

Application for “Trade Down Permit” Under the Flat for Flat Scheme for Elderly Owners

Hong Kong Housing Society
FFSS Secondary Market Support Unit
G/F Dragon Centre
23 Wun Sha Street
Tai Hang Hong Kong
Tel : 8102 0889

Please fill in (if any)
Certificate of Availability for Sale No.: ZSC / SC

For Office Use Only
Application No.

Part I Eligibility Criteria

- (1) Flats under the Flat-for-Sale Scheme Secondary Market Scheme (“SMS”) in this application form refer to flats sold under the Flat-for-Sale Scheme (“FFSS”) / Subsidised Sale Flats Project (“SSFP”) / Dedicated Rehousing Estates Subsidised Sale Flats Project (“DRE SSFP”) which are assignable subject to the regulations of the SMS.
- (2) The subsidised sale flats of the Hong Kong Housing Authority (“HA”) referred to in this application form include Home Ownership Scheme (“HOS”) / Private Sector Participation Scheme / Tenants Purchase Scheme / Green Form Subsidised Home Ownership Pilot Scheme / Green Form Subsidised Home Ownership Scheme (“GSH”) flats.
- (3) This application form is applicable for the owner(s) of designated subsidised sale developments of Hong Kong Housing Society (“HKHS”) or the HA who participate in the Flat for Flat Scheme for Elderly Owners (“Flat for Flat Scheme”):
 - (i) Applicant(s) must be the owner and all the joint owner(s) (if any) of a designated subsidised sale flat of the HKHS ^(Note 1) or a subsidised sale flat of the HA ^(Note 2) (“Original Flat”);

Note 1 : Please refer to the following website for the participating developments under the Flat for Flat Scheme:
<https://www.hkhs.com/en/application/flat-for-flat-scheme-for-elderly-owners>

Note 2 : For the list of subsidised sale flats of the HA, please refer to the following link:
<https://www.housingauthority.gov.hk/en/home-ownership/hos-secondary-market/index.html>
 - (ii) All applicant(s) and all listed family member(s) ^(Note 3) must be of kin relationship and aged 60 or above;

Note 3 : Listed family members are recorded in accordance with the household records maintained by HKHS or HA. Applicant(s) should enquire the relevant records with the estate management office / Applications Section of HKHS or the respective District Tenancy Management Office of HA prior to the submission of Trade Down Permit (“TDP”) application. Applicant(s) may apply for addition or deletion of registered family members before the submission of TDP application, subject to the prevailing policies of HKHS or HA.
 - (iii) One of the applicants must have owned or co-owned with joint owner(s) the title of the Original Flat for 10 years or above (from the date of signing the Deed of Assignment in respect of the Original Flat) on the date of signing this application form, if the applicant(s) acquired the ownership in the capacity as the beneficiary(ies) of the estate of the deceased owner, the title of the Original Flat must have reached 10 years or above from the date of the Deed of Assent by virtue of which the beneficiary(ies) of the estate of the deceased owner acquired the Original Flat;

- (iv) The Original Flat is still subject to the alienation restrictions under (i) relevant Government Land Grant, Modification Letter(s), and Waiver Letter(s) issued by the Lands Department (in the case of the Original Flat being a HKHS subsidised sale flat), or (ii) the Housing Ordinance or the relevant Government Land Grant, Modification Letter(s) or Waiver Letter(s) issued by the Lands Department (in the case of the Original Flat being a HA subsidised sale flat) (flat with premium unpaid);
- (v) If the applicant(s) hold(s) a valid “Certificate of Availability for Sale” (“CAS”) under the HKHS’s SMS or HA’s HOS Secondary Market (collectively known as “Secondary Market”), it is not necessary to apply for a CAS again. The applicant(s) shall provide the CAS Certificate No. to the HKHS for reference; and
- (vi) **Except for the Original Flat, neither the applicant(s) nor any listed family members shall, during the period from 24 months preceding the date of signing the application form for TDP and up to the date of signing the Provisional Agreement for Sale and Purchase (“PASP”) of the subsidised sale flat to be purchased under the Flat for Flat Scheme (“Newly Purchased Flat”):**
 - (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 which is still valid and subsisting (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 the estate of any deceased person which includes any domestic property or land in Hong Kong; or
 - (e) assigned any domestic properties in Hong Kong or any interest in such properties in Hong Kong (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(s) / listed family member(s) owned more than 50% of the shares.

Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Department, domestic building lots and small house grants approved by the Lands Department in Hong Kong.

Part II Notes of Application

- (1) Please read carefully the Application Guide of Flat for Flat Scheme for Elderly Owners (“Application Guide”) before completing this application form. The Application Guide can be downloaded from HKHS’s website (<https://www.hkhs.com/en/application/flat-for-flat-scheme-for-elderly-owners>).
- (2) All parts of this application form must be completed. Applicant(s) and/or relevant family member(s) should sign against amendments (if any). No correction materials such as correction fluids or tapes for obliteration should be used.
- (3) Applicant(s) who intend to participate in the Flat for Flat Scheme has to apply to the HKHS and obtain TDP and apply to the HKHS / HA and obtain a CAS before entering into a PASP for the sale of the Original Flat in the Secondary Market. Owner(s) who has already disposed of the Original Flat shall be ineligible to apply for TDP and no retrospective issuance will be granted.
- (4) Upon receipt of the application form, the HKHS will first review whether the applicant(s) and the listed family member(s) meet the eligibility criteria of the Flat for Flat Scheme. Upon initial vetting, the HKHS will contact and invite the applicant(s) and the listed family member(s) to attend, during office hours, the HKHS’s office (G/F, Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong) in person to proceed with and complete the application procedures. The applicant(s) and listed family member(s) are advised to attend the interview on the specified date. If they are unable to attend in person, the HKHS may contact the applicant(s) by telephone to proceed with and complete the application procedures.

Part III Particulars of All the Applicant(s) and Listed Family Member(s)

		Applicant (1)	Applicant (2)	Family Member	Family Member	Family Member
			Joint Owner			
Chinese Name (if any)						
English Name						
Gender (Please "✓")		☐ M ☐ F	☐ M ☐ F	☐ M ☐ F	☐ M ☐ F	☐ M ☐ F
Date of Birth	dd/mm/yyyy	/ /	/ /	/ /	/ /	/ /
Relationship with Applicant		Applicant				
Marital Status (Please "✓")		☐ Unmarried ☐ Married ☐ Divorced ☐ Widowed	☐ Unmarried ☐ Married ☐ Divorced ☐ Widowed	☐ Unmarried ☐ Married ☐ Divorced ☐ Widowed	☐ Unmarried ☐ Married ☐ Divorced ☐ Widowed	☐ Unmarried ☐ Married ☐ Divorced ☐ Widowed
Hong Kong Identity Card No.		()	()	()	()	()
Any domestic property ownership in Hong Kong		Except for the Original Flat, the applicant(s) and all family member(s) listed in this application form should not own or co-own or through a company own any domestic property in Hong Kong during the period from 24 months preceding the date of signing this application form and up to the date of signing of this application form.				
Owned or co-owned or through a company owned any domestic property in Hong Kong (Please refer to paragraph 3(vi) of Part I of this application form and Paragraphs 1.7 and 2.1 of the Application Guide for details) (Please "✓")						
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Hong Kong Contact Tel. No. of Applicant(s)		Home :		Mobile :		Office :

- Notes :**
- (1) All English and Chinese names must be the same as those appearing on the Hong Kong Identity Card.
 - (2) **The applicant(s) and/or the family member(s) listed in this application form must be of kin relationship.**
 - (3) All information required in this application form must be provided. Otherwise, HKHS may reject the application and the application fee paid will not be refunded.
 - (4) Any person must be listed in one application form only, and each application form shall be applicable solely for the future purchase of one subsidised sale flat with premium unpaid in the Secondary Market, subject to the fulfilment of the relevant conditions. HKHS and/or HA will conduct thorough checks for any duplicate applications or purchases. Should any such cases be identified, all related applications and transactions will be null and void.
 - (5) If the application becomes ineligible due to change of family circumstances (including but not limited to marital status) or transfer of ownership upon issue of TDP, HKHS reserves the right to revoke the TDP and/or recover any losses and liabilities arising from any breach of the terms and conditions of the TDP. HKHS and/or HA shall not be liable for any losses and liabilities arising from the revocation of the TDP.

Part IV Property Address and Correspondence Address in Hong Kong

Property Address : _____
(Must be completed)

Correspondence Address
in Hong Kong : _____
(Must be completed if different from the above property address. The TDP will be sent by registered mail to the above property / correspondence address. To avoid misdelivery, please notify the Hong Kong Housing Society in writing immediately if there are any changes after submission.)

Part V Application Fee and Identity Document

This application form together with a cheque / cashier's order payable to the "HONG KONG HOUSING SOCIETY" for the prescribed application fee (please refer to Appendix 2 of the Application Guide for the latest fee schedule) **and the Hong Kong Identity Card copies of all the applicant(s) and family member(s) listed in Part III of this application form** should be posted or submitted to HKHS.

(Bank : _____ Branch _____ Cheque /
of Bank : _____ Cashier's Order No.: _____)
(Please write down the name of the applicant on the back of the cheque / cashier's order.)

Part VI Declaration by All the Applicant(s) and Family Member(s) listed in Part III

I/We hereby declare that:

1. I/We confirm that I/we have carefully perused and understood the contents of this application form and the Application Guide before submission of the application.
2. I/We confirm that all the particulars given in this application form are true and correct in all respects. I/We have not withheld any information required in this application form, nor have I/we provided any misleading information.
3. I/We confirm that all family member(s) listed in Part III of this application form are currently residing with me/us in the Property Address provided on Part IV of this application form.
4. I/We understand that the application fee paid is neither refundable nor transferable under any circumstances.
5. **I/We understand that I/we will have to arrange the accommodation by myself / ourselves at my / our own costs during the transitional period (i.e. from the completion of the sale of the Original Flat up to the completion of the assignment for sale and purchase of the Newly Purchased Flat under the HKHS's SMS or HA's HOS Secondary Market).**
6. **I/We confirm and understand that the Newly Purchased Flat under the Flat for Flat Scheme must be a flat with a saleable area smaller than that of the Original Flat ^(Note 4) or a flat which is located in a more remote area (if applicable) ^(Note 5). The HKHS shall not be liable if the "Letter of Nomination" is not approved and/or any loss is incurred due to failure to comply with the above terms / conditions.**

Note 4 : It shall be defined in terms of saleable area only, which is based on the saleable area of the property stored in the property records of the Rating and Valuation Department. The information is available from the Rating and Valuation Department property information. The applicant shall arrange each enquiry service by himself / herself at his / her own cost.

Note 5 : The subsidised sale flats under the HKHS's SMS and the HA's HOS Secondary Market are distributed in four districts in Hong Kong, namely (in order of ascending remoteness): (i) Urban (including Central and Western, Wan Chai, Eastern, Southern, Yau Tsim Mong, Kwun Tong, Wong Tai Sin, Kowloon City and Sham Shui Po); (ii) Extended Urban (including Tung Chung, Sha Tin, Tseung Kwan O, Tsuen Wan and Kwai Tsing); (iii) New Territories (including Tuen Mun, Yuen Long, North, Tai Po and Sai Kung); and (iv) Islands (excluding Tung Chung). The applicant(s) may purchase a flat under the Flat for Flat Scheme with a saleable area equal to or larger than that of the Original Flat, provided that the Newly Purchased Flat is located in a more remote area (inapplicable to owners of Original Flats situated in the "Islands" district). For example, if the Original Flat is located in Urban, the applicant(s) may purchase a flat with smaller saleable area in Urban or opt for a flat with any saleable area in Extended Urban, New Territories or Islands. For the list of subsidised sale flats of HKHS and HA and their classification of Districts under the Flat for Flat Scheme, please refer to the following links: <https://www.hkhs.com/en/application/flat-for-flat-scheme-for-elderly-owners> and HA's website (<https://www.housingauthority.gov.hk/en/home-ownership/hos-secondary-market/index.html>) Please note that the option of buying a Newly Purchased Flat in a more remote area is not applicable to TDP holder(s) whose TDP was issued before 27 September 2026.

7. **I/We understand that the TDP and "Certificate of Eligibility to Purchase" (Flat for Flat Scheme for Elderly Owners) ("CEP") issued by HKHS, and "Certificate of Eligibility to Purchase" (White Form Status) issued by HA are non-transferable or non-inheritable and applicable to the TDP / CEP / "Certificate of Eligibility to Purchase" (White Form Status) holder(s) only.** In the event of any holder(s) of the said TDP / CEP / "Certificate of Eligibility to Purchase" (White Form Status) passing away before the execution of any PASP to acquire a Newly Purchased Flat under Flat for Flat Scheme, the said TDP / CEP / "Certificate of Eligibility to Purchase" (White Form Status) shall be null and void. In case the TDP is jointly held by more than one holders (other than where the TDP or the Original Flat is jointly held by tenants in common) and any one of the TDP holders passes away before the execution of any PASP to acquire a Newly Purchased Flat under the Flat for Flat Scheme, the surviving TDP holder(s) may continue to use the TDP. Upon the passing of all holders of TDP, the TDP shall become null and void.
8. I/We understand that the HKHS reserves the right to reject any application.
9. I/We understand that any application which is found to contain false or inaccurate or misleading information shall be cancelled, that any approval given on the basis of the false or inaccurate or misleading information shall be null and void, and that all monies thus paid shall be forfeited. I/We accept that the decision of the Chief Executive Officer and Executive Director of HKHS shall be final as to whether any such statement or application is false.

I/We understand that any person who induces or causes HKHS to approve the relevant eligibility or causes the owner(s) to carry out the trade down sale and purchase transaction by any deception or dishonest means (including the provision of false or inaccurate or misleading information or statement(s) or representation in the application form) could be held criminally liable for, among other crimes, fraud under Section 16A of the Theft Ordinance (Cap. 210), and false statutory declarations and other false statements without oath under Section 36 of the Crimes Ordinance (Cap. 200), and be punishable by imprisonment once convicted.
10. **I/We understand that the Newly Purchased Flat as a result of this application shall be used only for residential purposes and for occupation by all persons listed in Part III of this application form.**
11. I/We confirm and understand that I/we and any family member(s) listed in Part III of this application form must comply with the following restrictions on ownership of domestic property in Hong Kong:
 - (a) Except for the Original Flat, I / we and any family member(s) listed in Part III of this application form must not own any domestic property in Hong Kong during the period from 24 months preceding the date of signing this application form and up to the date of signing the PASP of the Newly Purchased Flat;
 - (b) I/We understand that the following situations shall be regarded as owning domestic property in Hong Kong:

- (i) owned or co-owned any domestic property in Hong Kong or any interest in such kind of property; or
- (ii) entered into any agreement which is still valid and subsisting (including preliminary agreement) to purchase any domestic property in Hong Kong; or
- (iii) 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
- (iv) been a beneficiary of the estate of any deceased person which includes any domestic property or land in Hong Kong; or
- (v) assigned any domestic properties in Hong Kong or any interest in such properties in Hong Kong (the date of assignment means the date of execution of the Deed of Assignment); or
- (vi) withdrawn from any company which owned any domestic property in Hong Kong in which the applicant / listed family member(s) owned more than 50% of the shares.

Domestic properties include any domestic property, uncompleted private domestic property, rooftop structures approved by the Buildings Department, domestic building lots and small house grants approved by the Lands Department in Hong Kong. (Please refer to Paragraphs 1.7 and 2.1 of the Application Guide for details.)

12. **I/We confirm and understand that, if I/we owned or co-owned any domestic property in Hong Kong or any interest in such kind of property (except for the Original Flat), during the period from 24 months preceding the date of signing this application form and up to the date of signing the PASP of the Newly Purchased Flat, even if the property is subsequently sold during the said period, the TDP / CEP / “Certificate of Eligibility to Purchase” (White Form Status) shall become null and void.**
13. **I/We and any family member(s) listed in Part III of this application form undertake to meet the eligibility criteria of this application and comply with its terms and conditions from the date of signing this application form and up to the date of signing the PASP of the Newly Purchased Flat.** I/We understand that if any changes in the personal particulars or family circumstances of me/us or any family member(s) listed in Part III of this application form or transfer of ownership have rendered me/us ineligible, the application will be cancelled / the TDP / CEP / “Certificate of Eligibility to Purchase” (White Form Status) issued will be revoked and “Letter of Nomination” will not be issued / the “Letter of Nomination” issued will be revoked. The application fee paid will not be refunded and cannot be transferred. The HKHS, HA and Housing Department (“HD”) shall not be held responsible for any loss so incurred.
14. I/We understand that the personal data contained in this application form will be used by HKHS for processing the application for the TDP / CEP / Letter of Nomination under the Secondary Market and Flat for Flat Scheme or Government Land Grant related issues *(including but not limited to preventing applicant and his / her listed family member(s) from enjoying double housing benefits)*. I/We have been duly informed of the purposes of providing the personal data, and I/we have given consent to the HKHS, HA and HD for using my / our personal data provided in the application for the following purposes:–
 - (a) processing the application and verifying the relevant information collected in the HKHS’s and HA’s tenancy records/past subsidised housing schemes records to prevent duplicate application and obtaining double housing benefits (whether before or after the sale and purchase of the Original Flat and the Newly Purchased Flat);
 - (b) matching my/our personal data with the database of relevant Government bureaux/departments and other relevant organizations for the processing of the application and prevention of duplicate application and obtaining double housing benefits (whether before or after the sale and purchase of the Original Flat and the Newly Purchased Flat); and

(c) compiling statistics and conducting data analysis and research by the HKHS, HA and HD and relevant Government bureaux/departments. The analysis or research results will not be released to a third party in a form that identifies the data subjects or any of them. Also, all the personal data supplied will not be made available to any third parties for other unrelated purposes.

15. I/We confirm that all the particulars in this application form are given voluntarily. I am / We are willing to furnish the HKHS, HA and HD with any other relevant proof or information establishing the eligibility(ies) of me/us and all the family member(s) listed in this application form. Provision of my/our authorisation statement for collecting and comparing / checking / transferring personal data is also voluntary. The HKHS, HA and HD may not be able to process the application, if insufficient information is provided and in any cases, the application fee paid would not be refunded and cannot be transferred.
16. I/We agree that when assessing the eligibility(ies) of me / us and all the family member(s) listed in Part III of this application form to join the Flat for Flat Scheme, the HKHS, HA and HD may compare and match the personal data provided in this 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. I/We also authorize the HKHS, HA and HD to disclose, verify and match the information concerned with other Government bureaux / departments, public / private organizations / companies.

Furthermore, I / we agree that the Government bureaux / departments, or public / private organizations / companies may disclose the personal data of me / us and all the family member(s) listed in Part III of this application form in their possession to the HKHS, HA and HD for the purpose of comparing and matching the information provided in this application form. The personal data provided may also be used by HKHS, HA and HD and Government bureaux / departments for conducting statistical surveys or researches. I/We also agree that this application form and the personal data on the TDP to be issued in respect of the applications will be passed to HKHS/ HA/ 1823 Hotline for answering my/our enquiries. (For details, please refer to paragraph 9.4 “Notes concerning the Collection of Personal Data” of the Application Guide.)

17. I/We understand that the HKHS and its authorized officers, while collecting the personal data required for the verification of such contained in this application form, may for the purpose of processing the application(s) for TDP / CEP / Letter of Nomination under the Secondary Market and Flat for Flat Scheme or its direct related usage, transfer the personal data on the application form to other divisions / offices of HKHS, other service providers, relevant Government bureaux / departments (including but not limited to the Housing Bureau, HD, Lands Department and Rating & Valuation Department), public / private organizations / companies and any other third party in possession of the personal data of me / us and all the family member(s) listed in Part III of this application form. The personal data on this application form / TDP / CEP / Letter of Nomination may for such reason be disclosed to the relevant Government bureaux / departments, public / private organizations / companies and any other relevant third party(ies).
18. In addition to the matters mentioned in paragraphs 14, 15, 16 and 17 above, I/we and all the family member(s) listed in Part III of this application form hereby further agree and authorize HKHS to disclose or transfer information, data or record of me/us to the Land Registry (“LR”) for the purpose of processing the application and vetting the eligibility(ies) of me/us and all the family member(s) listed in Part III of this application form, including but not limited to checking with LR all the domestic properties owned by me/us in Hong Kong during the period from 24 months preceding the date of signing this application form and up to the date of signing the PASP of the Newly Purchased Flat.
19. I/We understand that pursuant to the Personal Data (Privacy) Ordinance (Cap.486), the applicant(s) and all family member(s) listed in Part III of this application form are entitled to request access to and/or correction of his/her personal particulars contained in the application form. Any such requests should be made in writing and directed by post or fax (Fax no. : 2811 8700) to the Senior Manager, Planning and Development

Section, Hong Kong Housing Society, G/F., Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong.
I/We understand that a fee may be charged for such requests.

Note: All the applicant(s) and family member(s) listed in Part III of this application form must sign below.

	<u>Name</u>	<u>Hong Kong Identity Card No.</u>	<u>Signature</u>
Applicant (1)	_____	() _____	_____
Applicant (2)	_____	() _____	_____
Family Member	_____	() _____	_____
Family Member	_____	() _____	_____
Family Member	_____	() _____	_____

Date (dd/mm/yyyy) : / /

If there is any amendment to the date, all the applicant(s) and family member(s) shall sign against the amendment.

(FOR OFFICE USE ONLY)

Certification by Planning & Development Section

The declaration section in Part VI of this application has been clearly explained to the applicant by me on _____.

I have checked the particulars in Part III and confirmed that they are in conformity with the household record(s) provided to us.

This application is endorsed for issuance of Trade Down Permit.

Signature: _____ (_____) Senior Officer (P&D)	Signature: _____ (_____) Senior Officer (P&D)	Signature: _____ (_____) Assist. Mgr (P&D) / P&D Mgr
Date : / /	Date : / /	Date : / /

Remarks : _____

Company Chop