

Hong Kong Housing Society

Criteria for Enrollment onto the Solicitors List for Property Management Division

I. Mandatory Requirement of the Solicitors Firms (Submission of evidence is required)

Applicant must satisfy all criteria in this Section I before proceeding to Section II with scoring system. In the event that the applicant fails to meet the criteria below, their application will not be further considered.

1. Year of Services

- 1.1 The firm should have been established for at least 10 years. (Change of firm name due to acquisition and merger during the last 10 years is permitted subject to support of relevant documents).

2. Accountant's Report

- 2.1 The firm should receive clean accountant's report for 3-year period from the date of application.

3. Professional Indemnity

- 3.1 The firm should have a valid professional indemnity insurance with minimum HK\$100,000,000.00.

II. Selection Criteria of Solicitors List for Property Management Division

1. Property Management

Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:

- 1.1 Building management and related issues / Property Management Services Ordinance (Cap 626)
- 1.2 Building maintenance matters
- 1.3 Building defects and small claims proceedings under Small Claims Tribunal Ordinance (Cap 338)
- 1.4 Residential and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)

2. Medical and Health Care Services

Proven experience / sound knowledge or track records in providing legal advisory services in the area of:

- 2.1 Residential Care Homes (Elderly Persons) Ordinance (Cap 459) and Regulation (Sub A), The Code of Practice for Residential Care Homes for the Elderly
- 2.2 Dangerous Drugs Ordinance (Cap 134)
- 2.3 Mental Health Ordinance (Cap 136)
- 2.4 Powers of Attorney Ordinance (Cap 31)
- 2.5 Enduring Powers of Attorney Ordinance (Cap 501)

3. General Administration

3.1 Proven experience / sound knowledge or track records in providing legal advisory services in the areas of:

- 3.1.1 Hong Kong Housing Society Incorporation Ordinance (Cap 1059), Constitution and By-laws of Hong Kong Housing Society
- 3.1.2 Prevention of Bribery Ordinance (Cap 201)
- 3.1.3 Independent Commission Against Corruption Ordinance (Cap 204)
- 3.1.4 The Ombudsman Ordinance (Cap 397)
- 3.1.5 Personal Data (Privacy) Ordinance (Cap 486)
- 3.1.6 Anti-discrimination Ordinance:
 - Sex Discrimination Ordinance (Cap 480)
 - Race Discrimination Ordinance (Cap 602)
 - Disability Discrimination Ordinance (Cap 487)
 - Family Status Discrimination Ordinance (Cap 527)
- 3.1.7 Competition Ordinance (Cap 619)
- 3.1.8 Employment Ordinance (Cap 57) and Employees Compensation Ordinance (Cap 282)

3.2 Proven experience and track records for the past 5 years in providing diversified legal advice to sizable organizations, statutory bodies and NGOs.

4. **Delegate an Expert Team of the Property Management / Medical and Health Care Services by the Firm (the "Team")**

- 4.1 The Team should be established for a minimum of 10 years.
- 4.2 The Team should have at least 10 persons.
- 4.3 A minimum of 3 out of these 10 persons must be full time qualified solicitors.
- 4.4 Two other solicitors should have at least 5 years post qualification on full time service with the present Team.