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LACO/HQ/127 III

20/F, North Point Govt. Offices  
333 Java Road  
North Point, Hong Kong

26 March 1999

**Legal Advisory and Conveyancing Office**  
**Circular Memorandum No. 37**

**Transfer of conveyancing services in relation to**  
**Home Ownership Scheme (“HOS”)**  
**and Private Sector Participation Scheme (“PSPS”) flats**

The letter from the Hong Kong Housing Authority dated 22<sup>nd</sup> March, 1999 to the Secretary General, a copy of which is enclosed, refers.

The Home Ownership Scheme Section of the Legal Advisory and Conveyancing Office (“LACO”) has been providing various services to the Housing Department for and on behalf of the Hong Kong Housing Authority (“the Authority”) in relation to conveyancing matters affecting flats sold under HOS and PSPS. These services which involve solicitors in the private sector include the following:

(A) In relation to HOS

- (a) approval of the forms of assignments from the Authority to owners;
- (b) approval of the forms of assignments;
- (c) approval of the forms of legal charge; and
- (d) answering title requisitions from Solicitors firms in relation to previously completed assignments or legal charges.

(B) In relation to PSPS

- (a) approval of the forms of assignments; and
- (b) approval of the forms of legal charge.

2. From 1<sup>st</sup> April, 1999, the Legal Advice Division of the Housing Department will take over all matters in respect of HOS and PSPS flats referred to in paragraph (1) hereof. Accordingly, with immediate effect, all future applications in respect of conveyancing matters dealt with by LACO for and on behalf of the Authority in respect of HOS and PSPS flats and requisitions on title referred to in paragraph 1(A)(d) above in respect of HOS flats, should be forwarded direct to the Legal Advice Division (Lands and

Conveyancing Unit, Housing Department, LG1, Oi Man Commercial Complex, Oi Man Estate, Kowloon, Tel. No. 2715 7114, Fax No. 2768 7144) for processing.

3. All applications which have been received by LACO and for which approval is not given before 1<sup>st</sup> April 1999 will be forwarded by LACO to the Legal Advice Division of the Housing Department for processing under the new arrangement.

4. Any approvals or requirements of the Director of Lands in HOS leases and PSPS grants in respect of conveyancing or other documents (other than agreements for sale of purchase and deeds of mutual covenants) and approval of legal charges under Deeds of Guarantee executed by the Housing Authority with participating banks, will henceforth be given by the Director of Housing for and on behalf of the Director of Lands pursuant to delegation by the Director of Lands to the Director of Housing, if necessary.

5. Deeds of mutual covenants and agreements for sale and purchase in respect of PSPS and deeds of mutual covenants in respect of HOS which are required to be approved by the Director of Lands in accordance with the terms of HOS leases and PSPS grants, will continue to be approved by the Director of Lands.

(A L Robertson)  
Deputy Director/Legal (Ag)  
for Director of Lands

To: All Solicitors

# Hong Kong Housing Authority

Our Ref. : HD(LAD)2/17/9

Tel No. : 2761 7115

Fax No. : 2711 3690

## **By Hand**

22 March, 1999

The Secretary General  
The Law Society of Hong Kong  
3<sup>rd</sup> Floor, Wing On House  
71 Des Voeux Road, Central  
Hong Kong

Dear Sirs,

### **Change in Arrangement for Home Ownership Scheme and Related Work Handled by the Legal Advisory and Conveyancing Office (LACO)**

Please be informed that the following applications previously handled by LACO are now taken up by the Housing Department: -

- (a) Approval of draft assignment for change of ownership of Home Ownership Scheme (HOS)/Private Sector Participation Scheme (PSPS) flats;
- (b) Approval of draft mortgage for staff housing loan for HOS/PSPS flats;
- (c) Approval of unauthorized mortgage; and
- (d) Enquires on title in respect of HOS flats.

All applications in respect of the above shall with immediate effect be directed to the Housing Department as follows: -

Lands and Conveyancing Unit  
Legal Advice Division  
Housing Department  
LG1, Oi Man Commercial Complex  
Oi Man Estate  
Kowloon

Tel: 2715 7114

Fax: 2768 7144

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I shall be pleased if you can bring the attention of your members to the above arrangement.

Thank you for your attention herein.

Yours faithfully,

(Ms Handa LAM)  
for the Director of Housing

cc Home Ownership Section  
Legal Advisory and Conveyancing Office  
Lands Department  
(Attn: Ms. Teresa WONG)

HL/ch