及取得其業務所需的牌照或同意書。

Main Tenancy Terms

The tenancy of commercial premises is mainly on a fixed term of 2 years or 3 years. The rent is exclusive of management fees (if any), air-conditioning charges (if any), Government rates and other charges, all of which shall be payable on the first day of each calendar month.

Upon signing a tenancy, the applicant is required to pay a security deposit of not less than 3 months' rent, management fee (if any), air-conditioning charges (if any), Government rates and bear half share of the stamp duty for tenancy agreement in duplicate.

The applicant must sign the Confirmation of the Tenancy within seven (7) days after receiving the acceptance notice of HS and execute the formal tenancy agreement drawn up by HS within fourteen (14) days.

If a tenant is a limited company, at least one of the major shareholders of the company shall sign a personal guarantee at the time of signing a formal tenancy agreement to ensure that the company is punctual in payment and fully discharging all its obligations under the tenancy agreement.

The rent-free period (if any) would be granted from the commencement date of fitting out works after the tenancy commencement, tenant is still required to pay management fees (if any), air-conditioning charges (if any) and Government rates during the rent-free period.

Before commencing the fitting out work at the premises, Tenant must submit in advance detailed fitting out plans, including mechanical and electrical, fire services and plumbing & drainage etc. to HS for written approval and shall not commence the works before obtaining such approval from management office of HS.

HS does not warrant that the leased premises is suitable for the trades/business proposed by the tenant, the tenant shall obtain the required information and seek necessary professional advices from their own consultants before entering the Confirmation of Tenancy. The tenant is also required to apply to various Government departments or statutory bodies and obtain relevant licences or consents required for their proposed business before commencement of the business.

4. 地產代理服務

歡迎任何香港持牌地產代理公司（下稱「地產代理」）介紹客戶申請房協商舖。在公開招租時，所有由地產代理轉介租客或由租客經地產代理遞交的申請，均以相同的甄選標準和程序處理。

經紀佣金

若地產代理介紹新客戶（房協現有商戶或其直屬公司或由地產代理自行租用除外）申請房協商舖而最終與房協達成承租協議、簽署正式租約及交收商舖後，房協可給予相等於半個月租金的佣金。

在客戶首次遞交商舖申請時，有關地產代理必須夾附一份向房協收取佣金的書面要求及客戶委托書，並需得到其客戶在書面上簽署確認。

所有逾時遞交的的佣金申請或客戶委托書，將被視為無效，房協一概恕不受理。如有爭議，房協保留接受佣金申請與否的最終決定權。

Estate Agency Services

All Licensed Estate Agents of Hong Kong (hereinafter referred to as “estate agents”) are welcome to introduce their clients to lease the shops of Housing Society. Applications submitted by estate agents for the applicant or submitted by the applicant via estate agents in the open application will be processed under the same selection criteria and procedures.

Agency Fee

If an estate agent introduced a new client (save and except for the existing shop tenants of HS or its subsidiary companies or apply by the estate agent itself), applying for a shop and eventually reached a tenancy agreement with HS. A commission equivalent to half a month's rent will be given to the estate agent after execution of formal tenancy agreement and taken possession of the premises by the tenant.

At the first submission of a shop application by his client, the estate agent must attach a written statement to the HS that the estate agent is acting for the applicant and requesting for a commission. The written statement shall also be confirmed and signed by his client about such appointment and collection of commission from HS by the estate agent.

All subsequent requests for commission or client's confirmation are become void and not acceptable to HS. In case of dispute, HS shall reserve its right to accept or reject the request for commission at its sole discretion.

佣金支付

直至新客戶與房協簽署正式租約及接收商舖後，房協才會支付代理佣金予地產代理。

Commission Payment

HS will only pay the commission to the agent after execution of the formal tenancy agreement and takeover of the premises by the tenant.

5. 重要事項

申請人及其僱員、代理人、顧問及其他以任何方式參與申請房協商舖的人員，必須嚴格遵守香港現行法律，包括《防止賄賂條例》（第 201 章）的法例。

Important Notes

The applicant, his employees, agents and consultants who are in any way involved in the leasing application shall observe and strictly comply with all laws of HKSAR, including the Prevention of Bribery Ordinance (Cap. 201).



商舖招租

香港房屋協會於 1948 年成立，致力為有需要的家庭提供居所。與此同時，亦提供商業店舖，除了方便居民外，也為其他人士製造創業良機。房協現有下列商業店舖可供出租。所有店舖均位於人口眾多的地點，請把握機會，**在截止申請日期當天下午 5 時前遞交或郵寄 (以郵戳日期為準)** 到香港房屋協會區域辦事處 (地址：香港大坑浣紗街 23 號龍濤苑 2 樓)，信封面必須註明**申請租用舖位的地址**。有關商舖資料及申請表格可於香港房屋協會各屋邨辦事處或以房協二十四小時電話查詢熱線 **2882 1717** 以傳真服務索取。

地址	查詢電話	大約面積 (平方米)	可考慮行業	截止 申請日期
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九龍區

<u>大角咀</u> <u>頌賢花園</u> 通州街 28 號地下 1 號舖	2390 2033	171.13	各類行業	2018 年 8 月 24 日
<u>紅磡</u> <u>家維邨</u> 馬頭圍道 44-48 號家維商場地下低層 3 號舖	2839 2068	110.06	各類行業 (飲食業除外)	2018 年 8 月 24 日
馬頭圍道 44-48 號家維商場地下低層 3A 號舖		54.49		
馬頭圍道 44-48 號家維商場地下低層 3B 號舖		55.57		
馬頭圍道 44-48 號家維商場地下低層 4 號舖		170.14	各類行業	
馬頭圍道 44-48 號家維商場地下低層 3 及 4 號舖		280.2	各類行業 (飲食業除外)	
馬頭圍道 44-48 號家維商場地下低層 8 號舖		25.03		
差館里 12 號家榮樓地下 2 號舖		59.17		
<u>土瓜灣</u> <u>樂民新村</u> 高山道 107 號 I 座地下 107 號舖	2839 7133	56	各類行業	2018 年 8 月 24 日
<u>長沙灣</u> <u>喜雅</u> 保安道 22 號地下 4 號舖	2839 7633	23.47	各類行業	2018 年 8 月 24 日
東沙島街 201 號地下 2 號舖		107.97		

新界區

<u>沙田</u> <u>乙明邨</u> 街市 12-13 及 32-35 號市場攤位	2839 7997	122.3	各類行業	2018 年 8 月 24 日
街市 14-15 號市場攤位		42.3		
街市 12-15 及 32-35 號市場攤位		164.6		

地址	查詢電話	大約面積 (平方米)	可考慮行業	截止 申請日期
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新界區(續)

<u>荃灣</u> <u>祈德尊新邨</u> 海盛路 28 號祈德尊新邨商場地下 5-7 號舖	2839 8028	102.62	各類行業	2018 年 8 月 24 日
<u>荃灣</u> <u>寶石大廈 328 廣場</u> 沙咀道 328 號地下 G8B 號舖	2409 9171/ 2839 7651	36.98	各類行業	2018 年 8 月 24 日
沙咀道 328 號地下 G9 號舖		47.36		
沙咀道 328 號地下 G10 及 G11 號舖		162.6		
沙咀道 328 號地下 G9, G10 及 G11 號舖		209.96		
沙咀道 328 號地下 G8B, G9, G10 及 G11 號舖		246.94		
沙咀道 328 號地下 G17 號舖		72		
沙咀道 328 號地下 G18 號舖		100.52		
沙咀道 328 號地下 G17 及 18 號舖		172.52		
<u>沙頭角</u> <u>沙頭角邨</u> 順興街 23 號迎海樓地下 2 號舖		2674 6416		
順興街 23 號迎海樓地下 3 號舖	198.75			
順興街 23 號迎海樓地下 4 號舖	184.8			

自動櫃員機位置

紅磡家維邨家維商場地下高層及長沙灣 喜薈商場地下大堂 (兩地點必須一併租用)	2839 7633	--	自動櫃員機	2018 年 8 月 24 日
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房協通常在每月第一週的星期五在東方日報及香港經濟日報刊登舖位招租廣告，敬請留意。歡迎各界人士親臨房協各屋邨辦事處，致電查詢熱線 **2882 1717** 查詢或瀏覽我們的網頁索取招租資料。同時歡迎地產代理轉介客戶，詳情可瀏覽網頁資料。

請把握創業良機，實現你的理想。

香港房屋協會舖位 / 市場攤位租用申請表格

APPLICATION FORM FOR SHOPS / MARKET STALLS OF HONG KONG HOUSING SOCIETY

屋苑/邨名稱
Name of Estate _____ 舖位號碼
Shop No. _____ 面積 (平方米)
Area (sm) _____

申請人姓名 / 公司名稱
Name of Applicant / Company _____

通訊地址
Correspondence Address _____

聯絡人姓名
Name of Contact Person _____ 聯絡電話
Contact Phone No. _____ 公司
Company _____ 手提電話
Mobile Phone _____

擬付每月租金*
Proposed Monthly Rent* _____ HK\$ 擬經營行業
Proposed Trade _____

擬免租期
Proposed Rent-free period _____ 月(M) / 日(D)# 店舖名稱
Trade Name _____

其他租務條款** (如有)
Other Tenancy Terms** (if any) _____

預計租約年期(2 或 3 年)
Proposed Tenancy Term
(2 or 3 years) _____ 年 Year(s) 預計起租日期
Expected Tenancy
Commencement Date _____ 年(Y) 月(M) 日(D)

備註 Remarks _____

本人明白本申請表內的資料是用作申請舖位用途，所有資料必須準確填寫。如發現所報失實，房協有權取消申請人的申請資格或其後所簽訂的租約。本人同意香港房屋協會就上述申請，進行調查本人有關申請資格的狀況，包括向有關機構及人士核對/查詢資料，並同意有關機構及人士可向房協提供該等資料。

I fully understand that the data contained in this application is for the purpose of application for a shop premises / market stall with the Hong Kong Housing Society (HS). All data should be accurately filled in. If the information is found to be false, HS have the right to reject this application or revoke the Tenancy Agreement signed subsequently. I consent to any investigations into the circumstances relating to this application being carried out by HS including but not limited to asking government departments and other parties to verify/provide my personal data. I also consent to such parties providing the requesting data/records to HS.

申請人簽署 (授權人簽署及公司蓋章)
Signature of Applicant (Authorized Signature and Company Chop) _____
日期 Date _____

所有申請均須以密封的白色信封，遞交到**香港房屋協會區域辦事處 (地址：香港大坑浣紗街 23 號龍濤苑 2 樓)**。本會不會處理或考慮任何未能在**截止日期當天下午 5 時前**親身遞交或郵寄(以郵戳日期為準)的申請。申請人須清楚註明他們希望申請的**舖位地址**在信封上。逾期申請或遞交到房協其他辦事處的申請，將不予處理。

All applications must be submitted in a sealed white envelope to **Hong Kong Housing Society's Regional Office (Address: 2/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong)** in person before 5:00pm on the closing date or by post (the postmark date shall prevail). Applicants shall mark clearly the Address of the Shop that they would like to apply on the envelope. Late applications and applications submitted to other offices of Housing Society will not be processed.

* 除月租外，租戶需額外繳付每月的管理費(如有)、冷氣費(如有)及差餉。Tenant shall bear monthly management fee (if any), air-conditioning charges (if any) and government rates in addition to monthly rent.

** 其他租務條款，如續租權等。Other Tenancy Terms e.g. optional term, etc.

請刪去不適用的。Please delete as inapplicable.

收集個人資料聲明

所有租客及住客必須在香港房屋協會（以下簡稱「房協」）有需要時，提供他們的個人資料予房協。各租客及住客所提供的一切個人資料均屬自願性質並需確保所提供的資料均為準確。如所提供的資料有任何變更，必須立即通知房協。若所要求的個人資料未有提供或已提供的資料並不真確，房協有權終止任何相關租約。請注意，提供不實或有誤導性的資料者，將有可能承擔其他法律責任。

1. 收集個人資料的目的

所有提供的個人資料將會被房協作以下用途：

- (a) 管理、執行及監管租約以防止住戶享有雙重房屋資助、審查資格，與及考慮是否終止該等租約；
- (b) 申請/安排或取消公用服務，如水務及電力設施等；
- (c) 申請/轉介社會服務，如長者服務及家庭支援服務等；
- (d) 確保香港特別行政區政府，包括但不限於房屋署、香港房屋委員會及房協所提供有關房屋的福利只會提供予合乎資格的人士；
- (e) 保安理由；
- (f) 進行統計調查研究、審計、及處理保險；及
- (g) 其他與上述任何一項有直接關係的用途。

2. 所持個人資料的類別

一般而言，房協所保存的資料包括：

- 界定個人身份的資料，例如姓名、身份證、護照、回鄉證、學生証、職員証、結婚証書及出生證明書等
- 個人資料，例如性別、出生日期、年齡、相片、電話號碼、地址及婚姻狀況
- 教育及工作資料
- 戶籍或業權資料
- 經濟狀況
- 健康狀況
- 其他資料，例如車輛擁有證明等

3. 接受資料轉交的類別人士

所提供的個人資料將會因任何上述用途作求證及核對、轉移或提供予下列任何機構、團體或人士：

- (a) 任何房協僱用或聘請的人士或機構。
- (b) 任何香港特區政府部門或組成部分（包括但不限於香港房屋委員會及房屋署、土地註冊處、入境事務處、稅務局、公司註冊處、社會福利署、香港消防處、庫務署及運輸署）、私人或公共組織、公司及團體（包括但並不限於市建局、醫院管理局、港鐵公司、香港教育機構、銀行及金融機構、強制性公積金計劃管理局及其他提供社會服務的非政府機構）及其他可能持有或提供租客或住客的個人資料的第三者（例如僱主）。
- (c) 任何執法機構（包括但不限於香港警務處、香港海關、廉政公署及食物環境衛生署）
- (d) 公用事業公司。
- (e) 保險公司及公證行
- (f) 經資料當事人同意或授權可獲提供資料的人士。
- (g) 有關資料提供是合乎法律所需或授權。

4. 查閱個人資料

資料當事人有權查閱及修改記存於房協的個人資料並於支付費用後取得當時房協所持有的資料文件複本。

5. 核對程序

房協或任何上述的受讓人可將資料當事人提供的個人資料與該當事人在其他情況或基於其他用途被收集的資料進行比較及核對，以確定該等資料是否虛假或令人誤解，並根據資料的比較及核對結果，向該當事人採取適當行動。

6. 查詢

如對房協就收集有關個人資料，包括要求查閱、修改或對其他上述事項有任何查詢，可與房協聯絡，地址如下：

高級經理（行政及培訓）
香港房屋協會物業管理部辦事處
香港大坑浣紗街 23 號龍濤苑 2 樓
電話：2839 7888 傳真：2882 2432

Personal Information Collection Statement

All tenants and authorized occupiers must supply their personal data to the Hong Kong Housing Society (the Housing Society) whenever so requested. All personal data provided by tenants and authorized occupiers are on a voluntary basis and please ensure that the data provided are accurate. If there is any change in the data provided, the Housing Society must be notified immediately. The Housing Society may terminate any existing tenancies if the requested personal data are not duly supplied or the personal data supplied are not true and accurate. If false or misleading information or data are provided, the provider(s) may have other legal consequences.

1. Purposes of Collection

The personal data provided will be used by the Housing Society for the purposes of:

- (a) management, monitoring, enforcement of tenancies to prevent tenant and his/her family members enjoying double housing benefit, vetting the eligibility and considering whether to terminate such tenancies;
- (b) application or arrangement for utilities services and cancellation thereof, e.g. water and electricity services;
- (c) application or referral of social services, e.g. elderly services or family & support services;
- (d) ensuring that benefits relating to housing offered by the Government of the HKSAR including but not limited to Housing Department, Hong Kong Housing Authority and/or the Housing Society will only be offered or made available to eligible persons;
- (e) security purpose;
- (f) for statistical survey, research, audit and insurance handling; and
- (g) any other purposes directly related to any of the aforesaid purposes.

2. Kinds of Personal Data Held

In general, records kept by the Housing Society may include the following:

- identification data e.g. name, identity card, passport, re-entry permit, student card, employee card, marriage certificate and birth certificate, etc
- personal details e.g. sex, date of birth, age, photograph, telephone number, address and marital status
- educational and employment details
- tenancy and ownership record
- financial situation
- information on health
- others e.g. vehicle ownership, etc

3. Classes of Transferees

The personal data provided will be transferred or made available to any of the parties listed below in respect of any of the aforesaid purposes for verification and matching:

- (a) Any persons or corporations employed by the Housing Society.
- (b) Any departments or constituents of the Government of the HKSAR (including but not limited to Hong Kong Housing Authority and Housing Department, Land Registry, Immigration Department, Inland Revenue Department, Companies Registry, Social Welfare Department, Fire Service Department, Treasury Department and Transport Department), any private or public organizations, corporations and bodies (including but not limited to Urban Renewal Authority, Hospital Authority, MTR, Education Organizations, Banks and Financial Institutions, Mandatory Provident Fund Scheme Authority and other non-government organizations which provide social services) and any other third party who may hold or provide any information or personal data of any of the tenants or authorized occupiers (such as employers).
- (c) Any law enforcement department or constituents of the government of the HKSAR (including but not limited to HK Police Force, HK Customs & Excise Department, ICAC, Food and Environmental Hygiene Department)
- (d) Public utility companies.
- (e) Insurance company and Loss Adjustor
- (f) Persons the disclosure to whom is authorized by or consented to by the data subject.
- (g) Persons the disclosure to whom is authorized or required by law.

4. Access to Personal Data

Data subjects have the right of access to and correction of their personal data held by the Housing Society. They may obtain a copy of their personal data then held by the Housing Society subject to payment of a fee.

5. Matching Procedure

The personal data provided may be verified and compared by the Housing Society or any of the transferees mentioned above with the personal data of the same data subject collected on any other occasions or for any other purposes, in order to ascertain whether such information is false or misleading and the Housing Society may take appropriate actions against the person concerned on the basis of the result of data comparison and matching.

6. Enquiries

Enquiries concerning the personal data collected by the Housing Society, including the request for access and correction and any other matters mentioned above, should be addressed to:

Senior Manager (Property Management – Administration & Training)

Hong Kong Housing Society, Property Management Division Office, 2/F Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong

Tel.: 2839 7888

Fax: 2882 2432