



Flat-for-Sale Scheme / Sandwich Class Housing Scheme / Subsidised Sale Flats Projects

Change of Household Particulars on the Resident's Register

Flat-for-Sale Scheme (FFSS) / Sandwich Class Housing Scheme (SCHS) / Subsidised Sale Flats Projects (SSFP) flat owners should inform the Housing Society of any change of family composition, whether it is an addition or deletion. In general, request for addition of owner/ joint owner's spouse and children due to marriage and birth can be permitted. An owner should complete and sign the application form. Joint-owner(s) should also sign the form if the property is jointly owned. To apply for addition of family member(s), copies of supporting documents (such as marriage certificate, identity card and birth certificate) should be provided to prove the relationship between the owner and the family member under review. In processing the application for deletion of family member(s), we may require the applicant to provide supporting documents (such as death certificate) if necessary. Completed application form together with supporting documents should be submitted to the concerned Management Office or Applications Section of Housing Society [Applicable to the estates not managed by Housing Society]. The application form could be obtained from the Management Office or Applications Section of Housing Society.