

Hong Kong Housing Society
Flat-for-Sale Scheme Secondary Market Support Unit
[Address]

Dear Sirs,

Re: Application for a Letter of Nomination
_____ [Property Address] _____

We have instructions to act for [Name(s) of Applicant(s)] in his/her/their purchase of a property as mentioned in the enclosed Provisional Agreement for Sale and Purchase.

We are instructed to apply on his/her/their behalf a Letter of Nomination and enclose herewith the following documents in support thereof :-

1. the original of the Certificate of Availability for Sale No. _____;
2. the original of the Certificate of Eligibility to Purchase No. _____;
- * 3. the original of the Trade Down Permit No. _____ (applicable to the purchaser(s) of Flat for Flat Pilot Scheme for Elderly Owners only);
4. a copy of the Provisional Agreement for Sale and Purchase;
5. a Statutory Declaration dated _____ made by the Applicant(s) in support of the Application for Letter of Nomination;
- ** 6. a Letter of Agreement dated _____ executed by the Applicant(s) and attested by us;
- @ 7. an Acknowledgement Letter in relation to the Two-year Restriction Period by the purchaser(s) of White Form / Flat for Flat Pilot Scheme for Elderly Owners only;
8. our cheque/cashier's order for HK\$ _____ drawn in your favour being the application fee for the Letter of Nomination; and
- * 9. Saleable area of property to be purchased from the property record of the Rating and Valuation Department (applicable to the purchaser(s) of Flat for Flat Pilot Scheme for Elderly Owners only).

We shall send our representative to collect the Letter of Nomination at your office on or after _____#.

Yours faithfully,

- * To be deleted for the applicants other than Flat for Flat Pilot Scheme for Elderly Owners purchaser(s)
- ** To be deleted for the applicants for Kingston Terrace / Subsidised Sale Flats Project / Dedicated Rehousing Estates Subsidised Sale Flats Project purchaser(s)
- @ To be deleted for the applicants other than White Form / Flat for Flat Pilot Scheme for Elderly Owners purchaser(s)
- # A date which must be at least seven (7) working days after the receipt of the application by the Housing Society