

租用物業建議書

Proposal to Lease Properties

(社區用途 Community Use)

遞交建議書要注意的事項 Notes for Submission of the Proposal

1. 填妥及已簽署的(i)申請表格(第一及第二部份), (ii)技術建議書(第三部分)及(iii)租金建議書(第四部分), 並放入信封內密封, 信封面須註明:「機密」、「租用物業建議書」及列明擬申請地方之地址, 並親身遞交予**香港中環皇后大道中 183 號中遠大廈 26 樓市區重建局**, 物業及土地。
Duly completed and signed (i) application form (Part I & II), (ii) Technical Proposal (Part III); and (iii) Fee Proposal (Part IV) shall be put in a sealed envelope, which shall be marked “Confidential” and “Proposal to Lease Properties”, and sent by hand to Property & Land, **Urban Renewal Authority, 26/F, COSCO Tower, 183 Queen’s Road Central, Hong Kong.**
2. 逾期遞交及不按「建議書邀請程序」的申請概不受理。本局將在收獲申請後發出認收信。
Late submission of this application form and proposals and those submissions not made through the Request for Proposal (RFP) process will not be considered. An acknowledgement letter will be issued for RFP received.
3. 申請者須確保所提供的資料準確無誤。評審將考慮下列之各因素:
Applicants shall be responsible for the accuracy of the information provided. The following selection criteria will be adopted in the assessment process:
 - (i) 單位用途及與市區重建局的規劃意向配合;
Optimal use of the premises in line with URA’s planning intention;
 - (ii) 對社會/文化及社區帶來的裨益;
Social/cultural and community benefits of the proposed use of the premises;
 - (iii) 擬定單位用途的財政持續性(例如:可持續保證資金);
Financial sustainability (e.g. sustainable committed funding) of the proposed use of the premises;
 - (iv) 申請人相關之經驗及往績;及
Track record/similar experience of the organization; and
 - (v) 擬定管理團隊及管理計劃。
Proposed management team and management plan.
4. 申請者必須同意「租用物業 - 租金建議書」內的租期、每月基本租金等條款, 而在「租用物業 - 技術建議書」被評審為合格及最高分者, 其申請將會被接納。本局保留調整評審程序的權利。
The applicant must agree the lease term, monthly base rent and other terms and conditions in the “Fee Proposal to Lease Properties”. The proposal which have passed and reaches the highest score in the “Technical Proposal to Lease Properties” shall be accepted. URA reserves the right to adopt a different assessment procedure.
5. 租戶/特許持有人需負責繳付政府差餉及地租及管理費(如有)。
Government rent and Government rates and Management Fee (if any) shall be borne by the tenant/licensee.
6. 根據防止賄賂條例(第 201 章), 本局屬於公共機構。本局嚴禁僱員收受有關本申請的任何利益。根據防止賄賂條例, 向本局任何僱員提供利益意圖影響申請程序, 可能構成罪行。申請者或其僱員、顧問、代理人若有干犯此等罪行, 將導致其申請無效。
The URA is a public body under the Prevention of Bribery Ordinance (Cap. 201). The URA does not permit any of its employees to accept any advantage in connection with this application. The offer of an advantage to any employee of the URA with a view to influencing the process of this application may constitute an offence under the Prevention of Bribery Ordinance. Any such offence committed by an applicant or his employee(s) or consultant(s) or agent(s) will render the application null and void.
7. 申請者在提交建議書時所提供的個人資料, 純屬自願性質, 有關的資料只供本局用作處理其申請。如申請者或其代表對是項程序所收集的個人資料有任何查詢, 包括查閱和改正有關資料, 請以書面方式與本局聯絡。本局會根據本局於網頁詳述之私隱政策聲明, 處理有關要求。
The provision of personal data by means of submission of this application form is voluntary. The information provided in this application form will be used by the URA to process this application. Enquiries concerning the personal data collected in this process by the applicant or representative(s) of the applicant, including any requests to have access to such data and/or to make any corrections, should be made in writing to the URA. The URA will process the request in accordance with its privacy policy as stated on its corporate website.
8. 成功獲批的租戶/特許持有人必須恪守誠信標準。成功獲批的申請人、其員工或代理人均不得就獲批的項目收受利益, 並須避免有任何利益衝突及向本局申報利益。
Successful tenants/licensees are required to commit to ethical practices. To this end, the successful applicants, their employees or agents should be prohibited from soliciting or accepting advantages, required to avoid and declare conflict of interest to the URA applicable to the appointees, their employees and agents.
9. 申請結果將於截止日期後兩個月內, 以書面通知申請人。
Applicants will receive written notification within 2 months after submission deadline.

「租用物業 – 申請表格」
“Application Form to Lease Properties”

第一部份 Part I 申請人資料 Applicant

申請人姓名 Name of Applicant

(註冊名稱 Registered Name)

地址 Address:

電話 Tel

傳真 Fax

電郵 E-mail

根據《稅務條例》第 88 條獲豁免繳稅的慈善團體

Charities exempted from tax under Section 88 of the Inland Revenue Ordinance

☐ 是 Yes

☐ 否 No

第二部份 Part II 聯絡人資料 Person to Contact regarding this application

聯絡人姓名 Name of Contact Person

(英文 English)

(中文 Chinese)

電話 Tel

電郵 E-mail

連同本申請表格一併提交的註冊文件的核證副本（請選出(“√”)適用者）：

Certified true copies of registration document submitted together with this application form:

(Please tick “√” as appropriate)

☐ 組織章程大綱及細則 Memorandum and Articles of Associations

☐ 公司註冊證書 Certificate of Incorporation

☐ 商業登記證 Business Registration Certificate

☐ 根據《稅務條例》第88條獲豁免繳稅證明 Proof of exemption from tax under section 88 of Inland Revenue Ordinance

☐ 其他（請列明）Others (please specify)

聲明及簽署 Declaration and Signature

1. 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
2. 市區重建局批核此申請的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。
I/We agree to provide such other information or supporting documents as the URA may require in processing this application.
3. 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此申請的權利。本人亦同意，無論此建議書成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。
I/We fully understand and agree that the URA reserves the right to decline this application at any stage and the URA shall not be liable to any person for doing so. In addition, 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 proposal is successful or not.
4. 如果此申請獲得批核，本人/本人等同意簽署由市區重建局擬定的租賃合約/許可書協議及負責一半的律師費和印花稅，同時繳付租金按金、上期及裝修按金。若本人/本人等為一間公司，本人/本人等需自費簽署由市區重建局擬定的擔保契約。
I/We agree that should this application be successfully accepted, I/we shall sign a tenancy/license agreement in a prescribed format specified by the URA and bear the half share of legal cost and stamp duty, pay the rental deposit, advance payment and fitting out deposit. If I/We as a Company, I/ We shall sign a deed of personal guarantee in a prescribed format specified by the URA at our own cost.
5. 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:
有 / 無（請刪去不適合者）Yes / Nil (Please delete as appropriate.)
如有，請列明：If yes, please provide the details

簽署及蓋章(如適用)Signature with chop (if applicable): _____

簽署人姓名及職位 Name & Position Held by Signatory: _____

日期 Date: _____

「租用物業 – 技術建議書」
“Technical Proposal to Lease Properties”

第三部份 Part III 技術建議書 Technical Proposal

擬申請之地方 Premises Applied for: 香港灣仔太原街 38 號太源閣地下 A 至 C 舖

Shops A to C, G/F, Tai Yuen Court, 38 Tai Yuen Street, Wan Chai, Hong Kong

面積 Area: 2,087 sq.ft. (including yard 878)

建議用途 Proposed Usage: (如有需要, 可於另頁遞交建議用途。If necessary, proposed usage may be submitted in separate page)

請連同詳細建議書一併遞交, 內容包括但不限於:

Please submit a detailed proposal together with this form, context including but not limit to:

- (i) 單位用途及與市區重建局的規劃意向配合;
Optimal use of the premises in line with URA's planning intention;
- (ii) 對社會/文化及社區帶來的裨益;
Social /cultural and community benefits of the proposed use of the premises;
- (iii) 擬定單位用途的財政可持續性(例如:可持續保證資金);
Financial sustainability (e.g. sustainable committed funding) of the proposed use of the premises;
- (iv) 申請人相關之經驗及往績;及
Track record / similar experience of the organization; and
- (v) 擬定管理團隊及管理計劃。
Proposed management team and management plan.

如申請人未能提供所需資料, 本局會考慮拒絕有關申請。

The Authority will only consider applications/proposals which the applicants have provided with all required information/documents.

第三部份 Part III 技術建議書 Technical Proposal

聲明及簽署 Declaration and Signature

1. 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
2. 市區重建局批核此建議書的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。
I/We agree to provide such other information or supporting documents as the URA may require in processing this proposal.
3. 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此建議書的權利。本人亦同意，無論此建議書成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。
I/We fully understand and agree that the URA reserves the right to decline this proposal at any stage and the URA shall not be liable to any person for doing so. In addition, I/We also agree that this application form and all supporting documents provided by me/us in relation to this proposal will not be returned to me/us irrespective of whether this proposal is successful or not.
4. 如果此申請獲得批核，本人/本人等同意簽署由市區重建局擬定的租賃合約/許可書協議及負責一半的律師費和印花稅，同時繳付租金按金、上期及裝修按金。若本人/本人等為一間公司，本人/本人等需自費簽署由市區重建局擬定的擔保契約。
I/We agree that should this application be successfully accepted, I/we shall sign a tenancy/license agreement in a prescribed format specified by the URA and bear the half share of legal cost and stamp duty, pay the rental deposit, advance payment and fitting out deposit. If I/We as a Company, I/ We shall sign a deed of personal guarantee in a prescribed format specified by the URA at our own cost.
5. 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:

有 / 無（請刪去不適合者） **Yes / Nil (Please delete as appropriate.)**

如有，請列明：If yes, please provide the details:

簽署及蓋章(如適用)Signature with chop (if applicable): _____

簽署人姓名及職位 Name & Position Held by Signatory: _____

日期 Date: _____

「租用物業 – 租金建議書」
“Fee Proposal to Lease Properties”

第四部份 Part IV 租金建議書 Fee Proposal

擬申請之地方 Premises Applied for: 香港灣仔太原街 38 號太源閣地下 A 至 C 舖

Shops A to C, G/F, Tai Yuen Court, 38 Tai Yuen Street, Wan Chai, Hong Kong

項目將向社區用途租客收取已設定的基本租金，相等於每月 **\$ 53,700.00** 。

Basic tenancy/license fee will be charged for Community Use. The basic tenancy/license fee pre-determined for this project would be **\$53,700.00** per month.

已設定租期 (基於現時建築物狀況及未來規劃): 2 年

Pre-determined Tenancy/License Term (based on existing building condition and future planning): 2 years

請選出(“√”)適用者:

Please tick “√” as appropriate:

- ☐ 本人/本人等同意以上的已設定每月租金及租期，並繳付政府差餉、地租及管理費(如有)。
- ☐ I/We agree to the above pre-determined monthly tenancy / license fee and term. I / We also agree to pay for the Government rent, Government rates and Management Fee (if any)

聲明及簽署 Declaration and Signature

- 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
- 市區重建局批核此建議書的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。
I/We agree to provide such other information or supporting documents as the URA may require in processing this proposal.
- 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此建議書的權利。本人亦同意，無論此建議書成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。
I/We fully understand and agree that the URA reserves the right to decline this proposal at any stage and the URA shall not be liable to any person for doing so. In addition, I/We also agree that this application form and all supporting documents provided by me/us in relation to this proposal will not be returned to me/us irrespective of whether this proposal is successful or not.
- 如果此申請獲得批核，本人/本人等同意簽署由市區重建局擬定的租賃合約/許可書協議及負責一半的律師費和印花稅，同時繳付租金按金、上期及裝修按金。若本人/本人等為一間公司，本人/本人等需自費簽署由市區重建局擬定的擔保契約。
I/We agree that should this application be successfully accepted, I/we shall sign a tenancy/license agreement in a prescribed format specified by the URA and bear the half share of legal cost and stamp duty, pay the rental deposit, advance payment and fitting out deposit. If I/We as a Company, I/ We shall sign a deed of personal guarantee in a prescribed format specified by the URA at our own cost.
- 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:

有 / 無 (請刪去不適合者) **Yes / Nil (Please delete as appropriate.)**

如有，請列明：If yes, please provide the details:

簽署及蓋章(如適用)Signature with chop (if applicable): _____

簽署人姓名及職位 Name & Position Held by Signatory: _____

日期 Date: _____