

Hong Kong Housing Society
Solicitors List for Property Management Division – Proforma

I. Mandatory Requirement

Items	Description
<p>1. Year of Services (At least 10 years)</p> <p><i>* Change of firm's name due to acquisition and merger during the last 10 years is permitted subject to support of relevant documents</i></p>	<p><i>(please provide a valid Business Registration Certificate)</i></p>
<p>2. Accountant's Report</p> <p>(Clean accountant's report for 3-year period from date of application)</p>	<p><i>* Attached/Not Attached</i></p> <p><i>* Please delete as appropriate</i></p>
<p>3. Professional Indemnity</p> <p>(Minimum HK\$100,000,000.00)</p>	<p><i>(Please state the limit of indemnity of your Professional Liability Insurance Policy and attach a copy of the updated policy document)</i></p>

II. Credit Rating System

Criteria		Description of Job Reference (Please provide evidence)
1. Property Management		
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 the 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		
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)

Criteria		Description of Job Reference (Please provide evidence)
	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 (Cap 480, 602, 487, 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 sizeable organizations, statutory bodies and NGOs	
4. Delegate an expert team of 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	

Note:

Please use a separate sheet to continue if there is insufficient space provided for your information.

Supplemental Information

Legal Fee Charges as of November 2021

Year(s) of Post Qualification Experience of the Solicitors	Rank	Hourly Rate \$
Over 20 years		
Over 10 - 20 years		
Over 5 - 10 years		
2 - 5 years		
Less than 2 years		

Note:

1. *Legal fee charges quoted are for reference only, not for credit rating purpose.*
2. *Please indicate the rank of the solicitors according to the years of experience of the solicitors.*
3. *Solicitors firm may provide separate legal fee charges schedule if the firm's structure is different from the above schedule.*