

**Hong Kong Housing Society**  
**Marking Scheme for Solicitors List for Property Management Division**

**I. Mandatory Requirement of the Solicitors Firms**

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 document).

**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 maintained a valid professional indemnity insurance with minimum amount of indemnity of HK\$100,000,000.00.

**II. Credit Rating System for the Selection of the Solicitors Firms**

Applicant who can achieve not less than 80 scores will be considered for enrollment on the List.

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
1.	Property Management				
1.1	Building management and related issues / Property Management Services Ordinance (Cap 626)	1 score per one completed project	15	To submit evidence	
1.2	Building maintenance matters		10	"	
1.3	Building defects and small claims proceedings under the Small Claims Tribunal Ordinance (Cap 338)		10	"	
1.4	Residential and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)		10	"	
Sub-Total Credit Points for Criteria 1			45		

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
2.	Medical and Health Care Services				
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	1 score per one completed project	7	To submit evidence	
2.2	Dangerous Drugs Ordinance (Cap 134)		2	"	
2.3	Mental Health Ordinance (Cap 136)		2	"	
2.4	Powers of Attorney Ordinance (Cap 31)		2	"	
2.5	Enduring Powers of Attorney Ordinance (Cap 501)		2	"	
Sub-Total Credit Points for Criteria 2			15	"	
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	1 score per one completed project	1	To submit evidence	
3.1.2	Prevention of Bribery Ordinance (Cap 201)		2	"	
3.1.3	Independent Commission Against Corruption Ordinance (Cap 204)		2	"	
3.1.4	The Ombudsman Ordinance (Cap 397)		2	"	
3.1.5	Personal Data (Privacy) Ordinance (Cap 486)		2	"	
3.1.6	Anti-discrimination Ordinance (Cap 480, 602, 487, 527)		2	"	
3.1.7	Competition Ordinance (Cap 619)		2	"	
3.1.8	Employment Ordinance (Cap 57) and Employees' Compensation Ordinance (Cap 282)		4	"	
3.2	Proven experience and track records for the past 5 years in providing diversified legal advice to sizeable organizations, statutory bodies and NGOs		8	To submit job reference	
Sub-Total Credit Points for Criteria 3			25		

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
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	0 score for non-compliance	4	To submit evidence	
4.2	The Team should have at least 10 persons		4	To submit staff list and brief resume	
4.3	A minimum of 3 out of these 10 persons must be full time qualified solicitors		3	"	
4.4	Two other solicitors should have at least 5 years post qualification on full time service with the present Team		4	"	
Sub-Total Credit Points for Criteria 4			15		
Total Max. Point			100		