

Flat-for-Sale Scheme / Subsidised Sale Flats Project / Sandwich Class Housing Scheme
Application for Transfer of Ownership

To : Hong Kong Housing Society
 Planning & Development Section
 G/F Dragon Centre
 23 Wun Sha Street
 Tai Hang Hong Kong

Property Address: Flat _____ Floor _____ Block / Tower _____ Estate _____

I/We apply for transfer of ownership in respect of the captioned property on the following reasons (use separate sheet, if necessary):

To facilitate the process of application, I/we attach (i) copies of H.K.I.C. of owner(s) and proposed assignee(s); (ii) copies of relevant supporting documents and (iii) other relevant documents, if applicable.

I/We understand that I am/we are required to pay an administrative fee when the application is successful. The administrative fee is not refundable in any event even if I/we wish to withdraw the application subsequently.

I/We understand that the application will not be entertained if I/we fail to provide sufficient documentary proof to substantiate the application for the proposed transfer.

I/We understand and agree that upon approval of the proposed transfer and the execution of the assignment effecting such transfer, the Housing Society may provide all necessary information and my/our personal data contained in this application and the assignment to the Rating and Valuation Department for updating the record of owner(s) and for issuing Demand Notes for Rates/Government Rent.

I/We have read and understood the contents of the “**Information for Applicants**” at Page 2.

Signature of Owner / Agent for Owner* : _____

Name of Owner / Agent for Owner (Block Letter) : _____
 (Owner 1) (Owner 2) (Owner 3)

H.K.I.C. No. : _____
 (Owner 1) (Owner 2) (Owner 3)

Correspondence Address : _____
 (if different from the above)

Signature of Proposed Assignee (Proposed New Owner) : _____

Name (Block Letter) : _____

H.K.I.C. No. : _____

Tel. No. (day-time contact) : _____ Date : _____

* Please attach copies of Letters of Administration and Affirmation by Administrator/Probate if the Agent for Owner is an administrator/executor.

Information for Applicants

1 Purpose and Method of Collecting Personal Data

- 1.1 The personal data contained in the Application Form is used by the Hong Kong Housing Society (“HKHS”) for the application for consent to transfer of ownership related purposes.
- 1.2 The personal data contained in the Application Form is provided on a voluntary basis. However, the HKHS may not be able to process the application if insufficient information is provided and in any cases, the administrative fee paid would not be refunded.

2 Transfer of Personal Data

The HKHS and its authorized officers, while collecting the personal data required for the verification of such contained in the Application Form, may for the purpose of the said collection or its directly related usages, transfer the personal data on the Application Form to other divisions / offices of HKHS, HKHS’s solicitors, other service providers, relevant government departments (including but not limited to the Housing Department, Transport and Housing Bureau, Lands Department and Rating & Valuation Department), public / private organizations and any other third party in possession of the personal data of the owner. The personal data on the Application Form as well as the Consent that may be issued in response to such application may for such reason be disclosed to the said government departments, public / private organizations and any other relevant third party.

3 Access to Personal Particulars

Pursuant to the Personal Data (Privacy) Ordinance, the owner(s) / agent for owner(s) are entitled to request access to and 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 (No. 2811 8700) to *the Planning and Development Section, Hong Kong Housing Society, G/F., Dragon Centre, 23 Wun Sha Street, Tai Hang, Hong Kong*. A fee may be charged for such requests.