



**PROCEDURAL GUIDELINES  
FLAT-FOR-SALE SCHEME SECONDARY MARKET SCHEME**

1. Flat-owners of Flat-for-Sale Scheme (“FFSS”) and Subsidised Sale Flats Project who intend to dispose of their flats are required to apply to the Hong Kong Housing Society (“HS”) for a Certificate of Availability for Sale (“CAS”) after two years from the date of first assignment by the HS.

*Appendix 1 - Certificate of Availability for Sale*

2. Once the owners obtain the CAS, they can put the flats on sale in the FFSS Secondary Market. This can be done through the estate agents or by private negotiation.
3. The following persons interested to purchase the flats in the FFSS Secondary Market are required to apply to the HS for a Certificate of Eligibility to Purchase (“CEP”):
  - 3.1 Persons of certain Green Form categories are eligible to apply, namely
    - (i) the existing tenants of any of the designated estates (please refer to the Schedule hereto) or Elderly Persons Flats of HS or of the public rental housing (“PRH”) estate of the Hong Kong Housing Authority (“HA”) (tenants under conditional tenancies or monthly licensees of Transitional Rental Housing units are not allowed to submit application); or
    - (ii) authorized residents of Interim Housing of the HA; or
    - (iii) holders of “Green Form Certificate – applicable to Flat-for-Sale Scheme Secondary Market Scheme only” issued by the Housing Department; or
    - (iv) recipients of Rent Allowance for Elderly Scheme.
  - 3.2 Eligible applicants who have been issued with Approval Letters by the HA under the White Form Secondary Market Scheme (“WSM”) may also apply for CEP (White Form Status) within the validity period.
  - 3.3 The Trade Down Permit (“TDP”) for Flat for Flat Pilot Scheme for Elderly Owners (“FFPS”) holder(s) who have completed the assignment for sale and purchase of the original flat may apply for CEP (FFPS).

For the CEP holders of 3.1(i) to (iv) and 3.2, CEP will be valid for twelve months from the date of its issuance. The eligible purchasers are required to enter into a Provisional Agreement for Sale and Purchase (“PASP”) within the validity period. For the CEP holders of 3.3, the CEP is no time limit.

*Appendix 2a - Certificate of Eligibility to Purchase (Green Form Status) [for above persons 3.1(i) to (iv)]*

*Appendix 2b - Certificate of Eligibility to Purchase (White Form Status) [for above persons 3.2]*

*Appendix 2c - Certificate of Eligibility to Purchase (Flat for Flat Pilot Scheme for Elderly Owners) [for above persons 3.3]*

4. The purchaser and the vendor either through the estate agent or by private negotiation will enter into a PASP which is in the prescribed form.

*Appendix 3a - Provisional Agreement for Sale and Purchase (For flats other than Kingston Terrace / Subsidised Sale Flats Project Flats)*

*Appendix 3b - Provisional Agreement for Sale and Purchase (For Kingston Terrace / Subsidised Sale Flats Project Flats)*

5. Under the PASP, the Purchaser is required to apply for a Letter of Nomination from the HS at least seven (7) working days (or otherwise as the HS shall specify) before the signing of the Formal Agreement for Sale and Purchase (“ASP”) but in any event no later than one month from the date of signing of the PASP.

6. The solicitors acting for the purchaser are required to apply on behalf of the purchaser for a Letter of Nomination from the FFSS Secondary Market Support Unit (“Support Unit”) of the HS. The solicitors are required to use a standard form of application letter (Appendix 5a) accompanied by the originals of the CEP and CAS, a copy of the PASP, a Statutory Declaration (Appendix 4a for all purchasers) made by the purchaser, a Letter of Agreement (Appendix 4b for purchasers other than Kingston Terrace / Subsidised Sale Flats Project purchasers) executed by the purchaser and attested by his solicitors and an Acknowledgement Letter (Appendix 4c for WSM / the FFPS purchaser(s) only) and a cashier’s order/solicitors’ cheque for the application fee (as the HS may prescribe from time to time) for the Letter of Nomination payable to “Hong Kong Housing Society”, original of the TDP (Appendix 5b) (for FFPS purchaser only) and saleable area record of the purchased property from Rating and Valuation Department (Appendix 5c) (for purchasers of FFPS only).

*Appendix 4a - Statutory Declaration by the purchaser (For all purchasers)*

*Appendix 4b - Letter of Agreement (For purchasers other than Kingston Terrace / Subsidised Sale Flats Project purchasers)*

- Appendix 4c - Acknowledgement Letter by purchasers (For purchasers of White Form / Flat for Flat Pilot Scheme for Elderly Owners only)*
- Appendix 5a - Application Letter for the Letter of Nomination*
- Appendix 5b - Trade Down Permit (For purchasers of FFPS only)*
- Appendix 5c - Sample of Property Information (Saleable Area) to be purchased from Rating and Valuation Department (For purchasers of FFPS only)*
7. Having checked the details, a Letter of Nomination will be issued to the requesting solicitors subject to the condition that the solicitors will undertake to inform the Support Unit of the progress of the sale and purchase, the date of signing of the ASP and the Assignment.
- Appendix 6 - Letter of Nomination*
- Appendix 7 - Letter accompanying the issuance of the Letter of Nomination*
8. The purchaser's solicitors are advised to register the Letter of Nomination in the relevant Land Registry.
9. The vendor and the purchaser will sign the ASP (also in the prescribed form) on a date agreed between the parties. The solicitors acting for the parties should advise the parties of the premium liability and for this purpose should check the title documents carefully to identify the relevant last assignment of the flat by the HS and provide in the ASP the appropriate Initial Market Value and the Purchase Price.
- Appendix 8a - Formal Agreement for Sale and Purchase (For flats other than Kingston Terrace / Subsidised Sale Flats Project Flats)*
- Appendix 8b - Formal Agreement for Sale and Purchase (For Kingston Terrace / Subsidised Sale Flats Project Flats)*
10. Upon signing of the ASP, the solicitors acting for the purchaser shall notify the Support Unit of the HS of the following :-
- a. the date of the signing of the ASP; and
  - b. the scheduled completion date.
11. If there is any subsequent change of the scheduled completion date or if the sale and purchase has fallen through, the solicitors acting for the purchaser should forthwith notify the Support Unit.
12. The purchaser should arrange with banks, financial institutions or the organisation of the purchaser's employer approved by the HS for mortgage financing provided that :-

- (i) the bank or financial institution providing such mortgage financing shall adopt the standard mortgage form as approved or required by the HS and give to the HS a written undertaking to do so;
- (ii) any staff housing loan mortgage shall require the prior written consent of the HS and be in such form and contain such provisions as the HS shall approve or require; and
- (iii) any purchaser join the Mortgage Insurance Programme\* (“MIP”) of the Hong Kong Mortgage Corporation Limited (“HKMC”), the selected mortgage bank has to provide undertaking in the format as provided by HS that the legal charge form will be strictly adhered to the standard form of the HS, if applicable, otherwise the legal charge form must be submitted to the HS’s appointed solicitor for vetting and approval before execution and the related costs should be borne by the purchaser(s).

*\* The Mortgage Insurance Programme is operated by the HKMC Insurance Limited which is a wholly-owned subsidiary of the HKMC.*

13. Upon completion, the purchaser and the vendor will execute an assignment which is also in the prescribed form. The solicitors acting for the purchaser shall notify the Support Unit the date of the ASP and the Assignment.

*Appendix 9a - Assignment (For flats other than Kingston Terrace / Subsidised Sale Flats Project Flats)*

*Appendix 9b - Assignment (For Kingston Terrace / Subsidised Sale Flats Project Flats)*

香港房屋協會指定出租屋邨

(截至二零零八年十二月三十一日)

Hong Kong Housing Society Designated Estates  
by 31.12.2008

港島區 Hong Kong	九龍區 Kowloon	新界區 New Territories
明華大廈 Ming Wah Dai Ha	真善美村 Chun Seen Mei Chuen	偉景花園 Broadview Garden
健康村 (第三期) Healthy Village (Phase 3)	家維邨 Ka Wai Chuen	祖堯邨 Cho Yiu Chuen
觀龍樓 Kwun Lung Lau	樂民新村 Lok Man Sun Chuen	祈德尊新邨 Clague Garden Estate
勵德邨 Lai Tak Tsuen	觀塘花園大廈 Kwun Tong Garden Estate	滿樂大廈 Moon Lok Dai Ha
漁光村 Yue Kwong Chuen		乙明邨 Jat Min Chuen
		翠塘花園 Lakeside Garden
		對面海邨 Tui Min Hoi Chuen
		沙頭角邨 Sha Tau Kok Chuen
		茵怡花園 Verbena Heights