

房協商舖招租須知 Notes for Shop Application

1. 申請手續

有意申請舖位的人士，可於網上遞交電子表格；或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時前郵寄（以郵戳日期為準）到香港鰂魚涌英皇道1063號8樓香港房屋協會商舖申請表投遞箱或親身把申請表放進上述投遞箱，信封面必須註明申請租用舖位的地址。每名申請者就同一間商舖只可遞交一份申請表；如重複遞交，本會將以最後一份遞交之申請為準，先前的申請將不會處理或另作任何通知。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。香港房屋協會(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 may complete the application e-form online; or submit the completed application form or self-draft leasing offer in a **sealed blank envelope** to **Hong Kong Housing Society's Shop Application Form Drop-in Box at 8/F, 1063 King's Road, Quarry Bay, Hong Kong** by post or put them into the above Drop-in Box 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. Each applicant shall only submit ONE application form for the same shop. If applicant submit multiple applications, the last submission would supersede all previous applications which would not be processed or given any further notice. Late applications and applications submitted to other offices of HS 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, Hong Kong Housing Society (HS) 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，房協除考慮申請人的建議租金外，還會考慮其他的甄選準則包括但不限於申請人擬經營的行業、建議的租約年期、免租裝修期、需要房協提供的設施、申請人的財務狀況、經驗等。

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，同時讓申請人可查詢有關的租務事宜。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內約見申請人或通知落選者。

Selection Process

All applications will be considered on a fair basis. In general, apart from the rent offered by the applicant, HS would consider other selection criteria including but not limited to the proposed trade and services for the residents, the tenancy term, the rent-free period, the Landlord provisions required by the applicant, the financial condition and experiences in the relevant trade of the applicant etc.

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 about 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，申請人需繳交相等於三個月租金、管理費(如有)、冷氣費(如有)及差餉作按金，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 equivalent to 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. 公開招租政策

根據公開招租政策，房協可考慮與一般商用物業包括商舖或街市攤檔（下稱「該商店」）的現有租戶，在租約期滿時以協商方式續約，惟租戶在該商店連續租用的總年期不可超過 6 年。若現租戶已連續租用該商店達 6 年，該商店必須在市場公開招租。屆時現有租戶可就該商店提交新的申請，並須與其他申請人公平競爭。

在租約期滿時如總年期尚未達到 6 年，必須符合以下條件，房協才會考慮以協商方式洽談續約：

- (a) 租戶在履行租約上要有滿意的表現；
- (b) 行業和服務能滿足居民的需要和吸引顧客人流；
- (c) 租戶須接受房協所訂的市值租金。

Open Letting Policy

According to the Open Letting Policy, HS would consider to renew tenancy of commercial premises including general shops and market stalls (“the premises”) with the existing tenants upon expiry of tenancy by direct negotiation for renewal of new tenancy provided that the total consecutive terms of tenancies shall not be more than 6 years. If the existing tenant had leased the premises for a total term of 6 years, the premises must be subject to open letting in the market. Existing tenant shall submit fresh application for the premises and subject to fair competition with other applicants.

Upon expiry of tenancy but the total terms of tenancy does not exceed 6 years, HS will consider renewing the tenancy with the existing tenant by direct negotiation subject to the following conditions :

- (a) satisfactory performance of the tenancy by the existing tenant,
- (b) suitability of the trades and services for satisfying the daily needs of residents and attracting customer flow,
- (c) open market rent is accepted by the tenants.

5. 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 HS. 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 and 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

房協現有下列商業店舖出租，有興趣人士可於網上遞交電子表格；或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）到香港鰂魚涌英皇道 1063 號 8 樓香港房屋協會商舖申請表投遞箱或親身把申請表放進上述投遞箱，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向房協屋邨辦事處索取或網頁(www.hkhs.com)下載。

地址	查詢電話	大約面積		可考慮行業	截止申請日期
		(平方米)	(平方呎)		

香港區

堅尼地城 義皇臺 義皇臺 1 號第 5 及 6 座地下寫字樓	2839 7588	164	1,765	辦公室	2023 年 3 月 24 日
上環 萬和閣 文咸東街 125 號地下 1 號舖	2839 7588	61.7	664	各類行業	2023 年 4 月 28 日
大坑 勵德邨 勵德邨道 16 號邨榮樓第 7 座地下 8 號舖及 1 樓 B 室	2839 7118	252(地下) 41.7(一樓)	2,713(地下) 449(一樓)	各類行業	2023 年 4 月 28 日
北角 健康村 英皇道 668 號健康村二期下層地下 6 號舖	2839 2866	56	603	各類行業 (飲食業除外)	2023 年 3 月 24 日
英皇道 668 號健康村二期下層地下 7 號舖		68	732		
英皇道 668 號健康村二期下層地下 6 及 7 號舖		124	1,335		
英皇道 668 號健康村二期下層地下 11 號舖		38	409		

九龍區

深水埗 樂年花園 順寧道 20 號地下 D 號舖	2839 7588	425	4,575	各類行業	2023 年 4 月 28 日
土瓜灣 欣榮花園 馬頭角道 33 號欣榮商場地下 32 號舖	2219 8908	38.42	414	各類行業	2023 年 4 月 28 日
長沙灣 喜盈 青山道 400 號喜盈商場一樓及二樓	2839 7605	922.2	9,927	各類行業 (飲食業除外)	2023 年 3 月 24 日
青山道 400 號喜盈商場一樓		550.7	5,928		
青山道 400 號喜盈商場二樓		289.5	3,116		
長沙灣 喜雅 保安道 22 號地下 4 號舖	2839 7605	23.47	253	各類行業	2023 年 3 月 24 日
土瓜灣 樂民新村 高山道 91 號 I 座地下 107 號舖	2839 7133	56	603	各類行業 (飲食業除外)	2023 年 3 月 24 日

地址	查詢電話	大約面積		可考慮行業	截止申請日期
		(平方米)	(平方呎)		

九龍區 (續)

觀塘 觀塘花園大廈	2839 7928			各類行業 (飲食業除外)	2023年 3月24日		
牛頭角道 297 號玉蓮臺第三座地下 15 號舖						66.65	717
牛頭角道 297 號玉蓮臺第三座地下 16 號舖						33.93	365
牛頭角道 297 號玉蓮臺第二座地下 1 號舖						35.55	383
牛頭角道 259 號孔雀樓地下 259 號舖						69	743
牛頭角道 261 號孔雀樓地下 261 號舖						69	743
牛頭角道 269 及 271 號孔雀樓地下 269 及 271 號舖		138	1,485	各類行業			
紅磡 家維邨	2839 2068			各類行業 (飲食業除外)	2023年 3月24日		
馬頭圍道 46 號家維商地下低層 LG3B 號舖						55.57	598
馬頭圍道 48 號家維商地下低層 LG7 號舖		70.18	755				

新界區

荃灣 寶石大廈	2839 8038			各類行業 (飲食業除外)	2023年 3月24日		
沙咀道 328 號 328 廣場地下 22 號單位						26	280
荃灣 滿樂大廈	2839 2508			各類行業	2023年 3月24日		
沙咀道 153 號福至樓地下 167 號舖		32.7	352				
荃灣 祈德尊新邨	2839 8028			各類行業	2023年 3月24日		
海盛路 28 號祈德尊新邨商場 1 樓 2 號舖						243	2,616
葵涌 祖堯邨	2839 2033			各類行業 (飲食業除外)	2023年 3月24日		
念祖街 1 號祖堯坊 AB 座 1 樓 137-138 號舖						24	258
念祖街 1 號祖堯坊 AB 座 1 樓 140 號舖		12	129				
沙田 乙明邨	2839 7997			各類行業	2023年 3月24日		
乙明邨街 9 號 1 樓		963	10,366				
沙頭角 沙頭角邨	2839 8239			租戶可自行申請 更改用途	2023年 3月24日		
順興街 57 號第 6 區地下 (幼稚園物業)						620	6,674
順興街 23 號迎海樓地下 4 號舖						183.51	1,975
順興街 49 號第 21 座地下 3A 號舖		24	258	各類行業 (飲食業除外)			

我們會於每月的第一個星期五在 HK01 刊登舖位招租廣告及更新房協網頁，歡迎親臨房協各屋邨辦事處或瀏覽網頁(www.hkhs.com) 索取招租資料及申請表。歡迎地產代理轉介客戶，詳情可瀏覽網頁資料。



APPLICATION FORM FOR SHOPS / MARKET STALLS

Name of Estate _____ Shop/Market Stall No. _____ Area (m²)⁽¹⁾ _____

Name of Applicant/Company _____

Name of Contact Person _____ Email Address _____

HK Contact Phone No. _____ (Company) _____ (Mobile Phone) _____

Correspondence Address _____

Proposed Trade _____ Trade Name _____

Proposed Monthly Rent⁽²⁾ HK\$ _____ per month Proposed Rent-free period _____ (M)/(D)#

Proposed Tenancy Term (2 or 3 years) _____ Year(s) Expected Tenancy Commencement Date _____ (D) (M) (Y)

Other Tenancy Terms⁽³⁾ (if any) _____

Remarks (if any) _____

How did you learn about HKHS Shops

Online Media	HKHS Website	HKHS Estate Office
Referral / Property Agent	Others _____	

Statement of Consent

I/We confirm that I/we consent to provide my/our personal data on this application form and I/we have read, understood and accepted the “Personal Information Collection Statement” of Hong Kong Housing Society (HS) on the Appendix.

- I/We do not wish to receive the latest leasing and marketing information of shops provided by the Hong Kong Housing Society.

Signature of Applicant /
Authorized Signature with Company Chop
(For Limited Company) _____

Date _____ / _____ / _____

Before completing this form, please refer to the “Notes for Shop Application” (which can be downloaded from the [HS website](#) or obtained from the [Estate Offices of the HS](#)). All applications must be submitted in an envelope without personal or company information to **Hong Kong Housing Society's Shop Application Form Drop-in Box at 8/F, 1063 King's Road, Quarry Bay, Hong Kong** by post or put them into the above Drop-in Box in person. **Applications submitted to other offices of HS will not be processed.** Applications which are not submitted in person or by post (the postmark date shall prevail) before 5:00pm on the closing date will not be processed or considered. Applicants shall mark clearly the Address of the Shop that they would like to apply on the envelope for identification purpose.

Note (1) 1 m² = 10.764 ft²

(2) Tenant shall pay monthly management fee (if any), air-conditioning charges (if any) and Government rates in addition to monthly rent.

(3) Other Tenancy Terms e.g. optional term.

Please delete if inappropriate.

Please tick if appropriate.



Personal Information Collection Statement

1. The personal data provided by the Shop Applicant (the Applicant) by means of the Application Form or on request by the Hong Kong Housing Society (HS) will be used for processing the application for commercial premises and the future lease management.
2. All personal data provided by the Applicant are on a voluntary basis. The Applicant shall ensure the accuracy of the data provided. If there is any change in the data provided, the HS must be notified immediately.
3. The HS may not be able to process the application further if the required personal data are not duly provided by the Applicant.
4. If the personal data and information are found to be untrue or misleading, the HS has the right to reject this application or revoke the Tenancy Agreement signed subsequently whereas the Applicant may have other legal consequences.
5. Enquiries concerning the personal data collected by the HS, including the request for access and correction and any other matters mentioned above, may be addressed to:

Hong Kong Housing Society, Property Management Division Office,
Administration & Training Section
8/F, 1063 King's Road, Quarry Bay, Hong Kong

Tel. : 2839 7888

Fax : 2882 2432