

Urban Renewal Authority Starter Homes Pilot Project for Hong Kong Residents (“the Project”) eResidence at 8 Hok Yuen Street, Kowloon Application Guide

The Project:	A total of 450 residential units in eResidence, 8 Hok Yuen Street, Kowloon will be offered for sale in the Project. Each eligible applicant who is invited for flat selection may purchase one of the residential units in the Project subject to the terms and conditions in the Application Guide.
Application Period:	3 to 23 January 2019
Ballot Result Announcement Date:	Around March 2019 (exact date to be announced later)
Application Fee:	HK\$240 (Each applicant is required to pay an application fee of HK\$240 when submitting the application form. Application fee is non-refundable and non-transferable, whether the application is successful or not.)
Enquiry Hotline:	2363 2283
Website:	www.eresidence.hk

Applicant who is interested in purchasing a residential unit in the Project should read this Application Guide carefully and thereafter submit his/ her application form within the Application Period in one of the following manners:

(i) Through Online

Submit application and pay the application fee of HK\$240 online through the website: www.eresidence.hk. For details, please refer to the above-mentioned website. If the applicant has successfully submitted his/ her online application, please do not submit the application form again by mail or in person. Otherwise it will be treated as a duplication of application. Should duplicate applications be found, the Urban Renewal Authority (“URA”) reserves the right to cancel all related applications. The deadline for online application is 7:00 p.m. on 23 January 2019 (**Applicant must complete filling in all the requested information and press the “Submit Application” button before the deadline**); or

(ii) By Post or By Hand

Fill in the application form in English BLOCK CAPITAL LETTERS and in Chinese (if applicable) with a black ball pen. Please sign against each amendment, if any. No correction materials such as correction fluid or tape for obliteration should be used. Please submit the completed application form together with a **crossed cheque or cashier’s order for the application fee of HK\$240 made payable to “URBAN RENEWAL AUTHORITY” (Please write down the name and contact number of the applicant at the back of the cheque or cashier’s order.** Cash, post-dated cheque or electronic cheque will not be accepted. All applications with dishonoured cheques/ cashier’s orders or without cheque/ cashier’s orders will be cancelled.):

- by mail to “Starter Homes Pilot Project for Hong Kong Residents” Applications Processing Section, G.P.O. Box 9034, Hong Kong. Please indicate “Application for Urban Renewal Authority Starter Homes Pilot Project for Hong Kong Residents” on the cover of the envelope. The closing date for application is 23 January 2019 as determined by the postmark. Those applications with postmark date after the closing date of application will not be accepted. Applications which are delivered belatedly or returned to the applicants due to insufficient postage will not be processed; or
- by dropping in the collection box for application forms at Urban Renewal Resource Centre (Address: G/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon). The service hours of the collection box are from 10:00 a.m. to 7:00 p.m. daily from 3 January 2019 to 23 January 2019. The closing time for collection of application forms is 7:00 p.m. on 23 January 2019.

Applications submitted before or after the Application Period or not in the manner as specified above will not be accepted. No supporting documents are required to be submitted together with the application form. Applicants would be invited for interview according to their categories of applications and priority numbers generated from a computer ballot for flat selection in order to carry out detailed vetting. The applicants and the family member(s) (if any) as listed in the application form may be requested to provide supporting documents (such as proof of identity, income, asset and relationship, etc.) within a specified period, failing which, their applications will be cancelled. Please retain this Application Guide for future reference.

1. Eligibility Criteria

Category of Applications	
One-Person Applicant	Family Applicant (i.e. a composition of two or more persons)
1 Applicant must be a single person without family member(s) listed in the application form. (Note I)	1 All family member(s) listed in the application form must be the directly related member(s) of the applicant and have all along been living with the applicant prior to the closing date of application. (Note I)
2 The applicant must be at least 18 years old and must have lived in Hong Kong for at least 7 years on the closing date of application (i.e. 23 January 2019). His/ Her stay in Hong Kong is not subject to any conditions of stay (except the condition on the limit of stay). (Note I)	2 The applicant must be at least 18 years old and must have lived in Hong Kong for at least 7 years on the closing date of application (i.e. 23 January 2019). His/ Her stay in Hong Kong is not subject to any conditions of stay (except the condition on the limit of stay). (Note I)
3 Total monthly income of the applicant must not be less than HK\$28,501 and not exceed HK\$37,050. (Note II)	3 Total monthly income of the applicant and all family member(s) listed in the application form must not be less than HK\$57,001 and not exceed HK\$74,100. (Note II)
4 Total net asset value of the applicant must not exceed HK\$1,280,000. (Note III)	4 Total net asset value of the applicant and all family member(s) listed in the application form must not exceed HK\$2,550,000. (Note III)
5 The applicant has never owned in any form or manner, directly or indirectly any residential properties in Hong Kong prior to the closing date of application (i.e. 23 January 2019) and up to the date of signing the Preliminary Agreement for Sale and Purchase ("PASP") of a residential unit in the Project. (Note IV)	5 The applicant and all family member(s) listed in the application form have never owned in any form or manner, directly or indirectly, any residential properties in Hong Kong prior to the closing date of application (i.e. 23 January 2019) and up to the date of signing PASP of a residential unit in the Project. (Note IV)
6 The applicant did not obtain and is not enjoying any housing subsidies offered by the Government or other related organisations. (Note V)	6 The applicant and all family member(s) listed in the application form did not obtain and are not enjoying any housing subsidies offered by the Government or other related organisations. (Note V)

Any person can only be listed in one application form under the Project (including online application). The applicant and all the family member(s) (if any) listed in the application form must meet all the above-mentioned eligibility criteria from the time of submission of the application form up to the date of signing the PASP of a residential unit in the Project. Applicants who were unsuccessful in previous applications under subsidised sale flats schemes of URA, Hong Kong Housing Society ("HS") or in previous application under home ownership scheme of Hong Kong Housing Authority ("HA") may apply to purchase a residential unit in the Project, provided that they meet all the above-mentioned eligibility criteria. If the applicant and/ or any family member(s) listed in the application form is/ are on the household register of Public Rental Housing ("PRH"), or the household record of other subsidised housing schemes (including interim housing ("IH")) operated by URA/ HA/ HS (provided that he/ she/ they is/ are not the principal tenant(s) and/ or the spouse of the principal tenant(s)), he/ she/ they shall move out from the relevant unit and have his/ her/ their name(s) deleted from the relevant household register or record. In case of any disputes regarding the above-mentioned eligibility criteria, the decision of URA shall be final and conclusive.

Note I:

- (i) One-Person Applicant includes: (1) unmarried person, (2) divorcee, (3) widow/ widower and (4) married person whose spouse does not have the right to land in Hong Kong. In connection with the right to land in Hong Kong, any person who has the right to land but is subject to certain conditions of stay (except those concerning the limit of stay) will not be treated as a person having a right to land in Hong Kong.
- (ii) If the Applicant is a married person (except the married person mentioned in Note I (i)(4) above and Note I (v) below), he/ she should apply as a Family Applicant but not as One-Person Applicant.
- (iii) If a female applicant has reached the 16th week of pregnancy on the closing date of application (i.e. 23 January 2019), the unborn child will be counted as a family member of the applicant and the application will be treated as a Family Applicant provided that a valid medical certificate specifying the period of pregnancy shall be submitted upon request.
- (iv) Directly related member(s) mean (1) the spouse of the applicant (valid Marriage Certificate issued on or before the closing date of application must be produced during interview), (2) natural child(ren), step child(ren), legally adopted child(ren), parent(s), grandparent(s) and siblings of the applicant or his/ her spouse.

- (v) For all married persons (except the married persons mentioned in Note I (i)(4) above) listed in the application form, their spouse(s) must also be listed in the application form, unless the relevant divorce documents or Death Certificate(s) of spouse(s) can be produced during interview.
- (vi) All persons listed in the application form must be holding a Hong Kong Identity Card (except children below 11) and residing in Hong Kong.
- (vii) If the applicant makes the application jointly with his/ her sibling(s) who is under 18 years old, the parents or legal guardian(s) of the sibling(s) shall also be listed in the application form. For divorced parents or guardians, they must have the custody of the family member under 18 years old as granted by the court on or before the closing date of application. For joint custody order, the said parents/ guardians shall have the physical care and control of the underaged member(s).
- (viii) The applicant may only apply with grandparent(s), if both his/ her parents had passed away or do not have the right to land in Hong Kong and supporting documents must be produced during interview.
- (ix) The applicant and his/ her family member(s) can only be listed in one application form. Spouse of married person must also be listed in the same application form (except the married person mentioned in Note I (i)(4) and Note I (v) above). Any separate applications submitted by a married couple will be regarded as a duplication of application. Should duplicated applications be found, URA reserves the right to cancel all related applications. All paid application fee will not be refunded nor be transferred.

Note II:

- (i) The applicant and all income earning family member(s) (if any) listed in the application form must produce employer's return of remuneration and tax demand notes for the past 12 months or other documents acceptable to URA for proving their current income during interview.
- (ii) The applicant and any family member(s) (if any) listed in the application form who operate(s) business/ company business must produce the financial statement/ auditor's report for the past 12 months in relation to the relevant business/ company.
- (iii) The monthly income of the applicant and all family member(s) (if any) listed in the application form will be calculated as follows:
 - (a) Monthly income includes:
 - (1) all sources of income before tax, namely, present basic monthly salary (note A), as well as all bonus, commission, double pay and allowances whether received on a regular or occasional basis (notes B, C & D);
 - (2) business profits or income from other investments (note E);
 - (3) monthly pensions;
 - (4) maintenance for the applicant and child(ren) subsequent to divorce;
 - (5) monthly rental income, including but not limited to income from subletting as principal tenant(s), from letting of self-owned properties in Hong Kong, Mainland China and overseas (including shops, parking spaces, commercial/ industrial/ residential premises, etc.) or from letting of land. Such property/ properties or land will also be regarded as generating rental income even though they are unoccupied (note F);
 - (6) housing allowance (note G);
 - (7) dividend or interest on fixed term deposits (note H);
 - (8) profits gained from transactions of any nature (such as the sale of property or shares in Hong Kong, Mainland China or overseas, etc.) over the past 12 months will be converted into a monthly equivalent income;
 - (9) any interest/ bonus received from savings or investment-linked insurance policies over the past 12 months will be converted into a monthly equivalent income; and
 - (10) any other income (e.g. Comprehensive Social Security Assistance payment, Working Family Allowance, dependent pensions under the Surviving Spouses' and Children's Pensions Scheme, remuneration of Council Members, financial provision/ financial support from children/ relatives not listed in the application form, payout received from deferred annuity policies etc. If the applicant or any family member(s) (if any) listed in the application form is/ are receiving scholarship as remuneration and is taxable, it will also be regarded as a monthly income).
 - (b) Monthly income should exclude:
 - (1) contributions by civil servants under the Surviving Spouses' and Children's Pensions Scheme/ Widows and Orphans Pension Scheme;
 - (2) statutory contributions to Mandatory Provident Fund (MPF)/ prescribed contributions to Provident Fund;
 - (3) education grant and scholarship which are not given as a remuneration and are not taxable;
 - (4) maintenance as ordered by the court to be payable to spouse or any other persons and maintenance for child(ren) subsequent to divorce; and
 - (5) Old Age Living Allowance, Old Age Allowance, Disability Allowances, Work Incentive Transport Subsidy received from the Government, and subsidy or allowance under the Community Care Fund.
- (note A) Those who earn a regular salary or basic salary should calculate their income according to their regular monthly salary or basic monthly salary as at the date of interview, while those who are paid on an occasional basis should declare their monthly average income received over the last 6 months prior to the month of interview (for example, supposing the

date of interview is 28 March 2019, the monthly average income shall be calculated by dividing the total income received over the period from 1 September 2018 to 28 February 2019 by 6 months.). Those who have changed their jobs during the past 6 months are required to declare the income received from the current employer(s). There is no need to include the year-end bonus, double pay, etc. received from the previous employer(s) over the past year in calculating the monthly average income (for example, a person has transferred to another job 2 months ago. If he is currently earning a regular income, he is only required to declare his present salary. If he is now employed on an occasional basis, he should declare the monthly average income by dividing the total income received over the past 2 months from the current employer by 2.). If those who are currently employed have no MPF contribution deducted from their income, the related amount could not be deducted.

- (note B) The bonuses and double pay received on a regular or occasional basis during the past 12 months from the current employer should be declared after being converted into a monthly average amount. For example, if the double pay received in year 2018 is HK\$12,000, the monthly average amount will be HK\$12,000 divided by 12 and is equal to HK\$1,000.
- (note C) All commission and allowances received on a regular or occasional basis over the past 6 months should be declared after being converted into a monthly average amount. For example, if the total overtime allowance received during the period from 1 September 2018 to 28 February 2019 is HK\$3,600, the monthly average amount will be HK\$3,600 divided by 6 and is equal to HK\$600. If the monthly income exceeds the maximum monthly income limit after converting the total income received on an occasional basis over the past 6 months into a monthly average amount, the applicant may, if he so elects, convert the income received on an occasional basis over the past 12 months into a monthly average amount.
- (note D) Allowances include traveling allowance, food allowance, medical allowance, education allowance and hardship allowance (obnoxious duties), etc.
- (note E) For applicants and family member(s) (if any) who operate business, profits from business activities (i.e. the total net profits) and income from other investments earned over the 12 months prior to the interview should be converted into a monthly average amount. Those who have been in business for less than 12 months should convert their profits already earned from business activities during that period of operation into a monthly average amount. For example, if the business commenced on 1 September 2018, the total net profits received over the period from 1 September 2018 to 28 February 2019 should be divided by 6 months. If loss, the income should be counted as "nil". If in addition to the profits, the business operator also receives monthly salary from his/ her self-owned company, both the salary and profits must be declared.

Concerning self-employment without business registration, for those who have worked for more than one year, the monthly average income earned should be calculated over the 12 months prior to the interview; for those who have worked for less than 1 year, the monthly average income earned should be calculated during the corresponding period. For example, if the total income earned during the period from 1 September 2018 to 28 February 2019 is HK\$180,000, the monthly average income will be HK\$180,000 divided by 6 months and is equal to HK\$30,000.

- (note F) Both the rates and government rents are deductible from the rental income. A further 20% of the remaining sum of rental income is also deductible therefrom for meeting expenses. If the property or land is vacant, its monthly rental income shall be equal to 80% of its average monthly rateable value of the 2018/19 financial year. In the case of jointly-owned property or land, only the rental income pertaining to the interest held needs to be declared.
- (note G) In addition to the monthly housing allowance, any accommodation provided by the employer of the applicant or any family member listed in the application form is also regarded as a form of housing allowance. It is calculated as follows:
- Free hostel - the monthly housing allowance is calculated at the rate of 10% of the average monthly total personal income.
 - Hostel provided below the market rent – the monthly housing allowance is calculated at the rate of 10% of the average monthly total personal income less the rent payable to the employer.
- (note H) Any dividend and interest on fixed term deposits received during the last 6 months should be converted into a monthly average income amount.

Note III:

The applicant and all the family member(s) (if any) listed in the application form have to declare the net value of their assets in and outside Hong Kong during interview. Such assets include:

- (i) Land: This includes government grants, Letter A and Letter B exchange entitlements, the current net value of land in Hong Kong, Mainland China and overseas. In the case of joint ownership, only the current net value of the interest held needs to be declared.
- (ii) Landed properties: These include landed properties of any uses (including ancestral houses) in Hong Kong, Mainland China and overseas which are completed or for pre-sale, or which are the subject matter of a signed sale and purchase agreement. The current net value is determined by the market value as at the date of declaration less any outstanding mortgage loan. In the case of joint ownership, only the current net value of the interest held needs to be declared.
- (iii) Vehicle: This includes private cars, vans, light vans, lorries, coaches, taxis, public light buses, container tractors and trailers, motorcycles, etc. The net value is calculated by deducting the outstanding hire purchase repayment and depreciation from the sum of purchase price and the residual values of vehicle registration fee and insurance premium as at the date immediately before the

date of application form. Depreciation: 60% initial depreciation allowance on down payment of vehicle and payment of the principal by instalments in current year, and 30% annual depreciation on the residual value.

Formula: $[(\text{Purchase price} - \text{outstanding mortgage}) \times (1-60\%)] \times (1-30\%)^n + (\text{residual values of vehicle registration fee and insurance premium as at the date immediately before the date of application form})$

$n = \text{number of year of purchase} - 1$ (Note: purchased less than 1 year is also counted as 1 year)

If a vehicle is for the private use or exclusive use of a transportation business, the net asset value should be declared during interview. If a vehicle is owned by a business other than that of transportation, say a lorry of a hardware store, its value should be incorporated in the net asset value of the entire business under Note III (vi) "Business undertakings" below.

- (iv) Taxi/ public light bus licence: The current net value is derived by deducting the outstanding mortgage loan from the market value as at the date of declaration. If the licence is co-owned, only the current net value of the interest held needs to be declared.
- (v) Investments: These include shares of listed companies, bonds, commodity futures, gold, paper gold, certificates of deposits, deposits with brokers, mutual funds, unit trust funds, savings or investment-linked insurance schemes, cash value of deferred annuity policies, etc. Their cash values are determined by their unit closing prices as at the date of declaration, or the most recent unit closing prices.
- (vi) Business undertakings: These include interests in business of sole proprietorship, partnership and limited companies. The net value of business assets is based on the items in the latest audited provisional financial statements, including the net book value of the plant and machinery, stock in hand, accounts receivable, balances of bank accounts, cash in hand, residual value of vehicles, market value of landed properties, etc. less all liabilities. If the business is operated in the form of partnership or a limited company, only the current net value of the interest held needs to be declared.
- (vii) Deposits at bank and cash in hand: Deposits at bank include balances of savings/ current accounts deposits and fixed deposits in both local and foreign currencies as at the date of declaration. In case of joint account, the balance amount should be divided equally according to the number of people holding the joint account. Cash in hand includes both local and foreign currencies. The amount that has been withdrawn or can be withdrawn from MPF/ Provident Fund. Unspent amount of the payments from the Community Care Fund will be counted as an asset after 12 months from the date of receipt of the amount. Outstanding loans to others in the value of HK\$5,000 or above as at the date of declaration in both local and foreign currencies.

Deductible items/ exclusions:

- i. Applicants or family member(s) listed in the application form who have received compensation for loss of earning power due to injuries sustained at work, traffic and any other accidents may claim deduction from their own assets values for the amount of compensation received. The nature of compensation, the organisation from which this compensation is issued and the amount they have received for that purpose have to be stated. Relevant receipts, insurance policy, etc. have to be provided.

Note IV:

- (i) The applicant and/ or any family member(s) listed in the application form will be deemed to own, directly or indirectly, residential properties in Hong Kong under any of the following circumstances:
 - (a) owned or co-owned any residential property in Hong Kong or has/ have any interest in such kind of property;
 - (b) entered into any agreement (including preliminary agreement) to purchase any residential property in Hong Kong;
 - (c) owned more than 50% of the shares in a company which directly or through a subsidiary company owns or owned a residential property in Hong Kong;
 - (d) been a beneficiary of any residential property in Hong Kong;
 - (e) assigned any residential property in Hong Kong or any interest in such property; or
 - (f) withdrawn from any company which owns any residential property in Hong Kong in which the applicant and/ or any family member(s) own(s) more than 50% of the shares.
- (ii) Residential properties in Hong Kong include any completed or uncompleted residential property, land for residential use, rooftop structures approved by the Building Authority and Small House grants approved by the Lands Department ("LandsD") in Hong Kong.
- (iii) Circumstances in Note IV (i) and (ii) above are not exhaustive.
- (iv) Applicant and the family member(s) (if any) listed in the application form must fully disclose details of all residential properties in Hong Kong which had been previously held or are presently owned by him/ her / them in any of the circumstances in Note IV (i), (ii) and (iii) above. After scrutiny, should the applicant or any family member(s) listed in the application form be confirmed previously held or presently owns residential properties in Hong Kong, the application will be cancelled and the application fee paid will not be refunded nor be transferred.

Note V:

The following categories of persons are **not eligible** to apply for the Project:

- (i) Those who have purchased a flat or have obtained a loan or subsidies under the following subsidised sales flats, or home ownership schemes (collectively "the Subsidised Home Ownership Scheme") operated by URA, HS or HA, as well as their spouses (including the spouses of purchasers and loan/ subsidies receivers who were unmarried at that time). Even if the relevant purchaser/ borrower in any of the Subsidised Home Ownership Schemes has already sold the flat or repaid the loan, he/ she, as

well as his/ her spouse, are not eligible to apply the Project. The Subsidised Home Ownership Schemes include but are not limited to the following schemes:

- (a) Flat-for-Sale Scheme ("FFSS");
 - (b) Sandwich Class Housing Scheme / Sandwich Class Housing Loan Scheme;
 - (c) Home Starter Loan Scheme;
 - (d) Subsidised Sale Flats Schemes/ Projects developed by HS;
 - (e) Home Ownership Scheme ("HOS") / Private Sector Participation Scheme;
 - (f) Middle Income Housing Scheme at Melody Garden;
 - (g) Buy or Rent Option;
 - (h) Mortgage Subsidy Scheme;
 - (i) Home Purchase Loan Scheme / Home Assistance Loan Scheme;
 - (j) Tenants Purchase Scheme;
 - (k) HOS Secondary Market Scheme / Interim Scheme to extend the Home ownership Scheme Secondary Market to White Form Buyers (2013 & 2015)/ White Form Secondary Market Scheme/ FFSS Secondary Market;
 - (l) Green Form Subsidised Home Ownership Pilot Scheme / Green Form Subsidised Home Ownership Scheme; and
 - (m) URA Subsidised Sale Flat Scheme.
- (ii) Within two years after the date of execution of the Deed of Assignment for the purchase of a flat under any of the Subsidised Home Ownership Schemes, the Crucial Member (Crucial Member means a member, other than the applicant, listed in the application form of the Subsidised Home Ownership Scheme to fulfill the eligibility criteria of the minimum number of two qualified persons for family) is not eligible to apply for the Project (unless such Crucial Member's name has been deleted from the family members' list on the ground that they have got married or have been permitted to receive the housing benefits provided by their employers). Other family member(s) in the Family Application will not be bound by this restriction provided that they meet the eligibility criteria as set out in this Application Guide.
- (iii) Principal tenant and his/ her spouse included in the household register of PRH or the household record of other subsidised housing scheme (including IH) operated by HA/ HS.
- (iv) Member of the Civil Servants' Co-operative Building Society or any housing scheme of a similar nature or a lessee under any Government Built Housing Scheme.
- (v) Kowloon Walled City clearerees who have received the Government compensation set at HOS price level and their spouses listed on the clearance register (including the spouses of clearerees who were unmarried at the time of receiving the compensation).
- (vi) Clearerees who had opted to receive cash allowance/ ex-gratia payment granted by URA/ HS/ HA/ LandsD and are therefore not allocated any form of public housing shall not be eligible to apply within two years after receipt of the allowance.
- (vii) Qualified households affected by land resumption and clearance required under the Hong Kong section of Guangzhou-Shenzhen-Hong Kong Express Rail Link project and the Liantang/ Heung Yuen Wai Boundary Control Point and Associated Works, who had chosen the "ex-gratia cash allowance-only" option shall not be eligible to apply within three years after the receipt of the allowance.
- (viii) The Households affected by the Ming Wah Dai Ha Redevelopment Project of HS who had opted for special cash allowance in lieu of rehousing shall not be eligible to apply within two year from the date of termination of their respective tenancies.

URA reserves the right to reject any application after scrutiny. All paid application fee will not be refunded nor be transferred.

2. Notes on Application and Form Submission

2.1 How to obtain the application form?

From 3 January 2019 to 23 January 2019, application forms and Application Guides of the Project are available for collection at the following venues (during the respective office hours) and can be downloaded from the following website:

- (i) Urban Renewal Resource Centre at G/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon;
- (ii) Shops 101-102, 1/F, 88 Beech Street, Park Summit, Tai Kok Tsui, Kowloon;
- (iii) The office of URA at 26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong;
- (iv) Home Affairs Enquiry Centres of the Home Affairs Department;
- (v) Website of eResidence: www.eresidence.hk

2.2 Is it necessary to pay any application fee?

Applicants are required to pay application fee of HK\$240 which will not be refunded nor be transferred.

For application by mail or in person, the application fee should be paid in the form of a crossed cheque or cashier's order made payable to "URBAN RENEWAL AUTHORITY" and submitted together with the application form. Please write down the name and contact no. of the applicant at the back of the cheque or cashier's order. Cash or post-dated cheque or electronic cheque will not be accepted. A crossed cheque may be issued by applicant or other persons. If the cheque or cashier's order is dishonoured for whatever reasons, the application will be cancelled. As regards online applications, payment should be made through the website: www.eresidence.hk.

2.3 How to submit application?

Applicant may submit application in one of the following manners:

- By online application and paying application fee of HK\$240 online within the application period through the website: www.eresidence.hk. The deadline for online application is 7:00 pm on 23 January 2019. Applicant must complete filling in all the requested information and press the "Submit Application" button before the deadline; or
- By mail the completed application form together with a crossed cheque or cashier's order for the application fee to "Starter Homes Pilot Project for Hong Kong Residents" Applications Processing Section, G.P.O. Box 9034, Hong Kong. Please indicate "Application for Urban Renewal Authority Starter Homes Pilot Project for Hong Kong Residents" on the cover of the envelope. The closing date for application is 23 January 2019 as determined by the postmark. Those applications with postmark date after the closing date of application period will not be accepted. Applications which are delivered belatedly or returned to the applicants due to insufficient postage will not be processed; or
- By dropping the completed application form together with a crossed cheque or cashier's order for the application fee in the collection box for application forms at Urban Renewal Resource Centre (Address: G/F, 6 Fuk Tsun Street, Tai Kok Tsui, Kowloon). The service hours of the collection box are from 10 a.m. to 7:00 p.m. daily from 3 January 2019 to 23 January 2019. The closing time for collection of application forms is 7:00 p.m. on 23 January 2019.

Applications which are submitted after the closing date and time of application will not be accepted. If an applicant has successfully submitted his/ her application and paid the application fee online, it is not necessary to submit the application form again by mail or in person (vice versa), otherwise it will be treated as a duplication of application. Should duplicate applications be found, URA reserves the right to cancel all related applications. Application fee paid is non-refundable and non-transferable regardless whether the application is successful or not.

2.4 Can an applicant submit more than one application?

No person may be included in more than one application form (including online application). Spouse of married person (except Note I (i)(4) and Note I (v)), must be included in the same application form. Any separate applications submitted by a married couple will be regarded as duplication. Comprehensive checks will be carried out by URA and HS, who shall be responsible for the application assessment. Should duplicate applications be found, URA reserves the right to cancel all related applications. In any case, the application fee paid will not be refunded nor be transferred.

2.5 Can an applicant change the submitted particulars?

From the date of submitting their application form online/ by mail/ in person up to the date of signing the PASP, the applicant and the family member(s) listed in the application form must meet the eligibility criteria of the application. Any changes in the particulars (including but not limited to income, net asset value and ownership of residential property in Hong Kong) of the applicant or any family member(s) listed in the application form or the family circumstances (including but not limited to marital status) that occur during the period should be reported in writing to the "Starter Homes Pilot Project for Hong Kong Residents" Applications Processing Section (Address: G.P.O. Box 9034, Hong Kong) ("Applications Processing Section") with supporting documents so that URA can reassess the eligibility of the application. Should there be any changes in the personal particulars or family circumstances that render them not eligible, the application will be cancelled. The application fee paid will not be refunded nor be transferred. URA shall not be responsible for any loss or claims arising therefrom.

After submission of application form, request for addition or deletion of family member(s) listed in the application form will not be accepted, except for request for addition of family member(s) due to birth, marriage or the applicant's spouse/ children aged under 18 being granted permission to stay in Hong Kong; or request for deletion of family member(s) in the application form due to death, divorce, having successfully acquired a unit under other subsidised housing scheme and become an owner or member of the acquired unit or purchase residential property in Hong Kong and become an owner of the acquired property. Should the request for addition of family member(s) be approved, the category of applications will still be based on the position as at the closing date of application. Should the request for deletion of family member(s) be approved which results in a change of the category of applications from Family Applicant to One-Person Applicant, the assessment of income and asset will be based on the limits for One-Person Applicant. URA will reassess the eligibility and priority for flat selection based on the latest information.

2.6 Can an applicant apply at the same time for other subsidised housing schemes offered by HS or HA?

Yes, applicants may apply provided that they meet the eligibility criteria of the scheme(s) concerned. However, they can only opt for one and have to cancel the others if more than one application is successful.

If the applicant and/ or other family member(s) listed in the application form successfully acquire a residential unit under other subsidised housing schemes and become owner(s) or family member(s) of the acquired unit, he/ she/ they is/ are required to delete his/ her/ their name(s) from the application form of the Project. The eligibility of the relevant applicant(s) under the application will be re-assessed. Besides, if the deletion results in a change of the application category from Family Applicant to One-Person Applicant, the income and asset limits will be based on the arrangements for One-Person Applicant. Also, if the applicant and/ or other family member(s) listed in the application form successfully acquire a residential unit of the Project, the application(s) for PRH

(including IH) unit by the applicant and/ or his/ her family member(s) will be cancelled immediately and no PRH (including IH) unit will be allocated.

2.7 Can principal tenant or his/ her spouse of PRH (including IH) units and their family member(s) apply to purchase a residential unit in the Project?

Principal tenant and his/ her spouse are not eligible to apply for the Project. Other family member(s) (listed in the tenancy of an existing PRH/ IH unit) may apply for the Project provided that they meet the eligibility criteria of the Project and those family member(s) must move out from the existing public housing units and delete from their household register or record.

3. Notes on Processing of Applications

3.1 All information supplied must be genuine and the applicant and his/ her family member(s) (if any) listed in the application form must produce all necessary documents to verify his/ her eligibility within the specified time frame. Failure to do so will result in disqualification. **The applicant and his/ her family member(s) (if any) listed in the application form must meet the eligibility criteria of the application in the Project from the date of submitting their application forms online/ by mail/ in person, up to the date of signing the PASP.** Any changes in the particulars (including but not limited to income, net asset value and ownership of residential property in Hong Kong) of the applicant or any family member(s) listed in the application form or the family circumstances (including but not limited to marital status) should be reported in writing to the Applications Processing Section with supporting documents so that URA can reassess the eligibility of the application. Should there be any changes in the personal particulars or family circumstances that render them ineligible, the application will be cancelled. The application fee paid will not be refunded nor be transferred.

There is no guarantee that an applicant having been requested to submit supporting documents would necessarily be invited for flat selection. Whether an eligible applicant would be invited for flat selection is subject to his/ her category of application and priority number for flat selection and the conditions of sale. Whether an applicant having been invited for flat selection would successfully acquire a residential unit is subject to his/ her category of application and priority number for flat selection and the conditions of sale.

3.2 Any application which contains false representation or misleading information will be cancelled. The eligibility of such an application previously established on the basis of the false representation or misleading information will be revoked and any fee paid will not be refunded nor be transferred. The decision of URA on processing of such application which contains false representation or misleading information shall be final and conclusive.

3.3 The successful applicants and his/ her family member(s) (if any) listed in the application form who are aged 18 or above shall make statutory declarations under the laws of Hong Kong declaring that all the information and documentation supporting the application are true, correct and accurate to the best of their knowledge. If the successful applicant and/ or any his/ her family member(s) provide any false or misleading information in connection with the application for the purchase of a residential unit in the Project, the relevant application will be cancelled, the PASP and/ or Agreement for Sale and Purchase (ASP) shall be rescinded and the deposit (equivalent to 5% of the purchase price) and fees paid will be forfeited. If the residential unit has already been assigned to the applicant and/ or his/ her family member(s)(if any), URA shall have the right to demand his/ her/ their (i) assign the residential unit back to URA or (ii) pay URA such proportion of the full market value which was not paid at the time of the assignment of the residential unit. Furthermore, it is a criminal offence for an applicant or his/ her family member(s) to declare any false or misleading information, and once found guilty the applicant or his/ her family member(s) are subject to a fine and/ or imprisonment.

3.4 HS will act as the agent of URA for the processing of applications in the Project.

4. Priority for Flat Selection

4.1 Each applicant will be allocated to either of the following 2 categories of applications:

Category of Applications
Category 1 : Family Applicants
Category 2 : One-Person Applicants

4.2 URA will assign a priority number for flat selection to each applicant by computer balloting and will inform each applicant of his/ her priority number for flat selection. Eligible applicants will be invited for flat selection according to their category of applications and priority numbers for flat selection. **One-Person Applicants are only allowed to purchase studio or one-bedroom units available at the time of flat selection, and are not allowed to purchase any two-bedroom units**, whereas Family Applicants are allowed to purchase units of any size available for sale at the time of flat selection. If an applicant fails to turn up for selection of residential unit at the appointed time or fails to select a residential unit in his/ her priority for selection of unit, he / she will be

replaced by another applicant in the same category with priority immediately after him/ her.

4.3 The order of priority for flat selection of the eligible applicants under Category 1 and Category 2 shall be as follows:

At each time slot for flat selection, a group of 10 applicants will be invited for flat selection according to the following order of priority:

- (i) 6 applicants from Category 1 according to their priority numbers for flat selection;
- (ii) 4 applicants from Category 2 according to their priority numbers for flat selection.

Applicants in Category 1 shall have priority to select flats first at the same assigned time slot.

4.4 Invitation letters for flat selection will be issued according to the applicant's categories of application and priority numbers for flat selection. If an applicant fails to turn up on time, he/ she would be assigned to the next available group (if any) for flat selection after he/ she has completed the registration and making of statutory declaration. **Applicants who fail to turn up on the appointment date will lose their eligibility for flat selection and will be overtaken by others lower in the queue.** All paid application fee will not be refunded nor be transferred.

4.5 The priority for flat selection is subject to the relevant Information on Sales Arrangements issued or to be issued by URA from time to time. In case of any disputes regarding the order of priority for flat selection, the decision of URA shall be final and conclusive.

5. Ownership Arrangement and Restrictions

5.1 The applicant must be the owner of the residential unit he/ she purchased in the Project. The applicant may choose to share the ownership with one of the family member(s) aged 18 or above listed in the application form provided that the ownership is in the form of joint tenancy. This family member aged 18 or above has to turn up in person with the applicant for signing the PASP and completion of the necessary procedures regarding the purchase of the residential unit.

5.2 The applicant and all family member(s) listed in the application form are required to live in the residential unit purchased in the Project.

5.3 After acquiring a residential unit in the Project, the purchaser(s) and his/ her/ their spouse(s) (including the spouse(s) of applicant(s) who are still unmarried at the time of purchase of the residential units of the Project) will be debarred from all subsidised housing schemes operated by URA, HS and HA in future (including but not limited to PRH, IH and Subsidised Home Ownership Schemes stipulated in Note V(i) above). If the other family member(s) listed in the application form apply for various kinds of subsidised housing schemes in future, they will not be bound by this restriction provided that they meet the eligibility criteria of the respective schemes. After acquiring a residential unit in the Project, the owner shall seek URA's consent for any changes in family members listed in the application form.

5.4 Deletion of crucial members (as defined in Note V(ii)) of a 2-person Family Applicant can only be effected after the purchase of a flat for two years after the date of execution of the Deed of Assignment, unless they get married or are permitted to receive the housing benefits provided by their employers.

5.5 All residential units sold in the Project are subject to certain restrictions on alienation which are stipulated in the Land Grant.

i. Use

- Residential units sold in the Project should be used only for residential purpose.

ii. Assignment, mortgage, letting and charge

- (a) After execution of the assignment by the purchasers, all the subsequent assignment, charge, letting and mortgage, etc. of the residential unit will be subject to the provisions in the Land Grant. Under the terms of the Land Grant, unless otherwise permitted thereunder, an owner shall not sell, assign, mortgage, charge, demise, underlet, part with possession or otherwise dispose of his/ her residential unit unless he/ she has paid the premium to URA.
- (b) Within 5 years from the date of the first assignment, the owner will not be allowed to sell or let his/ her residential unit except with the prior consent from URA and in compliance with the terms and conditions, if any, for the granting of the consent.
- (c) After the expiry of the first 5 years from the date of the assignment, the owner may apply to URA for assessment of premium, and may thereafter sell, assign, mortgage, charge, demise, underlet, part with possession or otherwise dispose of the residential unit after payment of the premium to URA.
- (d) The premium which the owner is required to pay is calculated based on the prevailing market value of the residential unit without alienation restrictions at the time of assessment of premium, and the difference between the purchase price of the residential unit paid by him/ her and the residential unit's market value at the time of purchase. In other words, the premium is calculated by applying the discount rate of the purchase price to the prevailing market value. Calculations of the premium are illustrated below:

Assumed market value at the time of purchase:	HK\$5,000,000
Purchase price:	HK\$3,100,000 (discount rate at 38% of market value at the time of purchase)

As the discount rate represents 38% of the initial market value of the time of purchase, the amount of premium payable by the purchaser is 38% of the prevailing market value.

Assumed prevailing market value at the time of assessment of premium:	HK\$5,200,000
Premium payable:	HK\$1,976,000 (38% of prevailing market value at the time of assessment of premium)

Note: The above restrictions are contained in the Land Grant. URA does not have any right or power to vary the provisions on restriction. Please refer to the terms of the Land Grant for details.

- (e) No purchaser may assign or transfer his/ her rights and interests under the PASP or ASP.
- (f) Purchasers should note that the market value used to calculate the discount at the time of purchase is the market value prevailing at the date of execution of PASP. However, the purchase price of a residential unit will be determined and fixed at the time of application, and will remain unchanged during the offer period and for the sale of the residential unit. There is usually a period of several months between the time of application (when the purchase price is determined) and the date of execution of PASP (when the market value is determined). During such period, the market value of a residential unit may rise or drop in accordance with market conditions. As a result, the actual discount rate calculated as above at the time of purchase may be different from the discount rate announced at the time of application. The premium payable is calculated based on the actual discount rate enjoyed by the purchaser at the time of signing PASP.
- (g) URA will not buy back the residential units sold under the Project.**

6. Warning

- 6.1 Applicants should note that in applying for the Project, the fee payable to URA is stated in this Application Guide. If they are approached by any person who offers to provide assistance in return for remuneration, they should report to the Independent Commission Against Corruption (“ICAC”) without delay. Attempted bribery is also an offence in law. URA will refer such case to ICAC for investigation and the application may be cancelled irrespective of whether such person has been prosecuted or convicted of the relevant offence.
- 6.2 Any application which contains false representation or misleading information will be cancelled. The eligibility of such an application previously established on the basis of the false representation or misleading information will be revoked and any fees paid will not be refunded nor be transferred. The decision of URA on whether there is any false or misleading information in any application shall be final.

7. Notes to Applicant Relating to the Collection of Personal Data

- 7.1 The personal data collected in the application form are used for processing the applications for the Project. The personal data will be transferred by URA or the data processor(s) if any engaged by URA or URA’s agent(s) for the Project (whether within or outside Hong Kong) to the HS for processing the applications for the Project on URA’s behalf. The personal data provided may also be used by URA and HS for conducting statistical surveys and researches and to contact the applicants for such purposes. The personal data in the application form, including the declaration by the applicant and his/ her family member(s) authorising the collection and comparison/ checking/ transfer of their personal data, are provided by the applicant and his/ her family member(s) on a voluntary basis. If insufficient information is provided, URA and HS may not be able to process the application. In that case, the application fee paid will not be refunded nor be transferred.
- 7.2 The personal data provided by the applicant and his/ her family member(s) in the application form will be used by URA and HS, for the purpose of preventing the applicant and his/ her family member(s) from enjoying double housing benefits and for the purposes of carrying out the checking/ verification and matching procedures which include: vetting the application and determining the eligibility of the applicant and his/ her family member(s), checking whether the applicant and his/ her family member(s) have applied for other subsidised housing scheme(s)/ project(s), giving approval of the application in the Project and handling any subsequent changes in family circumstances, property ownership, mortgage arrangements, sale of property, etc. The personal data will also be

used to prevent the purchaser, his/ her spouse and family member(s) from participating in any other subsidised housing scheme(s)/ project(s) administered by URA/ HS / HA in future.

- 7.3 When assessing the eligibility of the applicant and his/ her family member(s), URA and HS, may compare and match the personal data provided in the application form with the relevant personal data collected (manually or otherwise) for other purposes in order to ascertain whether such personal data are 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. The applicant and his/ her family member(s) shall authorise URA and HS to verify and match the information concerned with other government departments (including but not limited to Housing Department, Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to HA, banks and financial institutions), or the employers concerned and agree that any government departments (including but not limited to Housing Department, Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to HA, banks and financial institutions), or the employers concerned may disclose the applicant's and his/ her family member(s)' personal data in their possession to URA and HS for the purpose of comparing and matching the information provided in this application form. The personal data provided may also be used by URA and HS for conducting statistical surveys and researches. The applicant and his/ her family member(s) shall also agree that URA and HS may pass the application form and the supporting document(s) submitted to the data processing services contractor of URA and HS for data processing in connection with his/ her application in the Project, and that the information provided will be passed to URA Hotline for answering his/ her enquiries.
- 7.4 For the purposes stated above, URA and HS may disclose the personal data provided by the applicant and his/ her family member(s) in the application form to other government departments (including but not limited to the Housing Department, Land Registry, Companies Registry, Immigration Department and Inland Revenue Department), public/ private organisations/ companies (including but not limited to HA, banks and financial institutions), or other employers concerned, or check such data with these parties.
- 7.5 The personal data provided in the application form are for the purpose of application of the Project. Under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant and his/ her family member(s) have the right to request access to or correction of the personal data they provided in the application form. Where necessary, such requests should be made in writing and directed by post to General Manager, Property and Land, Urban Renewal Authority, 26/F, COSCO Tower, 183 Queen's Road Central, Hong Kong (Please indicate "Request for Personal Data" on the envelop). A fee may be payable for such requests for data access.

8. Important Notes

- 8.1 If there is any false or untrue or misleading information in any application form (including online application), the relevant application will be cancelled and any residential unit sold will be recovered. The PASP and/ or ASP shall be rescinded and the deposit (equivalent to 5% of the purchase price) and fees paid will be forfeited. The decision of URA on whether there is any false or misleading statement or information in any application shall be final.
- 8.2 Any person who induces URA to proceed with the sale of a residential unit by any deceit (including the making of false or untrue or misleading statement in the application form) could be held criminally liable for, among other crimes, fraud under Section 16A of the Theft Ordinance (Cap. 210), and be punishable by imprisonment once convicted.
- 8.3 According to the ASP under the Project, if a purchaser has made any statement false or untrue to URA in connection with his application for the purchase of a residential unit under this sales scheme, URA shall, without prejudice to and in addition to any other remedies it may have, have the right to (a) rescind the ASP and forfeit an amount which is not more than 5% of the purchase price from the deposit paid; or (b) if the residential unit has already been assigned to the purchaser, demand the purchaser to (i) assign the residential unit back to URA or (ii) pay URA such proportion of the full market value which was not paid at the time of the assignment of the residential unit.

9. Contact Us

- 9.1 For enquiry, please contact URA Starter Homes Pilot Project for Hong Kong Residents hotline at 2363 2283.

Office Hours

Monday to Friday : 9:00a.m. to 5:30p.m.

Saturday: 9:00a.m. to 12:30p.m., excluding public holidays

Or

Write to "Starter Homes Pilot Project for Hong Kong Residents" Applications Processing Section, G.P.O. Box 9034, Hong Kong.

Notes:

1. URA and HS are both the public organisations under the ambit of the ICAC and Office of the Ombudsman.
2. This Application Guide and the application form and their contents do not legally bind URA and HS. URA and HS accept no responsibility for any loss caused by reliance on any content of this Application Guide and the application form.
3. URA reserves the right to update any information contained herein as and when necessary without further notice.