

## ***Guidance for completion of TOP 1 Form (R).***

For RP:

Only authorised personnel as stated in the Affordable Housing Capital Funding Guide are allowed to complete TOP 1 Form (R).

Donor or Recipient RP details – The Group name should be given if the registered provider (RP) is under or within a group or parent name.

RP Full Name – as recognised by the HCA, this should match with RP Code.

RP Code – this is a unique identification number given to the registered provider after registering with TSA.

Contact Person – should be an authorised person at management level within the registered provider.

Designation – the position or official job title of contact person above.

RP Address – the place where the authorised person performs his/her day-to-day functions.

Date of Transfer – the date when actual legal process of transfer of properties was concluded by both the donor and recipient registered provider.

IMS Scheme No – this is a unique number generated through the HCA's (or its predecessor's) IMS after grant confirmation. All properties that received funding after 2000 using the HCA's (or its predecessor's) IMS must have this unique number.

Pre-IMS Project No. – this is a unique number used for identifying projects, which received SHG/HAG funding before the introduction of IMS. Usually starts with a prefix of P or T. Where Pre-IMS Project No. is not available, please contact your regional office.

SMS Number – referred to as schemes numbers used along with Pre-IMS Project No. All Pre-IMS Project No. must have an SMS No. Where SMS Scheme No. is not available, please contact your regional office.

If linked to other scheme(s) – Yes/No, Say Yes, if the property/unit received other public subsidy either direct from the HCA (or its predecessor) or from other public body. Say No, if this property/unit is not in receipt of other public subsidy.

If Yes, State Scheme No. – this should be the scheme no. of the linked scheme in receipt of HCA's or its predecessor's funding.

Full Transfers – is where all units within the scheme is been transferred at once. For example if the records indicate 20 units within the schemes, then all 20 units must be

transferred at once to the recipient registered provider. Otherwise, it is a partial transfer.

Number of Units – This should be the total number of units for, which SHA/SHG/HAG was provided for by the HCA or its predecessor.

Consent Seal Number – A number starting with letter C and generally of five digits. This is usually located on the bottom right hand corner of the Consent issued by the TSA.

Date of Consent – This should be the date seal was affixed by the TSA as stated on the bottom left hand corner of the Consent issued by the TSA.

Unit/Property Address – should be the exact address as recorded within IMS scheme number or Pre-IMS Project No.