



For URFS use only	Date of Receipt of Application
	Application No.

APPLICATION FORM FOR FACILITATING SERVICES SCHEME
(For Buildings Developed under Civil Servants' Co-operative Building Society ("CBS") Scheme)

- The duly completed and signed application forms (not less than 50% of the undivided shares in each individual lot) shall be placed in a sealed envelope. The sealed envelope should be submitted **in person (NOT by mail)** to Urban Redevelopment Facilitating Services Company Limited ("URFS"). The applicants may also contact URFS on 2588 2800 to arrange collection of the application forms.

Address : Units K & L, 1/F, Sunshine Plaza, 17 Sung On Street, Hung Hom, Hong Kong
Recipient : Urban Redevelopment Facilitating Services Company Limited
– Application for Facilitating Services

- The applicants can contact URFS to arrange briefings for other interested owners to explain the details about the Facilitating Services Scheme ("the Scheme") and to provide guidance for filling of the application forms.
- The applicants should read the Facilitating Services Pamphlet (April 2023 version) for Buildings Developed under Civil Servants' Co-operative Building Society ("CBS") Scheme ("the Pamphlet") and the Notes on Page 3 of this form carefully before completing the application form. The applicants can contact URFS to obtain the Pamphlet or download the pamphlet from URFS's website. (Website: www.ura-facilitator.com.hk)
- No fee needs to be paid to URFS for submission of the Application Form.** Fee will only be payable for an application which has been selected as a Facilitation Project and after signing of the Facilitation Agreements has reached the Joint Sale Threshold.
- For any queries, please contact URFS on 2588 2800.

Section I Name(s) and address(es) of the building(s) in the Application Site	
Section II Particulars of the Applicants	
Unit(s)/ Portion(s) and Name of the Building Owned by the Applicant(s)	
Undivided Shares of the Unit(s)/ Portion(s) to that of the Lot	
Whether the alienation restriction has been removed [Please refer to Paragraphs 17-19 of the Pamphlet]	Yes / No
Occupancy Status (e.g. Owner-occupied, Tenanted, Occupied by Relatives or Friends, etc.) [#]	
Name of the Registered Owner/ Authorized Representative [^] and HK Identity Card No. [*] / Passport No. [*] / Company No.	
Correspondence Address and Contact Telephone No(s).	
Date of birth of the Applicant(s) [Please refer to Paragraph 23 of the Pamphlet]	

Optional field

[^] Please delete as appropriate

^{*} The first 4 digits including alphabets only

Section III Particulars of the Coordinator(s) (See Note 1)

Name	Telephone number	Correspondence Address
(1)		
(2)		
(3)		
(4)		

Section IV Acknowledgement and Signature

1. I/We have already read the Pamphlet and the Notes on Page 3 of this form and fully understand the contents of this form. I/We confirm that all the information provided herein by me/us is true and correct. Should there be any changes to the information provided after the submission of this form, I/We shall inform URFS in writing at once.
2. I/We agree to provide such other information or supporting documents as URFS may require in processing this application.
3. I/We fully understand and agree that URFS reserves the right to decline this application at any stage and URFS shall not be liable to any person for doing so. I/We also agree that this application form and all supporting documents provided by me/us in relation to this application will not be returned to me/us irrespective of whether this application is successful or not. I/We agree that should this application be successfully accepted for further processing, I/We shall sign Facilitation Agreement(s) (“FA(s)”) in prescribed format as specified by URFS. Only after the FA(s) are duly signed will URFS be obliged to provide the related services and the terms of such services will be subject to the FA(s).
4. I/We hereby give consent to the staff of URFS and/or Urban Renewal Authority, in assessing my/our application, to compare and match the personal data on this form with relevant personal data collected for any other purpose (manually or in any other ways) so as to verify if the personal data provided are false and misleading, and to base upon such to process the related application. I/We hereby give consent to URFS and Urban Renewal Authority to mention the concerned building, this application and the details thereof in their websites, publications or public documents in relation to the Scheme.
5. I/We acknowledge and agree that the person(s) provided in Section III of this application form will be the Coordinator(s) of this application.
6. I/We acknowledge and agree that this application is made under the terms and conditions of the Pamphlet and the Notes on Page 3 of this form.

Signature (see Note 2)	
------------------------	--

Notes

Note 1: The applicants shall nominate a coordinator (“the Coordinator”) and provide his/her name in Section III of the application form. The Coordinator shall be an applicant. More than one Coordinator can be nominated. URFS may contact the Coordinator(s) for arranging building conditions inspection, obtaining further information or seeking clarifications of the information provided in the application form and other matters concerning the application. If the joint sale is conducted through negotiation, the Coordinator shall represent the owners who have signed the Joint Sale Agreement to attend the meeting(s) of negotiation and assist them to determine an indicative price for negotiation. The Coordinator shall, upon authorization by the owners, assist URFS in the process of negotiation with a potential purchaser.

- Note 2: (a) All applicants shall sign this application form. If a property is co-owned by more than one person/company, all registered owners shall sign this application form. Registered owners are those persons/companies recorded in the land register of the Land Registry as owners of the property.
- (b) For each corporate registered owner, the application form shall be signed by a duly authorized director and stamped with the company chop. The name of the signing director should be stated in the application form.
- (c) If an application form is signed by an authorized representative of a registered owner, the relevant authorization letter shall be attached to the application form.
- (d) If a registered owner has passed away, the applicant for the property concerned shall be the executor of the will of the deceased or the administrator of the estate of the deceased, whose name has been registered in the land register of the Land Registry.
- (e) When computing the required percentages of undivided shares in the application site, URFS will make reference to the property information, undivided shares and names of registered owners recorded in the land register of the Land Registry. The method of computation is as follows:-
- (i) If all the registered owners of a property sign the application form, all undivided shares of that property will be counted;
 - (ii) If a property is co-owned by more than one person or company by way of tenancy in common and only one or some of them signs the application form, only the undivided shares held by those owners who have signed will be counted;
 - (iii) If a property is co-owned by way of joint tenancy, the undivided shares held by an owner who has signed will be counted and the property is treated as equally owned by all the co-owners;
 - (iv) If an application form is signed by an authorized representative of the owner without enclosing an authorization letter or by a company director without affixing the company chop or where the signatory of a company applicant is not a company director, the undivided shares or any part thereof of the property owned by that applicant-owner will not be counted.

Remarks: The provision of personal data by means of the submission of this application form is voluntary. The information provided in this application form will be used by URFS to process this application submitted by the applicants and for other purposes related to the application. Enquiries concerning the personal data collected in this process, including any request to have access to such data and/or to make any corrections, should be made in writing to URFS.