

**Residential Properties (First-hand Sales) Ordinance
(Commencement) Notice**

**Administration's Response to Issues Raised by Members at
the Subcommittee Meeting held on 28 February 2013**

At the meeting of the Subcommittee on the Residential Properties (First-hand Sales) Ordinance (Commencement) Notice held on 28 February 2013, Members requested to have sight of the draft guidelines to be issued under the Residential Properties (First-hand Sales) Ordinance (the Ordinance), and be informed of the major issues of concerns raised by the stakeholders.

The Guidelines, Practice Notes and Frequently Asked Questions and Answers

2. The Sales of First-hand Residential Properties Authority (SRPA), which will be set up within the Transport and Housing Bureau to enforce the Ordinance, will issue the following documents to facilitate vendors and related parties (e.g. conveyancing solicitors, surveyors and architects) to comply with the Ordinance and understand the expectation of the SRPA –

- (i) Guidelines issued under section 88 of the Ordinance;
- (ii) Practice Notes; and
- (iii) Frequently Asked Questions and Answers (FAQs).

3. The Guidelines, Practice Notes and FAQs will primarily cover the following aspects in relation to the sales of first-hand residential properties –

- (i) Sales Brochure;
- (ii) Price List;
- (iii) Sales Arrangements and Other Information;
- (iv) Register of Transactions;
- (v) Submission of Documents to the SRPA; and
- (vi) Submission of Information to the Sales of First-hand Residential Properties Electronic Platform (SRPE).

4. Guidelines are issued under section 88 of the Ordinance to indicate the manner in which the SRPA proposes to perform its function or exercise its power, and provide guidance on the operation of any provision of the Ordinance. For example, we will provide guidelines on how the seven days should be counted under section 25 of the Ordinance which requires vendors to make available hard copies of a sales brochure during a period of at least seven days immediately before a date of sale, how the three days should be counted under sections 32 and 47 of the Ordinance which require vendors to make available hard copies of a price list and a document containing information on the sales arrangements during a period of at least three days immediately before a date of sale, and what information must and must not be included in a sales brochure and a price list.

5. As stipulated in section 88(3) of the Ordinance, Guidelines are not subsidiary legislation. As stipulated in section 88(5) of the Ordinance, a person does not incur any civil or criminal liability only because the person has contravened any of the guidelines. However, if in any legal proceedings, the court is satisfied that a guideline is relevant to determining a matter that is the issue, the guideline is admissible as evidence in the proceedings; and the proof that the person contravened or did not contravene the guideline may be relied on by any party to the proceedings as tending to establish or negate the matter.

6. Practice notes are not guidelines. They are best practices which the SRPA recommends vendors to follow, for reasons of consistency and standardization. For example, we will provide practice notes on how vendors may submit documents to the SRPA and the SRPE. Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

7. FAQs are not guidelines. They aim to facilitate the trade to understand how the SRPA look at specific provisions of the Ordinance.

2nd draft of the Guidelines, Practice Notes and FAQs

8. In November 2012, we started detailed discussions with relevant stakeholders, including the Real Estate Developers Association of Hong Kong (REDA), the Law Society of Hong Kong (the Law Society), Hong Kong Institute of Surveyors, and Hong Kong Institute of Architects, the Consumer

Council and the Estate Agents Authority, on the draft guidelines, practice notes and FAQs.

9. The various stakeholders were supportive of the SRPA issuing guidelines, practice notes and FAQs and welcomed the opportunity to discuss these ahead of their issue. They consider it is crucial that vendors and related parties involved in the preparation of the sales of the first-hand residential properties have the same understanding of the requirements of the Ordinance as the SRPA, and that there are clear instructions to follow. They have provided constructive and useful input and comments to us on how to improve the draft guidelines, practice notes and FAQs in the past few months.

10. We attach the 2nd draft of the guidelines, practice notes and FAQs at the **Enclosure**¹ for Members' reference. They have incorporated the previous comments made by stakeholders as appropriate. We have also passed the full set to relevant stakeholders for comments. We will be meeting some of them again shortly to hear their comments on the 2nd draft of those documents before finalizing them for issue by the SRPA in early April 2013.

Major issues of concerns of stakeholders

Status of the Guidelines, Practice Notes and FAQs

11. REDA and the Law Society were of the view that it should be made clear in the practice notes that non-compliance with the best practices as set out in the practice notes will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance. To address the concerns of the stakeholders, we have added a preamble to the practice notes and FAQs respectively to set out clearly the status of such documents.

More details to be provided in the Guidelines, Practice Notes and FAQs

12. REDA and the Law Society considered that as there would be criminal offences for contravention of the requirements in the Ordinance, the SRPA should make use of the guidelines, practice notes and FAQs to set out in definite terms those provisions in the Ordinance which in their opinion may give rise to

¹ The draft documents are available in English version only for the time-being. Chinese version will be available when they are finalized for issue.

ambiguities. In this regard, we have added in as much details as possible in the 2nd draft of the guidelines, practice notes and FAQs.

Preparation for the Commencement of the Ordinance

13. REDA and the Law Society expressed their wish that the Ordinance would be implemented later than end of April 2013, as this would allow vendors and related parties more time to prepare for the new regulatory regime. On this, we believe that all interested parties have had ample time to prepare for the introduction of the provisions in the Ordinance

14. In this respect, we wish to assure Members that our preparations are well under way and we are fully geared up for the implementation of the Ordinance by end of April 2013. In particular:

- (a) we will wrap up discussions with relevant stakeholders, including REDA and the Law Society, and finalise the guidelines, practice notes and FAQs in March for issue in early of April 2013;
- (b) with the support of the Legislative Council (LegCo) Establishment Subcommittee for the creation of the two directorate posts in the SRPA, namely an Administrative Officer Staff Grade B and a Principal Executive Officer, we will seek the LegCo Finance Committee approval for the creation of the two posts on 15 March 2013. We are also creating a multi-disciplinary team of 30 non-directorate civil service posts for the SRPA through the established procedures. The posts will be filled starting from 1 April 2013;
- (c) we are developing the SRPE, which is a centralized database established under the Ordinance to provide public access to the sales brochures, price lists and registers of transactions of first-hand residential developments which are subject to the regulation of the Ordinance. The SRPE will be ready for public access on 29 April 2013. To facilitate vendors to understand how to provide the electronic copies of the aforementioned documents to the SRPE as required by the Ordinance, we have arranged two workshops, on 19 and 20 March 2013 respectively, for them to attend. There will also

be a period of about two weeks starting from March 19 for vendors to participate in the trial run so that they can gain an understanding of how to submit electronic documents for uploading onto the SRPE; and

- (d) an Announcement in the Public Interest, a pamphlet for prospective purchasers, and advertisements promoting the commencement of the Ordinance are readily available for broadcast, distribution and making public anytime. The SRPA will organize briefing sessions in early April 2013 to brief stakeholders on the Ordinance, the guidelines, the practice notes and FAQs. The website of the SRPA will be ready for public access on 29 April 2013. A hotline on matters relating to the Ordinance will come into operation to dovetail with the publicity programme.

Transitional arrangements

15. REDA considered that, as transitional arrangements, the sales brochure, price lists and sales arrangements of first-hand residential properties in a development or a phase of a development which have already been made available before 29 April 2013 should not be subject to the Ordinance even if the properties are being offered for sale on or after 29 April 2013. REDA proposed that only if those properties were continued to be offered for sale 12 months or beyond after 29 April 2013 should the sales be required to comply with the requirements under the Ordinance.

16. Vendors are well aware that the Ordinance was enacted in June 2012, and that we will bring the Ordinance into operation within 12 months from then. There is a de facto transitional period of about 10 months counting from the date of enactment to the date of implementation of the Ordinance for vendors to prepare themselves for the Ordinance. We do not consider it necessary or possible to grant another 12 months grace period for the sale of some of the first-hand residential properties.

17. That said, the SRPA and the Lands Department will provide the following final transitional arrangements respectively:

- (a) the Lands Department will issue a circular memorandum by early April 2013 to set out the transitional arrangements for projects subject to the Lands Department Consent Scheme in relation to the implementation of the Ordinance. In gist, instead of having to be bound by the current requirements of the Consent Scheme on sales brochures and price lists etc, vendors may apply to the Lands Department so that they may make available sales brochures and price lists in accordance with the Ordinance before 29 April 2013 without being considered as breaching the requirements of the Consent Scheme; and

- (b) as set out in the 2nd draft guidelines, for first-hand residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may continue/commence on 29 April 2013 if sales brochures which comply with the relevant requirements under the Ordinance are made available before 22 April 2013 (7 days requirement) in accordance with section 25 of the Ordinance; if price lists which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 (3 days requirement) in accordance with section 32 of the Ordinance; and if sales arrangements which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 (3 days requirement). The Register of Transactions is only required to set out transaction information of residential properties of which their Preliminary Agreements for Sale and Purchase are signed on or after 29 April 2013.

Transport and Housing Bureau
March 2013

Enclosure

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REVISED DRAFT

Guidelines No. G01/13

**Residential Properties (First-hand Sales) Ordinance
Guidelines on Sales Brochure**

General

1. Sales brochures made available for the purpose of section 25 of the Ordinance must comply with the relevant requirements under the Ordinance.

Sales Brochure to be Made Available

2. Section 25 of the Ordinance stipulates the timing for the vendor to make available sales brochures for the purpose of the sale of a specified residential property to (i) the general public, (ii) the Authority (i.e. the SRPA), (iii) the public officer empowered to establish and maintain the database established under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer, the Authority i.e. the SRPA, as well as (iv) on the website designated by vendors.
3. When counting the “7 days” as required under sections 25(1) and (3) of the Ordinance for making available the sales brochure -
 - (i) a date of sale is excluded from the counting of the “7 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “7 days”.
4. The following example illustrates the timing of making available of the sales brochure to the general public, SRPA and SRPE:

Example : A vendor wishes to offer to sell a property on 4 January

From 00:00 on 28 Dec to 24 : 00 on 3 Jan	<ul style="list-style-type: none">● Make available hard copies of the sales brochure for collection by the general public free of charge.● Make available a copy of the sales brochure for inspection on the website designated by the vendor for the development (the designated website).
By 23 : 59 on 28 Dec	<ul style="list-style-type: none">● Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, provide two hard copies of the sales brochure to the SRPA.● Provide an electronic copy of the sales brochure for SRPE.
On 4 Jan and on each date of sale	<ul style="list-style-type: none">● Make available hard copies of the sales brochure for collection by the general public free of charge at the sales office.● Make available a copy of the sales brochure for inspection on the designated website.

Note : The vendor may, if he wishes, make available the sales brochure earlier than 7 days immediately before the sale.

Examination of Sales Brochure

5. Section 17(1) of the Ordinance stipulates that the vendor may, for the purpose of making sales brochure available to general public in accordance with section 25 of the Ordinance, examine to ascertain whether or not the information set out in the sales brochure is accurate as at the date of the examination.
6. Section 22(1)(b) of the Ordinance stipulates that the sales brochure must state the date of each examination and the part of the sales brochure that has been revised to correct the inaccuracy (the

“examination record”), if any. This “examination record” should either be set out in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis. This paragraph applies even if a vendor decides to print a revised sales brochure.

7. The following template is an example of how the examination record may be set out:

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made)	
	Page Number	Revision Made

8. Section 25(9) of the Ordinance stipulates that a reference to the sales brochure for the development is a reference to the sales brochure for the development printed, or examined under section 17(1) of the Ordinance, within the previous 3 months.
9. The “previous 3-month period” is to be counted backwards from the day immediately before the day on which a specific version of a sales brochure is made available to the general public by the vendor. Vendors will have to plan ahead as to till when they intend to make available a specific version of a sales brochure.
10. Generally speaking, the earliest day of the 3-month period from the day on which a sales brochure is made available under section 25 of the Ordinance would be the “same day” of the third month counting from the month when the sales brochure is made available. For example, for a sales brochure to be made available until (and including) 15 April, such sales brochure should be printed/examined/revise on or after 15 January. An examined, or

an examined and revised sales brochure, should be made available on 16 April the latest if the sale is to be continued on and after 16 April.

11. Vendors are however reminded to pay attention to the following examples where the calculation of the “previous 3-month period” is affected by months with only 28, 29 or 30 days:

(1)	(2)
The date on which a sales brochure is to be made available	The earliest date of the 3-month period on which a sales brochure is printed/examined/revised:
1 May	31 January
1 July	31 March
1 December	31 August
28 February	28 November
29 February	29 November
1 March	29 November (if there is NO 29 February in-between)
	30 November (if there is 29 February in-between)

12. After an examination of the sales brochure is carried out, whether or not a revision to the sales brochure has been made, on the first day on which the vendor makes a copy of the examined, or an examined and revised, sales brochure available to the public, two hard copies of the examined, or an examined and revised, sales brochure should be sent to the SRPA and a soft copy should be provided to the SRPE according to sections 25(4) and (9) of the Ordinance. The vendor should also arrange to have a soft copy of the examined, or an examined and revised, sales brochure made available for inspection on its designated website.
13. The following example illustrates the timing of making available the examined, or examined and revised, sales brochure to the general public, SRPA and SRPE:

20 Dec	<ul style="list-style-type: none"> ● The date of printing of the first edition of the sales brochure.
21 March	<ul style="list-style-type: none"> ● A sales brochure examined, or examined and revised, within the previous three months should be made available if the residential properties of the development will continue to be offered for sale on and after 21 March. ● Make available a copy of the revised sales brochure on the vendor’s website. <p>(Please also refer to paragraph 9 above on the counting of the “3-month period”)</p>
By 23 : 59 on 21 March the latest	<ul style="list-style-type: none"> ● Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, provide two hard copies of the examined, or examined and revised, sales brochure to the SRPA. ● Provide an electronic copy of the revised sales brochure to SRPE.

If Revision is Made to the Sales Brochure after an Examination

14. As mentioned in paragraph 6 above, section 22(1)(b) of the Ordinance stipulates that the sales brochure must state the date of each examination and the part of the sales brochure that has been revised to correct the inaccuracy (the “examination record”), if any. This “examination record” should either be set out in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis. This paragraph applies even if a vendor decides to print a revised sales brochure.

15. Sample of an examination record with revision is as follows :

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made)	
	Page Number	Revision Made
[Date]	17	The relationship between the building contractor and the vendor has changed.
	32	The location plan is replaced by a more updated version.
[Date]		

16. A revision to the sales brochure as set out in section 17(2) of the Ordinance should be made by way of issuing a corrigendum, a replacement sheet or by any other means (including using sticker to replace the amended/revised portion of the sales brochure, printing a revised version of the sales brochure). It is not necessary to show in the corrigendum, the replacement sheet, and revised sales brochure etc the original words, sentence or paragraph which has been replaced. Any such corrigendum or replacement sheet must be properly attached to the sales brochure.
17. In accordance with section 17(3) of the Ordinance, if revision is made to the sales brochure after an examination, the vendor must, within 3 working days after the date of revision, notify the SRPA in writing about the revision.

If No Revision is Made to the Sales Brochure after an Examination

18. If, after an examination of the sales brochure is carried out, no revision to the sales brochure is made, the vendor should set out the examination record in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis.
19. A sample of an examination record showing there is no revision made in the latest examination is as follows :

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made)	
	Page Number	Revision Made
[Date] [previous examination to be kept.]	17	The relationship between the building contractor and the vendor has changed.
	32	The location plan is replaced by a more updated version.
[Date]	No revision made	

Contents of Sales Brochure

20. The sales brochures must set out the information as required under sections 19 to 22 of the Ordinance and Schedule 1 to the Ordinance. Paragraphs 21 to 30 below provide guidelines on the provision of such information.

Steps that a Person is Advised to Take for the Person's Own Protection before Deciding to Purchase a Residential Property

21. Section 19(1) of the Ordinance stipulates that the sales brochure must first set out the steps that a person is advised to take for the person's own protection before deciding to purchase a residential property. The SRPA has issued the "Notes to Purchasers of First-hand Residential Properties" (the Notes) at Annex A for the purpose of this section. Sales brochure that has incorporated the Notes in full will be considered as having complied with the requirement under section 19(1) of the Ordinance. For cases of which vendors have not incorporated the Note in full in the sales brochure, such as having modified the wording, added or deleted information, the SRPA will consider whether the requirement under section 19(1) of the Ordinance has been complied with or otherwise on a case-by-case basis.

The street number allocated by the Commissioner of Rating and Valuation for the purpose of distinguishing the development

22. Section 1(2)(b) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(a) of the Ordinance) stipulates that the sales brochure must state the street number allocated by the Commissioner of Rating and Valuation for the purpose of distinguishing the development. Upon the issue of the Building Authority's consents to commence building works, vendors may apply in writing to Rating and Valuation Department (RVD) for allocation of street numbers. RVD will normally allocate the street number within one month from application. Vendors should act in good time to submit applications to the RVD. In the circumstances where only "provisional street number" is available at the date of printing the sales brochure, the vendor should provide the "provisional street number" in the sales brochure. In the unlikely event that even the provisional street number is not available before the date of printing the sales brochure, the vendor should state in the sales brochure that the information is not yet available. Vendors should update the information on street number in the sales brochure when such information becomes available at the time of an examination of the

sales brochure (see paragraphs 5 – 13 above).

Area of residential properties

23. Section 11(2) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(k) of the Ordinance) stipulates that the information required to be set out in that section must be set out in the form specified by the Authority. The specified form is at **Annex B**.

Summary of land grant

24. Section 15(2)(f) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(o) of the Ordinance) requires a summary of the land grant to include the lease conditions that are onerous to a purchaser. In deciding whether a lease condition is onerous to a purchaser, the vendor should consider whether it is onerous to an ordinary purchaser. A few examples of lease conditions that are onerous to a purchaser include:

- (a) non-exclusive right of way to/from the lot, which are to be maintained at the expense of the owners;
- (b) noise mitigation measures (such as noise barriers) to be maintained at the expense of the owners;
- (c) ground settlement;
- (d) area outside the lot (usually coloured green on the land grant plan) which is required to be open to public access and maintained by the grantee until re-delivered to Government upon compliance with the land grant conditions;
- (e) area outside the lot (usually coloured yellow on the land grant plan) which is required to be open to public access, without any obligation or deadline for Government to take back possession; and
- (f) access road within the lot for use by adjoining lot owners.

Vendors are reminded that the above examples are for reference only and are by no means exhaustive.

Cross-section plans

25. Section 18 in Part 2 of Schedule 1 to the Ordinance (please also see section 19(3) of the Ordinance) stipulates the various requirements of a cross-section plan that is to be provided for every building in the development. Three examples of the cross-section plan are at **Annex C**.

Relevant information required under section 20

26. Section 20(1) of the Ordinance stipulates that the sales brochure must set out relevant information that is specific to a residential property in the development and/or that is specific to the development. “Relevant information” in relation to a residential property/development is defined under section 20(7) of the Ordinance to mean information on any matter that is likely to materially affect the enjoyment of the residential property/any residential property of the development. According to section 20(1) of the Ordinance, the “relevant information” is information not required to be set out in the sales brochure and is “known to the vendor but is not known to the general public”¹.
27. Only those matters which are likely to materially affect the enjoyment of a residential property are regarded as “relevant information” under section 20(1) of the Ordinance. The following are examples of “relevant information” which is “known to the vendor but is not known to the general public” and which are likely to materially affect the enjoyment of a residential property -

¹ Information contained in a document that has been registered with the Land Registry will not be regarded as “relevant information” under the Ordinance.

- (i) windows of certain specific residential properties of a development must be closed throughout the year for noise mitigation purpose or due to the special condition of the surrounding area; and
- (ii) right of way within the development but shared with adjoining land.

Information in application for concession on gross floor area (GFA) of building

- 28. Section 29 in Part 3 of Schedule 1 to the Ordinance (please also see section 21(1) of the Ordinance) stipulates the provision of information in application for concession on gross floor area of building. To facilitate vendors to comply with the requirement, a suggested template is at **Annex D** for provision of information on the breakdown of GFA concessions obtained for the development and on the estimated energy performance or consumption for the common parts of the development.
- 29. As regards the provision of environmental assessment of the building, vendor should provide the assessment results under the BEAM Plus certification.
- 30. According to section 21(1) of the Ordinance and section 29(2)(b) in Part 3 of Schedule 1 to the Ordinance, if gross floor area concessions have been granted to a development, the sales brochure for the development must set out the environmental assessment of the building that has been submitted to the Building Authority. For developments where their approved general building plans are not subject to the requirements stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-151 issued by the Building Authority, environmental assessment of the building(s) is not required to be submitted to the Building Authority. For such cases, the vendor should state the following in the sales brochure -

“The approved general building plans of this development are not subject to the requirements stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-151 issued by the Building Authority. Environmental assessment for this development was not required to be submitted to the Building Authority as a prerequisite for the granting of gross floor area concessions.”

Font Size Requirements

31. To facilitate vendors to comply with the font size requirements as set out in sections 18(2), 18(3), 24(2) and 24(3) of the Ordinance, a few samples are set out at **Annex E**.

Transitional Arrangements

32. The following transitional arrangements will apply:
 - (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that sales brochures made available on or after 29 April 2013 comply fully with the relevant requirements under the Ordinance; and
 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may continue/commence on 29 April 2013 if sales brochures which comply with the relevant requirements under the Ordinance are made available before 22 April 2013 in accordance with section 25 of the Ordinance.

How to Provide Information to the SRPA and the SRPE

33. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE.

For enquires, please contact us via the following -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

REVISED DRAFT

This Note is issued by the Sales of First-hand Residential Properties Authority (SRPA) for the purpose of section 19(1) of the Residential Properties (First-hand Sales) Ordinance.

Note to Purchasers of First-hand Residential Properties

Purchasers are advised to take the following steps before purchasing first-hand residential properties.

For all first-hand residential properties

1. Important information

- Make reference to the materials available on the Sales of First-hand Residential Properties Electronic Platform (SRPE) on the first-hand residential property market.
- Study the information on the website designated by the vendor for the development, including the sales brochure, price lists, documents containing the sales arrangements, and the Register of Transactions of a development.
- Sales brochure for a development will be made available to the general public at least 7 days immediately before a date of sale while price list and sales arrangements will be made available at least 3 days immediately before the date of sale.
- Information on transactions can be found on the register of transactions on the website designated by the vendor for the development and the SRPE.

2. Fees, mortgage loan and property price

- Calculate the total expenses of the purchase, such as solicitors' fees, mortgage charges, insurance fees and stamp duties.
- Check with banks to find out if you will be able to obtain the needed mortgage loan, select the appropriate payment method and calculate the amount of the mortgage loan to ensure it is within your repayment ability.
- Check recent transaction prices of comparable properties for comparison.

3. Price list, payment terms and other financial incentives

- Vendors may not offer to sell all the residential properties that are covered in a price list. To know which residential properties the vendors may offer to sell, pay attention to the sales arrangements which will be announced by the vendors at least three days before the relevant residential properties are offered to be sold.
- Pay attention to the terms of payment as set out in a price list. If there are discounts on the price, gift, or any financial advantage or benefit to be made available in connection with the purchase of the residential properties, such information will also be set out in the price list.

4. Property area and its surroundings

- Pay attention to the area information in the sales brochure and price list, and price per square foot/metre in the price list. According to the Residential Properties (First-hand Sales) Ordinance (Cap. 621) (the Ordinance), vendors can only present the area and price of a residential property using saleable area. Saleable area, in relation to a residential property, means the floor area of the residential property, and includes the floor area of every one of the following to the extent that it forms part of the residential property - (i) a balcony; (ii) a utility platform; and (iii) a verandah. The saleable area excludes the area of the following which forms part of the residential property - air-conditioning plant

room; bay window; cockloft; flat roof; garden; parking space; roof; stairhood; terrace and yard.

- Visit the development site and get to know the surroundings of the property (including transportation and community facilities). Check town planning proposals and decisions which may affect the property. Take a look at the location plan, aerial photograph, outline zoning plan and cross-section plan that are provided in the sales brochure.

5. Sales brochure

- Ensure that the sales brochure you have obtained is the latest version. According to the Ordinance, the sales brochure made available to the public should be printed or examined, or examined and revised within the previous three months.
- Read through the sales brochure and in particular, check the following information in the sales brochure -
 - Whether there is a section on “relevant information” in the sales brochure, under which information on any matter that is known to the vendor but is not known to the general public, and is likely to materially affect the enjoyment of a residential property will be set out. Please note that information contained in a document that has been registered with the Land Registry will not be regarded as “relevant information”;
 - The cross section plan showing a cross-section of the building in relation to every street adjacent to the building, and the level of every such street in relation to a known datum and to the level of the lowest residential floor of the building. This will help you visualize the difference in height between the lowest residential floor of a building and the street level, regardless of how that lowest residential floor is named;
 - interior and exterior fittings and finishes and appliances;
 - the basis on which management fees are shared;

- whether individual owners have obligations or need to share the expenses for managing, operating and maintaining the public open space or public facilities inside or outside the development, and the location of the public open space or public facilities; and
- whether individual owners have responsibility to maintain slopes.

6. Government land grant and deed of mutual covenant (DMC)

- Read the Government land grant and the DMC (or the draft DMC). Information such as ownership of the rooftop and external walls can be found in the DMC. The vendor will provide copies of the Government land grant and the DMC (or the draft DMC) at the place where the sale is to take place for free inspection by prospective purchasers.
- Check the Government land grant on whether individual owners are liable to pay Government rent.
- Check the DMC on whether animals can be kept in the residential property.

7. Agreement for sale and purchase

- Ensure that the preliminary agreement for sale and purchase (PASP) and agreement for sale and purchase (ASP) include the mandatory provisions as required by the Ordinance.
- Pay attention that fittings, finishes and appliances to be included in the sale and purchase of the property are inserted in the PASP and ASP.
- A preliminary deposit of **5%** of the purchase price is payable by a purchaser to the owner (i.e. the seller) on entering into a PASP.
- If you do not execute the ASP within **5 working days** (working day means a day that is not a general holiday or a Saturday or a black rainstorm warning day or gale warning day) after entering into the

PASP, the PASP is terminated, the preliminary deposit (i.e. 5 % of the purchase price) is forfeited, and the owner (i.e. the seller) does not have any further claim against you for not executing the ASP.

- If you execute the ASP within 5 working days after the signing of the PASP, the owner (i.e. the seller) must execute the ASP within 8 working days after entering into the PASP.
- The deposit should be made payable to the solicitors' firm responsible for stakeholding purchasers' payments for the property.

8. Expression of intent of purchasing a residential property

- Note that vendors (including their authorized representative(s)) should not seek or accept any specific or general expression of intent of purchasing any residential property before the relevant price lists for such properties are made available to the public. You therefore should not make such an offer to the vendors or authorized representative(s).
- Note that vendors (including their authorized representative(s)) should not seek or accept any specific expression of intent of purchasing a particular residential property before the sale of the property has commenced. You therefore should not make such an offer to the vendors or authorized representative(s).

9. Appointment of estate agent

- Note that if the vendor has appointed one or more than one estate agents to act in the sale of any specified residential property in the development, the price list for the development must set out the name of all the estate agents so appointed as at the date of print of the price list.
- A purchaser may appoint any estate agent (not necessarily from those estate agency companies appointed by the vendor) to act in the purchase of any specified residential property in the development, and may also not appoint any estate agent to act on his/her behalf.

- Before you appoint an estate agent to look for a property, you should -
 - find out whether the agent will act on your behalf only. If the agent also acts for the vendor, he/she may not be able to protect your best interests in the event of a conflict of interest;
 - find out whether any commission is payable by you to the estate agent and, if so, its amount and the time of payment; and
 - note that only licensed estate agents or salespersons may accept your appointment. If in doubt, you should request the estate agent or salesperson to produce his Estate Agent Card, or check the Licence List on the Estate Agents Authority website: www.eaa.org.hk.

10. Appointment of solicitor

- Consider appointing your own solicitor to protect your interests. If the solicitor also acts for the vendor, he/she may not be able to protect your best interests in the event of a conflict of interest.
- Compare the charges of different solicitors.

For first-hand uncompleted residential properties

11. Pre-sale Consent

- For uncompleted residential property under the Lands Department's Consent Scheme, seek confirmation from the vendor whether the "Pre-sale Consent" has been issued by the Lands Department for the development.

12. Show Flats

- While the vendor is not required to make any show flat available for

viewing by prospective purchasers or the general public, if the vendor wishes to make available show flats of a specified residential property, the vendor must first of all make available an unmodified show flat of that residential property and that, having made available such unmodified show flat, the vendor may then make available a modified show flat of that residential property. In this connection, the vendor is allowed to make available more than one modified show flat of that residential property.

- If you visit the show flats, you should always look at the unmodified show flats for comparison with the modified show flats. That said, the Ordinance does not restrict the discretion of the vendor in arranging the sequence of the viewing of unmodified and modified show flats.
- Sales brochure of the development should have been made available to the public when the show flat is made available for viewing. You are advised to get a copy of the sales brochure and make reference to it when viewing the show flats.
- You may take measurements in modified and unmodified show flats, and take photographs or make video recordings of unmodified show flats, subject to reasonable restriction(s) for ensuring safety of the persons viewing the show flat.

For first-hand uncompleted residential properties and completed properties pending compliance

13. Estimated material date

- Check the estimated material date¹ for the development in the sales brochure.

¹ Generally speaking, “material date” means the date on which the conditions of the land grant are complied with in respect of the development, or the date on which the development is completed in all respects in compliance with the approved building plans or the conditions subject to which the certificate of exemption is issued. For details, please refer to section 2 of the Ordinance.

- Please note that:
 - For development which is subject to the Lands Department Consent Scheme, vendor shall notify purchaser in writing that it is in a position validly to assign the property within one month after the issue of the Certificate of Compliance or the Consent to Assign, whichever first happens.
 - For development which is not subject to the Lands Department Consent Scheme, vendor shall notify purchaser in writing that it is in a position validly to assign the property within six months after the issue of the Occupation Document including Occupation Permit (OP).

For first-hand completed residential properties

14. Vendor's Information Form

- Ensure that you obtain the “vendor's information form” printed within the previous three months.

15. Viewing of property

- Ensure that, before you purchase a residential property, you are arranged to view the residential property that you would like to purchase or, if it is not reasonably practicable to view the property in question, a comparable property in the development, unless you agree in writing that the vendor is not required to arrange such a comparable property for viewing for you. Purchasers are advised to think carefully before signing any waiver.
- You may take measurements, take photographs or make video recordings of the property, unless the property is held under a tenancy or reasonable restriction(s) is/are needed to ensure safety of the persons viewing the property.

For complaints and enquiries relating to the sales of first-hand residential properties by the vendors which the Residential Properties (First-hand Sales) Ordinance applies, please contact the SRPA -

Telephone :

Email :

Fax :

Other useful contacts -

	Telephone	Fax
Consumer Council	2929 2222	2590 6271
Estate Agents Authority	2111 2777	2598 9596
Real Estate Developers Association of Hong Kong	2826 0111	2845 2521

Sales of First-hand Residential Properties Authority
Transport and Housing Bureau
April 2013

住宅物業的面積 (範本) Area of residential properties (Template)

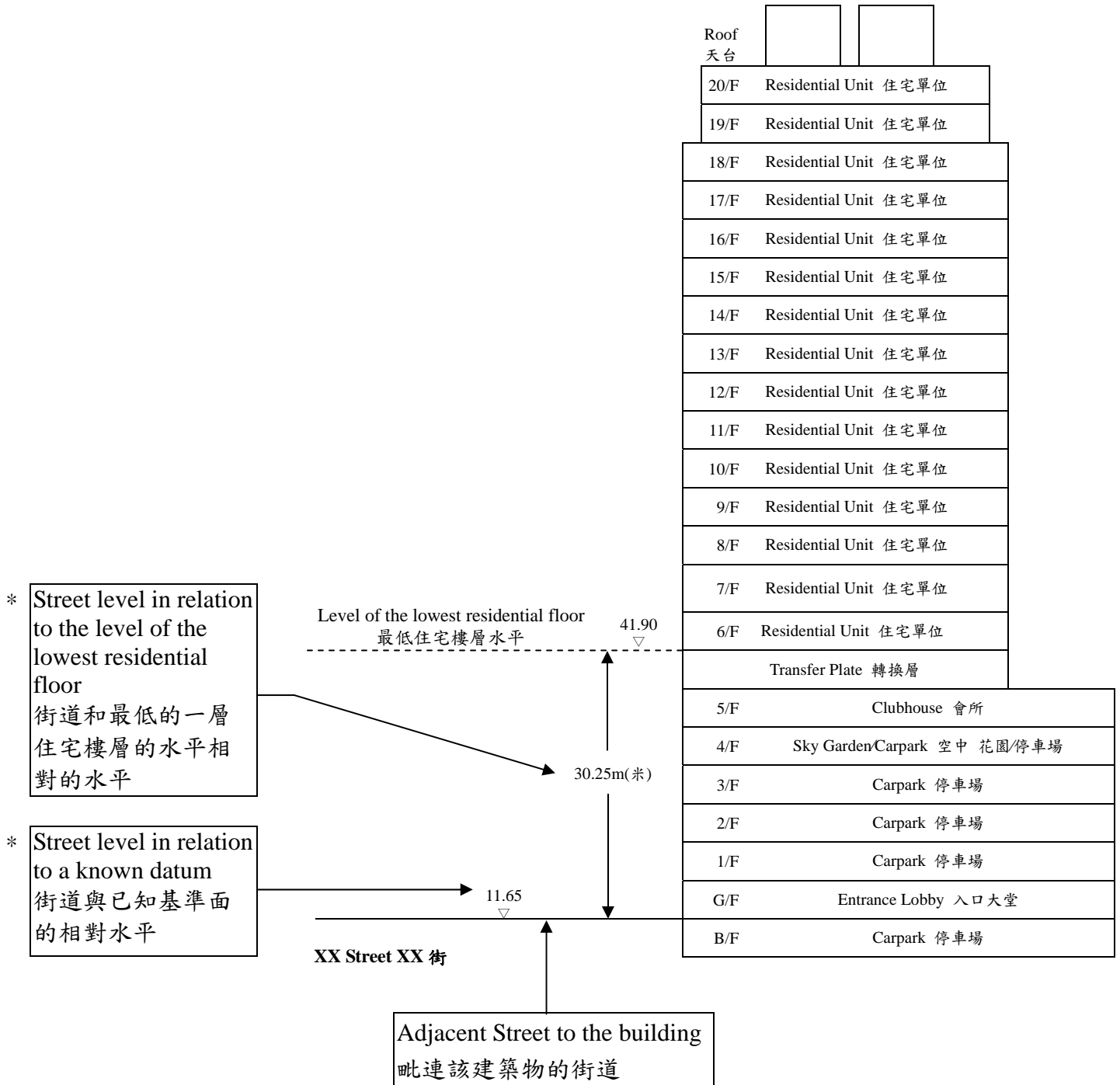
物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area) 平方米 (平方呎) sq. metre (sq. ft.)												
				空調機房 Air-conditioning plant room	窗台 Bay window	閣樓 Cockloft	平台 Flat roof	花園 Garden	停車位 Parking space	天台 Roof	梯屋 Stairhood	前庭 Terrace	庭院 Yard			
大廈名稱 Block Name	樓層 Floor	單位 Unit	[屋號(House number) / 屋名(Name of the house)]													
5	30	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--	--	
		B														
		C														
	29	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--	--	--
		B														
		C														

* 以上住宅物業的描述下的項目為同時包括「多單位建築物」及「獨立屋」而訂。就只包括「多單位建築物」的發展項目，該項目只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，該些項目只須提供「屋號」或「屋名」，視乎何者適用。

Items under “description” of residential property above are for development with both “multi-unit building(s)” and “house”. For development with “multi-unit buildings only, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

Example 1 (例子一)

Cross-section Plan (Building with one adjacent street) 橫截面圖 (建築物毗連一條街道)

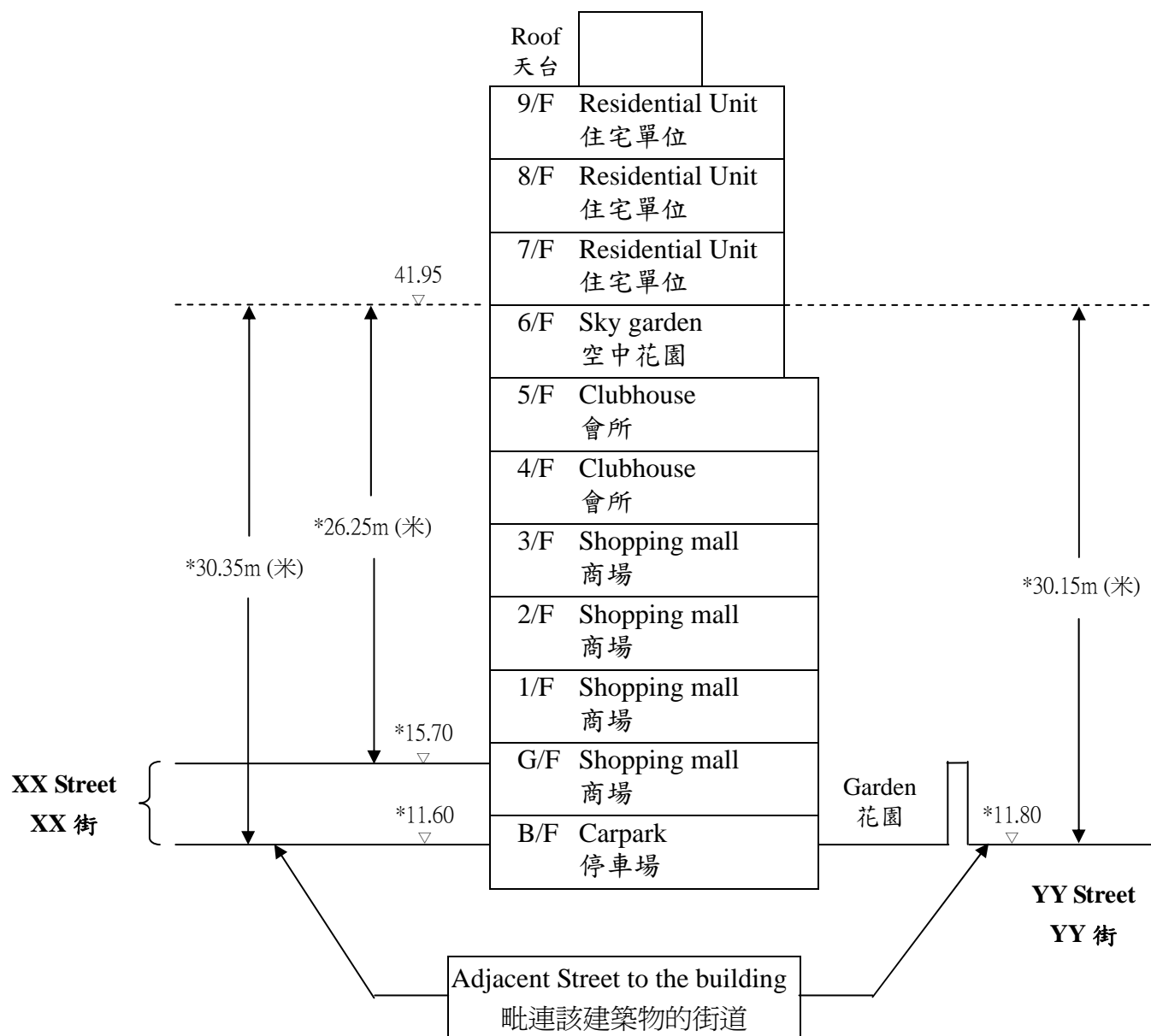


- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 2 (例子二)

Cross-section Plan (Building with two adjacent streets, one sloping)

橫截面圖 (獨立屋毗連兩條街道，其一為斜街)



- The part of XX Street adjacent to the building is 11.60 to 15.70 metres above the Hong Kong Principal Datum.
毗連建築物的一段 XX Street 為香港主水平基準以上 11.60 至 15.70 米。

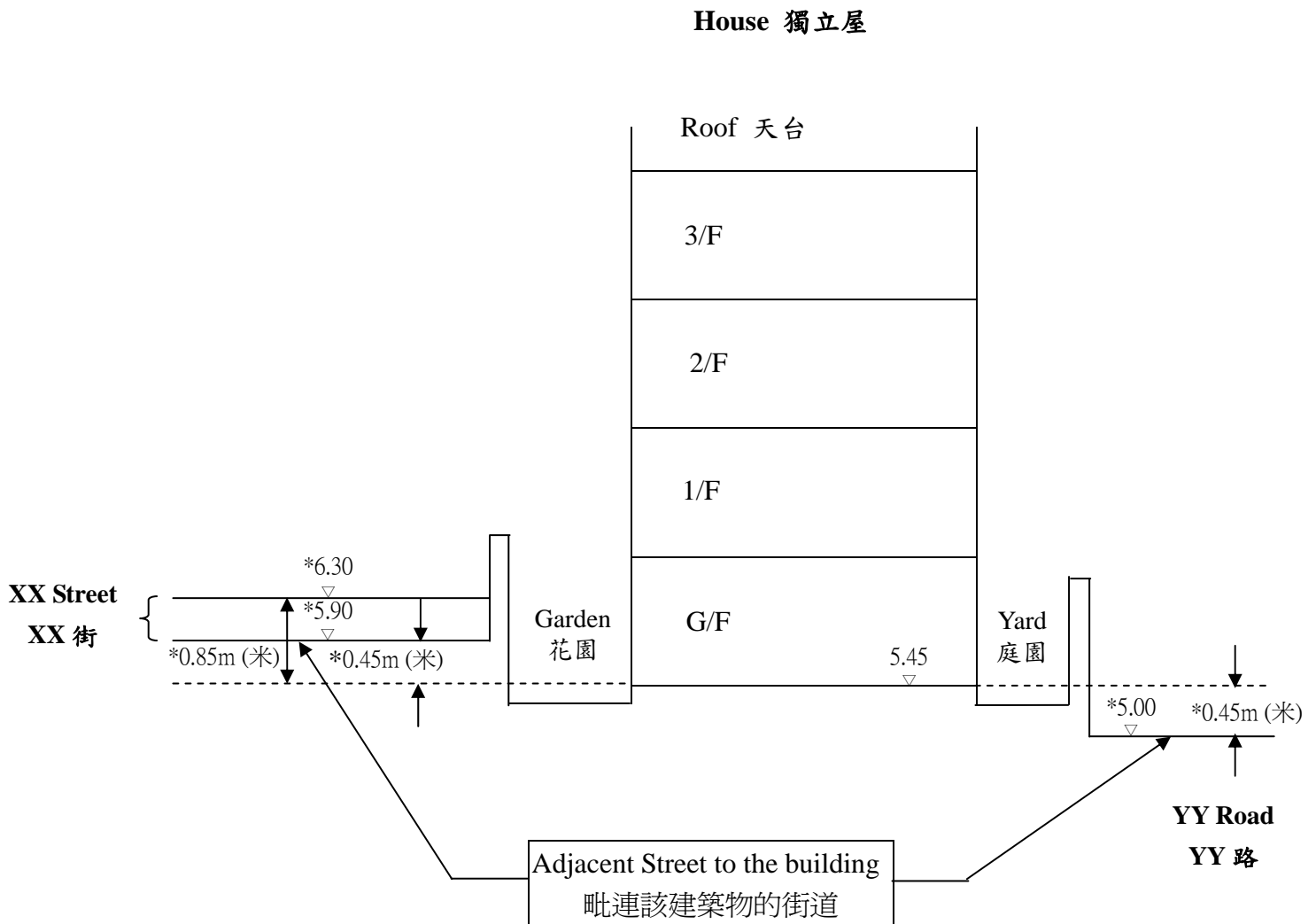
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。

* Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 3 (例子三)

Cross-section Plan (House with two adjacent streets, one sloping)

橫截面圖 (獨立屋毗連兩條街道，其一為斜街)



- The part of XX Street adjacent to the building is 5.90 to 6.30 metres above the Hong Kong Principal Datum.
毗連建築物的一段 XX Street 為香港主水平基準以上 5.90 至 6.30 米。
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。
- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Provision of Information in Application for Concession on Gross Floor Area (GFA) of Building in Sales Brochures

Breakdown of GFA Concessions Obtained for All Features

- Latest information on breakdown of GFA concessions as shown on the general building plans submitted to and approved by the Building Authority (BA) prior to the printing of the sales brochure is tabulated below. Information marked (*) may be based on information provided by the authorized person if the sales brochure is printed prior to submission of the final amendment plans to the BA. The breakdown of GFA concessions may be subject to further changes until final amendment plans are submitted to and approved by the BA prior to the issuance of the occupation permit for the development.

		Area (m ²)
Disregarded GFA under Building (Planning) Regulations 23(3)(b)		
1. (*)	Carpark and loading/unloading area excluding public transport terminus	
2.	Plant rooms and similar services	
2.1	Mandatory feature or essential plant room, area of which is limited by respective Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) or regulation such as lift machine room, telecommunications and broadcasting (TBE) room, refuse storage and material recovery chamber, etc.	
2.2 (*)	Mandatory feature or essential plant room, area of which is NOT limited by any PNAP or regulation such as room occupied solely by fire services installations (FSI) and equipment, meter room, transformer room, potable and flushing water tank, etc.	
2.3	Non-mandatory or non-essential plant room such as air-conditioning plant room, air handling unit (AHU) room, etc.	
Green Features under Joint Practice Notes 1 and 2		
3.	Balcony	
4.	Wider common corridor and lift lobby	
5.	Communal sky garden	
6.	Acoustic fin	
7.	Wing wall, wind catcher and funnel	
8.	Non-structural prefabricated external wall	
9.	Utility platform	
10.	Noise barrier	
Amenity Features		
11.	Counter, office, store, guard room and lavatory for watchman and management staff, Owners' Corporation Office	
12.	Residential Recreational facilities including void, plant room, swimming pool filtration plant room, covered walkway etc serving solely the recreational facilities	
13.	Covered landscaped and play area	
14.	Horizontal screens/covered walkways, trellis	
15.	Larger lift shaft	
16.	Chimney shaft	
17.	Other non-mandatory or non-essential plant room, such as boiler room, satellite master antenna television (SMATV) room.	
18. (*)	Pipe duct, air duct for mandatory feature or essential plant room	
19.	Pipe duct, air duct for non-mandatory or non-essential plant room	
20.	Plant room, pipe duct, air duct for environmentally friendly system and feature.	

21.	Void in duplex domestic flat and house	
22.	Projections such as air-conditioning box and platform with a projection of more than 750 mm from the external wall.	
Other Exempted Items		
23. (*)	Refuge floor including refuge floor cum sky garden	
24. (*)	Other projections	
25.	Public transport terminus	
26. (*)	Party structure and common staircase	
27. (*)	Horizontal area of staircase, lift shaft and vertical duct solely serving floor accepted as not being accountable for GFA.	
28. (*)	Public passage	
29.	Covered set back area	
Bonus GFA		
30.	Bonus GFA	

Note: The above table is based on the requirements as stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-2 issued by the Buildings Department. The Buildings Department may revise such requirements from time to time as appropriate.

Estimated Energy Performance or Consumption

Latest information on the estimated energy performance or consumption for the common parts of the development as submitted to the BA prior to the printing of the sales brochures:

Part I	
Provision of Central Air Conditioning	*YES / NO
Provision of Energy Efficient Features	*YES / NO
Energy Efficient Features proposed:	1. 2.

Part II : The predicted annual energy use of the proposed building / part of building ^(Note I)					
Location	Internal Floor Area Served (m ²)	Annual Energy Use of Baseline Building ^(Note II)		Annual Energy Use of Proposed Building (per m ² per annum)	
		Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum	Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum
Area served by central building services installation ^(Note III)					

Part III : The following installation(s) is / are* designed in accordance with the relevant Codes of Practices published by the Electrical & Mechanical Services Department (EMSD)			
Type of Installations	YES	NO	N/A
Lighting Installations			
Air Conditioning Installations			
Electrical Installations			
Lift & Escalator Installations			
Performance-based Approach			

Notes:

- I. In general, the lower the estimated “Annual Energy Use” of the building, the more efficient of the building in terms of energy use. For example, if the estimated “annual energy use of proposed building” is less than the estimated “annual energy use of baseline building”, it means the predicted use of energy is more efficient in the proposed building than in the baseline building. The larger the reduction, the greater the efficiency.

The predicted annual energy use, in terms of electricity consumption (kWh/m²/annum) and town gas/LPG consumption (unit/m²/annum), of the development by the internal floor area served, where: (a) “total annual energy use” has the same meaning of “annual energy use” under Section 4 and Appendix 8 of the BEAM Plus for New Buildings (current version); and (b) “internal floor area”, in relation a building, a space or a unit means the floor area of all enclosed space measured to the internal faces of enclosing external and/or party walls.

- II. “Baseline Building” has the same meaning as “Baseline Building Model (zero-credit benchmark)” under Section 4 and Appendix 8 of the BEAM Plus for New Building (current version).
- III. “Central Building Services Installation” has the same meaning as that in the Code of Practice for Energy Efficiency of Building Services Installations in Buildings (February 2010 edition)(Draft).

Please (✓) where appropriate

* Delete as appropriate

**Font Size Requirements in Sales Brochure
under Sections 18(2), 18(3), 24(2) and 24(3) of
the Residential Properties (First-hand) Sales Ordinance**

Samples

	Times New Roman / 新細明體
Font 18	Sales Brochure / 售樓說明書
Font 10	Sales Brochure / 售樓說明書
Font 8	Sale Brochure / 售樓說明書

Note: Please use A4 size paper for print out.

DRAFT

Guidelines No. G02/13

Residential Properties (First-hand Sales) Ordinance

Guidelines on Price List

General

1. Price lists made available for the purpose of section 32 of the Ordinance must comply with the relevant requirements under the Ordinance.

Price List to be Made Available

2. Section 32 of the Ordinance stipulates the timing for the vendor to make available price lists to (i) the general public, (ii) the Authority (i.e. the SRPA), (iii) the public officer empowered to establish and maintain the database established under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer, the Authority i.e. SRPA, as well as (iv) on the website designated by vendors.
3. When counting the “3 days” as required under sections 32(1) and (3) of the Ordinance for making available the price list -
 - (i) a date of sale is excluded from the counting of the “3 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “3 days”.
4. The following example illustrates the timing of making available a price list -

Example: A vendor wishes to offer to sell a property on 4 January

From 00 : 00 on 1 Jan to 24 : 00 on 3 Jan	<ul style="list-style-type: none">● Make available hard copies of the relevant price list for collection by the general public free of charge.● Make available a copy of the relevant price list for inspection on the website designated by the vendor for the development (the designated website).
By 23 : 59 on 1 Jan	<ul style="list-style-type: none">● Insofar as the requirement under section 32(4)(a) of the Ordinance is concerned, provide two hard copies of the relevant price list to the SRPA.● Provide an electronic copy of the relevant price list for SRPE.
On 4 Jan and on each date of sale	<ul style="list-style-type: none">● Make available hard copies of the relevant price list for collection by the general public free of charge at the sales office.● Make available a copy of the relevant price list for inspection on the designated website.

Note: The vendor may, if he wishes, make available the price list earlier than 3 days immediately before the sale.

Minimum Number of Properties in Each Price List

5. The minimum number of properties covered in a price list is determined by the **total number of residential properties** in the development/phase, NOT the total number of specified residential properties (i.e. residential properties to which the Ordinance apply by virtue of section 10 of the Ordinance) in the development/phase at the particular time point when a price list is prepared for the purpose of section 32 of the Ordinance. This is clearly reflected in the relevant sections of the Ordinance, as below:

(a) section 30(1): “If there are 30 or fewer residential properties

in the development,”;

(b) section 30(2): “...., if there are more than 30 but less than 100 residential properties in the development,”

(c) section 30(4): “...., if there are 100 or more residential properties in the development -”

6. For developments other than specified NT developments, the total number of residential properties set out in the approved building plans will be the benchmark for determining the total number of residential properties in the development/phase. In case the total number of residential properties in the approved building plans is changed due to a change of the approved building plans, reference should be made to the latest approved building plans for compliance with the “minimum number requirement” of each price list. Vendors should inform the SRPA of the changes to the total number of residential properties in the development/phase when providing the price list to the SRPA.
7. For specified NT developments, the SRPA will take the total number of residential properties in the sales brochure as the benchmark for determining the total number of residential properties in the development/phase. In case the total number of residential properties in the sales brochure is changed (a sales brochure being made available for the purpose of section 25 of the Ordinance has to be printed, or examined and updated within the preceding three months), reference should be made to the latest sales brochure that has been made available to the general public for compliance with the “minimum number requirement” of each price list.

Contents of Price List

8. A price list must contain the information required under section 31 of the Ordinance. Also, section 31(2) of the Ordinance stipulates that the information required to be set out in that subsection must be set out in the form specified by the SRPA. The specified form for the purpose of section 31(2) is incorporated in Part 2 of the Annex. Parts 1 and 3 of the Annex illustrate how the other information as

required under section 31 of the Ordinance may be presented.

Numbering of Price List

9. Section 31(1)(d) of the Ordinance stipulates that a price list must state its order among all the price lists for the development (or a phase of the development according to section 31(11) of the Ordinance) in terms of the date on which it is printed. As such, each price list should be assigned a number according to the date of its first printing. For example, assuming there are three price lists for a development and the price lists are printed on 1, 2 and 3 January respectively, the one printed on 1 January should be named Price List No. 1, the one printed on 2 January should be named Price List No. 2, and the one printed on 3 January should be named Price List No.3.

10. The first price list in relation to a development submitted by the vendor to the SRPA under section 32(4) of the Ordinance should be numbered as “Price List No. 1” (irrespective of whether there have been other price list(s) issued for that development prior to the coming into operation of the Ordinance), and it will be regarded as the **first price list** for the purpose of the Ordinance. This paragraph should be read in conjunction with paragraph 14(c) below.

Revision to Price List

11. Section 29(3) of the Ordinance stipulates that the price of a specified residential property in a development may only be set out in any one price list for the development. Section 29(4) of the Ordinance stipulates that if the price of a specified residential property is set out in a price list, any change to that price must be reflected in the price list by a revision to the price list. In case the price of a residential property which has been set out in Price List No. 1 is to be changed, the revised price list is to be named as Price List No. 1A. If the price is to be further changed, the further revised price list is to be named as Price List No. 1B, etc. Section 31(1)(e) also stipulates that a price list must, in relation to each revision made under section 29(4), set out the date on which the revision is made.

12. Using the price list template at the Annex (see paragraph 8 above) as an example, we illustrate below how vendors may make changes on a price list -

- (a) complete the following table as shown in Part 1 (Basic Information) of the price list template (Annex) -

修改日期 Date of Revision	經修改的價單編號 Numbering of Revised Price List	如物業價錢經修改，請以「✓」標示 Please use “✓” to indicate changes to prices of residential properties
e.g. 14 August 2013	e.g. 1A	e.g. ✓

- (b) for each of the residential property on a price list of which the prices are to be changed, cross out the previous figures and state the revised figures in the “Price” and “Unit Rate of Saleable Area, \$ per sq. metre (\$ per sq.ft)” columns in the table in Part 2 of the price lists template (Annex) –

售價 (元) Price (\$)	實用面積 每平方米/呎售價 元，每平方米 (元，每平方呎) Unit Rate of Saleable Area \$ per sq. metre (\$ per sq.ft.)
5,000,000	67,275 (6250)
5,200,000	69,966 (6,500)

13. A revised price list where change(s) to the price(s) of residential properties have been made should be made available to the public, the SRPA and the SRPE according to the requirements as set out in

section 32 of the Ordinance. Paragraph 4 above illustrates the timing of making available a price list, and is also relevant to the timing of making available a revised price list where change(s) to the price(s) of residential properties have been made.

Transitional Arrangements

14. The following transitional arrangements will apply:
 - (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that price lists made available on or after 29 April 2013 comply fully with the relevant requirements under the Ordinance;
 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may continue/commence on 29 April 2013 if price lists which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 in accordance with section 32 of the Ordinance;
 - (c) For the purpose of complying with section 30 of the Ordinance on the number of properties to be covered in a price list, the first price list mentioned in paragraph 10 above may also cover properties which have commenced sale before 29 April 2013 and for which sale is intended to continue to take place on or after 29 April 2013; and
 - (d) As mentioned in paragraph 5 above, the minimum number of properties covered in a price list is determined by the number of residential properties in the development/phase at the time when a price list is prepared for the purpose of section 32 of the Ordinance. It follows that, if some of the residential properties covered by the first price list for the purpose of the Ordinance (which has complied with the relevant requirements under the Ordinance and has been made available in accordance with section 32 of the Ordinance, say, since 20 April 2013) are sold

before 29 April such that the number of unsold residential properties on the price list is less than the minimum number specified under section 30 of the Ordinance as on 29 April 2013, vendors do not have to, on 29 April 2013, add additional residential properties to the price list to increase the number of unsold properties up to the minimum number.

How to Provide Information to the SRPA and the SRPE

15. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE.

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013
Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

Revised Draft價單範本 **Template for Price List**第一部份：基本資料 **Part 1: Basic Information**

發展項目名稱 Name of Development	ABC 花園 ABC Garden	期數(如有) Phase No. (if any)	--
發展項目位置 Location of Development	XX 街 YY 號 No. YY, XX Street		
發展項目（或期數）中的住宅物業的總數 The total number of residential properties in the development (or phase of the development)	200		

印製日期 Date of Printing	價單編號 Number of Price List
1 August 2013	1

修改價單(如有) Revision to Price List (if any)

修改日期 Date of Revision	經修改的價單編號 Numbering of Revised Price List	如物業價錢經修改，請以「✓」標示 Please use “✓” to indicate changes to prices of residential properties
		價錢 Price
14 August 2013	1A	✓

(範本所顯示的資料僅供說明之用) (Information shown in the template are for illustration only)

Price List No. x

第二部份：面積及售價資料 Part 2: Information on Area and Price

物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	售價 (元) Price (\$)	實用面積 每平方米/呎售價 元, 每平方米 (元, 每平方呎) Unit Rate of Saleable Area \$ per sq. metre (\$ per sq. ft.) #	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area)										
						平方米 (平方呎) sq. metre (sq. ft.)										
大廈名稱 Block Name	樓層 Floor	單位 Unit				空調機房 Air-conditioning plant room	窗台 Bay window	閣樓 Cock-loft	平台 Flat roof	花園 Garden	停車位 Parking space	天台 Roof	梯屋 Stair-hood	前庭 Terrace	庭院 Yard	
[屋號(House number) / 屋名(Name of the house)]																
5	30	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	6,400,000	118,959 (11,054)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	
		B														
		C														
	29	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	6,200,000	115,242 (10,708)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--
		B														
		C														

* 以上住宅物業的描述下的項目為同時包括「多單位建築物」及「獨立屋」而訂。就只包括「多單位建築物」的發展項目，該項目只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，該些項目只須提供「屋號」或「屋名」，視乎何者適用。
Items under “description” of residential property above are for development with both “multi-unit building(s)” and “house”. For development with “multi-unit buildings only”, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

Price List No. x

第三部份：其他資料 **Part 3: Other Information**

- (1) 準買家應參閱發展項目的售樓說明書，以了解該項目的資料。

Prospective purchasers are advised to refer to the sales brochure for the development for any information on the development.

- (2) 根據《一手住宅物業銷售條例》第 52(1)條及第 53(2)及(3)條， -

According to section 52(1) and 53(2) and (3) of the Residential Properties (First-hand Sales) Ordinance, -

第 52(1)條 / Section 52(1)

在某人就指明住宅物業與擁有人訂立臨時買賣合約時，該人須向擁有人支付售價的 5%的臨時訂金。

A preliminary deposit of 5% of the purchase price is payable by a person to the owner on entering into a preliminary agreement for sale and purchase in respect of the specified residential property with the owner.

第 53(2)條 / Section 53(2)

如某人於某日期訂立臨時買賣合約，並於該日期後的 5 個工作日內，就有關住宅物業簽立買賣合約，則擁有人必須在該日期後的 8 個工作日內，簽立該買賣合約。

If a person executes an agreement for sale and purchase in respect of the residential property within 5 working days after the date on which the person enters into the preliminary agreement for sale and purchase, the owner must execute the agreement for sale and purchase within 8 working days after that date.

第 53(3)條 / Section 53(3)

如某人於某日期訂立臨時買賣合約時，但沒有於該日期後的 5 個工作日內，就有關住宅物業簽立買賣合約，則 - (i) 該臨時合約即告終止；(ii) 有關的臨時訂金即予沒收；及 (iii) 擁有人不得就該人沒有簽立買賣合約而針對該人提出進一步申索。

If a person does not execute an agreement for sale and purchase in respect of the residential property within 5 working days after the date on which the person enters into the preliminary agreement for sale and purchase- (i) the preliminary agreement is terminated;(ii) the preliminary deposit is forfeited; and (iii) the owner does not have any further claim against the person for the failure.

- (3) 實用面積及屬該單位其他指明項目的面積是按《一手住宅物業銷售條例》第 8 條及附表二第 2 部的計算得出的。
The saleable area and area of other specified items of the unit are calculated in accordance with section 8 and Part 2 of Schedule 2 of the Residential Properties (First-hand Sales) Ordinance.

[列載下列資料時，請按發展項目的實際情況提供下述(4), (5) 及(6)項方括號內的資料。]

[When stating the following information, please fill in information required under square brackets of items (4), (5) and (6) below according to the actual circumstances of the development.]

- (4) [請於以下位置或夾附此價單的另一張紙提供下述資料：(i) 支付條款；(ii) 售價獲得折扣的基礎；(iii) 可就購買該項目中的指明住宅物業而連帶獲得的任何贈品、財務優惠或利益；(iv) 誰人負責支付買賣該項目中的指明住宅物業的有關律師費及印花稅；及(v) 買方須為就買賣該項目中的指明住宅物業簽立任何文件而支付的費用。]

[如夾附額外的紙張提供此項目所須的資料，請在此說明]

[The following information should be provided in the space below or on a separate sheet annexed to this price list: (i) the terms of payment; (ii) the basis on which any discount on the price is available; (iii) any gift, or any financial advantage or benefit, to be made available in connection with the purchase of a specified residential property in the development; (iv) who is liable to pay the solicitors' fees and stamp duty in connection with the sale and purchase of a specified residential property in the development; and (v) any charges that are payable by a purchaser for execution of any document in relation to the sale and purchase of a specified residential property in the development.]

[Please indicate if an additional sheet is annexed to provide information required under this item]

- (5) 賣方已委任地產代理在發展項目中的指明住宅物業的出售過程中行事：[該地產代理的名稱或姓名 / 無]。請注意：任何人可委任任何地產代理在購買該項目中的指明住宅物業的過程中行事，但亦可以不委任任何地產代理。

Estate agent appointed by the vendor to act in the sale of any specified residential property in the development: [name of the estate agent / NIL]. Please note that a person may appoint any estate agent to act in the purchase of any specified residential property in the development. Also, that person does not necessarily have to appoint any estate agent.

- (6) 賣方就發展項目指定的互聯網網站的網址為：[]。(註：該網址須以對閱讀該價單的人屬合理可見的方式列出。)

The address of the website designated by the vendor for the development is: []. (Note: That address must be set out in such a manner that it is reasonably visible to any person reading the price list.)

REVISED DRAFT

Guidelines No. G03/13

Residential Properties (First-hand Sales) Ordinance

Guidelines on Sales Arrangements and Other Information

General

1. Vendors should fully comply with the relevant requirements on sales arrangements as set out in the Ordinance for the sale of specified residential properties on or after 29 April 2013.

Promulgation of Sales Arrangements

2. Section 47(1) of the Ordinance stipulates the timing of making available the information on sales arrangements to the general public.
3. When counting the “3 days” as required under section 47 of the Ordinance for making available the documents containing the information on sales arrangements -
 - (i) a date of sale is excluded from the counting of the “3 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “3 days”.
4. The following example illustrates the timing of making available the aforementioned documents -:

Example : A vendor wishes to offer to sell a property on 4 January

From 00:00 on 1 January to 24 :00 on 3 Jan	<ul style="list-style-type: none">● Make available hard copies of a document containing information on the sales arrangements for collection by the general public free of charge.● Make available information on the sales arrangements for inspection on the website designated by the vendor for the development (the designated website).
On 4 Jan and on each date of sale	<ul style="list-style-type: none">● Make available hard copies of a document containing information on the sales arrangements for collection by the general public free of charge.● Make available the same information for inspection on the designated website.

Note : The vendor may, if he wishes, make available the sales arrangements earlier than 3 days immediately before the sale.

Revision of Sales Arrangements

5. If any part of the sales arrangements has been revised subsequent to its first issue, vendors should make available the revised sales arrangements on its website for inspection and in hard copies for collection by the general public.
6. If changes are made to the sales arrangements, the residential properties affected by the changes should only be sold or offered to be sold after the revised sales arrangements have been made available to the public for a period of at least three days. Examples are set out in paragraphs 7 and 8 below.
7. If in the original document containing the sales arrangement, there is only one place (e.g. location A) where the specified residential property will be offered to be sold. After three days, the vendor adds another place (e.g. location B) where the specified residential property will also be offered to be sold and issues a revised

document setting out the new sales arrangements. In this case, the residential property can continue to be offered to be sold at location A, but can only be offered to be sold at location B after the revised sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance.

8. If, after issuing a document on the sales arrangements setting out prescribed residential properties to be offered for sale on a specific date, the vendor wishes to offer additional residential properties for sale, it may issue another document of sales arrangements to cover the arrangements for the sale of the additional residential properties, and follow the requirements under section 47(1) of the Ordinance. Alternatively, owners may announce the offer for sale of those additional residential properties by making amendments to the previous document on sales arrangements¹. If so, the additional residential properties can only be offered to be sold after the revised document of sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance. As for the other properties on the amended document of sales arrangement to which there are no changes to their sales arrangements, there is no need for the owner to wait for another three days to offer to sell those properties.

Plans and Documents Made Available to General Public

9. On each day where the sale of specified residential properties takes place, vendors are required to make available the plans and documents as set out in section 48 of the Ordinance for inspection by the general public free of charge at the sales offices.
10. On each day where the sale of specified residential properties takes place, vendors are required to make available the deed of mutual covenant (DMC) and the aerial photograph of the development as set

¹ Making amendments to a previous document on sales arrangements may be done by removing (i.e. not crossing out) the outdated/inaccurate parts from the websites and substituting them with the accurate/revised contents as appropriate. There is no need to retain the previous contents.

out in section 49 of the Ordinance for inspection on the website designated by the vendors for the development.

Expression of Intent

11. Section 34 of the Ordinance sets out clearly at what time point vendors may seek and accept different types of expression of intent. The effect of section 34(1) of the Ordinance is that the vendor must not seek general expression of intent, and must reject such expression of intent, any time before the first day on which copies of any price list setting out the prices of those specified residential properties have been made available to the public. The effect of section 34(2) of the Ordinance is that the vendor must not seek and must reject specific expression of intent before the first day on which the specified residential property is offered to be sold. On and after the first day on which the specified residential property is offered to be sold, the vendor may seek and accept specific as well as general expression of intent.

12. An illustration of the requirements on “expression of intent” is at **Annex**.

Transitional Arrangements

13. The following transitional arrangements will apply:
 - (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that sales arrangements made available on or after 29 April 2013 fully comply with the relevant requirements under the Ordinance; and

 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may commence on/continue on and after 29 April 2013 if sales arrangements which comply

with the relevant requirements under the Ordinance are made available before 26 April 2013.

How to Provide Information to the SRPA and the SRPE

14. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE.

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013
Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

An Illustration of the Requirements on “Expression of Intent”

Date	Events
31 Dec	Assuming the vendor issues a price list, which covers the prices of Units A, B & C of Development X, on 31 Dec . At the same time, the vendor makes public, among other information required under section 47(2), that the three units will be open for sale on 4 Jan.



From 1 Jan to 3 Jan	From 1 Jan (after the issuance of price list) to 3 Jan , the vendor may seek or accept “general expression of intent” on the three units, but not “specific expression of intent”.
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4 Jan	From 4 Jan onwards (i.e. the first day where the sale of Units A, B & C commences), there is no longer restriction on seeking or accepting expression on intent on any of the three units, whether general or specific.
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REVISED DRAFT

Guidelines No. G04/13

Residential Properties (First-hand Sales) Ordinance

Guidelines on Register of Transactions

General

- 1. The Register of Transactions (the Register) made available for the purpose of section 60 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance) must comply with relevant requirements under the Ordinance.

The Register to be Made Available

- 2. Section 60 of the Ordinance stipulates the timing for the vendor to make available the Register to (i) the general public, (ii) the public officer empowered to establish and maintain the database established under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer, the Authority i.e. SRPA, as well as (iii) on the website designated by vendors for the development.
- 3. The following example illustrates the timing of making available of the Register:

On each date of sale	<ul style="list-style-type: none"> ● Make available the Register for inspection by the general public free of charge at the sales office irrespective of whether there is transaction.
From the date on which the Register is first made available to the	<ul style="list-style-type: none"> ● Make available an electronic copy of the Register available for inspection on the website designated by the vendor irrespective of whether

<p>public until the date on which the first assignment of the last property of the development sold is registered in the Land Registry</p>	<p>there is a transaction on a particular day.</p> <ul style="list-style-type: none"> ● Send an electronic copy of the Register to SRPE as soon as practicable after the vendor has made an entry into the Register.
--------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Vendor should enter transaction information to the Register within the timeframe set out under section 59 of the Ordinance.
5. In accordance with section 60(4) of the Ordinance, after an entry is made into the Register, an electronic copy of the Register should be sent to the SRPE as soon as practicable. In general, the SRPA may consider such requirement being complied with if a vendor provides to the SRPE an electronic copy of the Register within the timeframe under section 59 of the Ordinance. Where an electronic copy of the Register is provided to the SRPE outside such timeframe, the SRPA will take into account the circumstances of the individual case (e.g. serious breakdown of the vendor’s computer system during the timeframe under section 59 of the Ordinance) in considering whether the requirement under section 60(4) has been complied with.
6. The Register placed on its website should be the same version as the one sent to the SRPE¹.

Contents of the Register

7. The Register must contain the information required under section 59 of the Ordinance. Also, section 59(1) of the Ordinance stipulates that the information required to be set out in that subsection must be set out in the form specified by the SRPA. The specified form in relation to the information required under section 59(1) of the Ordinance is at **Annex**.

¹ It is noted that as vendors are required to send a copy of the Register to the SPRE as soon as practicable after the Register has been updated with new entry(ies), at some time point the Register on the vendor’s website and the SPRE may not be the same. That said, such “time lag” should be kept to the minimal.

Revision to an Entry in the Register

8. Under section 59(2)(b)(ii) of the Ordinance, the vendor must, within 1 working day after the owner enters into an agreement for sale and purchase, revise the particulars of the transaction mentioned in section 59(2)(a)(vi) of the Ordinance, i.e. whether the purchaser is a related party to the vendor, if there is a change. The example below shows how the requirement may be complied with -

	(Item H of the Part 2 of the Annex) 買方是賣方的有關連人士 The purchaser is a related party to the vendor
Scenario 1 From a related party to an unrelated party	√ (revised on DD/MM/YYYY)
Scenario 2 From an unrelated party to a related party	√ (revised on DD/MM/YYYY)

9. Section 35(2) of the Ordinance stipulates three situations where the price of a residential property could be revised after it has been sold. Section 59(4) of the Ordinance requires that, within 1 working day after the price is revised, the revision date and details of the revision should be entered in the Register. The following example shows how such revision may be made -

(Item F of Part 2 of the Annex)

售價修改的
細節及日期

(日-月-年)

**Details and date (DD-MM-YYYY)
of any revision of price**

On 5-10-2013, the price was adjusted to \$4,502,000 due to the reason allowed under section 35(2)(a) of the Ordinance

10. After revision is made to the Register as described in paragraphs 8 and 9 above, vendors should send an electronic copy of the revised Register to the SRPE as soon as practicable.
11. If there is not enough space to make revisions within the Register template, vendors may use supplementary sheet to set out the revisions, provided that the supplementary sheet is made available together with the Register and there is a clear remark on the Register that a supplementary sheet is used to set out the revisions.

Purpose of the Register

12. According to section 61 of the Ordinance, the purpose of the Register is to provide a member of the public with the transaction information relating to the development, as set out in the Register, for understanding the residential property market conditions in Hong Kong.

Transitional Arrangements

13. The Register made available for the purpose of section 60 of the Ordinance is only required to set out transaction information of residential properties of which their Preliminary Agreements for Sale and Purchase are signed on or after 29 April 2013.

How to Provide Information to the SRPA and the SRPE

14. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE.

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013

Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

範本/Template

根據《一手住宅物業銷售條例》第 60 條所備存的成交記錄冊

Register of Transactions kept for the purpose of section 60 of the Residential Properties (First-hand Sales) Ordinance

(A)	(B)	(C)	(D) *				(E)	(F)	(G)	(H)
臨時買賣合約的日期 (日-月-年) Date of PASP (DD-MM-YYYY)	買賣合約的日期 (日-月-年) Date of ASP (DD-MM-YYYY)	終止買賣合約的日期 (如適用) (日-月-年) Date of termination of ASP (if applicable) (DD-MM-YYYY)	住宅物業的描述 (如包括車位，請一併提供有關車位的資料) Description of Residential Property (if parking space is included, please also provide details of the parking space)				成交金額 Transaction Price	售價修改的細節及日期 (日-月-年) Details and date (DD-MM-YYYY) of any revision of price	支付條款 Terms of Payment	買方是賣方的有關連人士 The purchaser is a related party to the vendor
			大廈名稱 Block Name	樓層 Floor	單位 Unit	車位(如有) Car-parking space (if any)				
			屋號(House number) / 屋名(Name of the house)							
2-10-2013	簽訂臨時買賣合約後交易再未有進展 The PASP has not proceeded further		2	10	A		\$4,000,000			√
3-10-2013	8-10-2013		2	10	B	No.13	\$4,500,000	在 5-10-2013，基於法例第 35(2)(a)條所容許的原因，售價更改為\$4,502,000 On 5-10-2013, the price adjusted to \$4,502,000 due to the reason allowed under section 35(2)(a) of the Ordinance		
3-10-2013	8-10-2013		House No. 5				\$8,500,000			

(範本所顯示的資料僅供說明之用) (Information shown in the template are for illustration only)

* 就只包括「多單位建築物」的發展項目，只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，只須提供有關「屋號」或「屋名」的資料，視乎何者適用。

For development with “multi-unit buildings only, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

REVISED DRAFT

Guidelines No. G05/13

Residential Properties (First-hand Sales) Ordinance

**Guidelines on Submission of Documents to the
Sale of First-hand Residential Properties Authority**

Submission of Sales Brochure

1. Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, two hard copies of the sales brochure should reach the SRPA before the end (i.e. by 23:59) of the first day on which the vendor makes available the sales brochure to the public for the purpose of section 25(1).

Submission of Price List

2. Insofar as the requirement under section 32(4)(a) of the Ordinance is concerned, two hard copies of a price list (or price list revised under section 29(4)) should reach the SRPA before the end (i.e. by 23:59) of the first day on which the vendor makes available the price list to the public for the purpose of section 32(1).

Submission to SRPA During Office Hours

3. Hard copy of sales brochure and price list may be delivered to the office of the SRPA at xxxxx during office hours (Monday to Friday (excluding public holidays), 9:00 am to 12:30pm and 2:00pm to 6:00pm) in person or by mail.
4. SRPA's staff will, at the presence of the person delivering hard copy of sales brochure and price list, stamp on the documents upon receipt

to record the date and time of receipt. If a document is delivered by mail, the date and time when the document reaches SRPA will be regarded as the date and time of receipt. Vendors are reminded to allow adequate mailing time if mail is used as the means of submission.

Submission to SRPA Outside Office Hours

5. If hard copy of sales brochure and price list are delivered to the office of the SRPA outside office hours, the person who delivers the documents may put the documents into the collection box next to the entrance of the office of the SRPA. Before depositing the sales brochure or, price list into the collection box, the person who delivers the documents should make use of the time stamp machine which is attached to the collection box to stamp on the cover of the documents to be submitted. The documents will be regarded as received by the SRPA at the time shown by the time stamp. If on any working day staff of SRPA opening the collection box¹ finds a document without a time stamp, the document will be regarded as received by the SRPA on that day².

Submission of Documents to SRPA before 29 April 2013

6. As set out in the Guidelines on Sales Brochure, the Guidelines on Price List and the Guidelines on Sales Arrangements and Other Information, for residential properties in a development which are intended to be offered for sale on or after 29 April 2013 (including residential properties in a development which have commenced sale before 29 April 2013), sale may continue/commence on 29 April 2013 if –
 - (i) sales brochures which comply with the relevant requirements under the Ordinance are made available

¹ Staff of SRPA will check the collection box before noon every working day.

² SRPA will take into account all relevant factors in considering whether the sales brochures and price list are submitted to the SRPA according to the timeframe required by the Ordinance.

before 22 April 2013 in accordance with section 25 of the Ordinance (i.e. the seven day requirement) (paragraph 32 in the Guidelines on Sales Brochure);

(ii) price lists which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 in accordance with section 32 of the Ordinance (i.e. the three day requirement) (paragraph 14 in the Guidelines on Price List); and

(iii) sales arrangements which comply with the relevant requirements under the Ordinance are made available before 26 April 2013(paragraph 13 in the Guidelines on Sales Arrangements and Other Information).

7. The SRPA will start receiving from vendors hard copies of sales brochure and price list, and soft copies or hard copies of sales arrangements, for the purposes of continuing/commencing sale on 29 April 2013, from 15 April 2013.
8. **During the period from 15 to 28 April 2013**, if hard copies of the documents are to be delivered to SRPA during office hours³, in person or by mail, the address is:

Sales of First-hand Residential Properties Authority
c/o Special Duties Unit, Transport and Housing Bureau
2/F, Block 1, Housing Authority Headquarters,
33 Fat Kwong Street, Ho Man Tin, Kowloon

During the period from 15 to 28 April 2013, if hard copies of the documents are to be delivered to SRPA OUTSIDE office hours, the person who delivers the documents may give the documents to the security guards stationed at the ground floor of Blocks 1&2 of the Housing Authority Headquarters. The security guard will mark down the time of receipt on the cover of the documents.

³ Office hours of SRPA: Monday to Friday (excluding public holidays), 9:00 am to 12:30pm and 2:00pm to 6:00pm.

9. Vendors are reminded that the arrangements set out in paragraph 8 above only apply to the period from 15 to 28 April 2013. Documents submitted to the SRPA on or after 29 April 2013 should follow the arrangements as set out in paragraphs 3 to 5 above.

For enquires, please contact us via the following -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

REVISED DRAFT

Guidelines No. G06/13

Residential Properties (First-hand Sales) Ordinance

**Guidelines on Submission of Information to the
Sales of First-hand Residential Properties
Electronic Platform**

General

1. The Sales of First-hand Residential Properties Authority (SRPA) has commissioned the Rating and Valuation Department (RVD) to maintain the database established under section 89(1) of the Residential Properties (First-hand Sales) Ordinance (the Ordinance) until further notice. The database is named the Sales of First-hand Residential Properties Electronic Platform (SRPE).
2. Vendors must provide the sales brochures, price lists and registers of transactions under sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance respectively to RVD for the purpose of maintaining the SRPE.
3. In gist, vendors are required to submit sales brochures, price lists and registers of transactions for the purposes of the SRPE according to the prescribed time as below:
 - (I) Sales brochures
 - (a) on the first day on which vendors make copies of the sales brochure for a development or a phase of a development available for collection by the public, vendors should provide an electronic copy of the sales brochure to the SRPE (section 25(4)(b) of the Ordinance is relevant);

- (b) if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant). Vendors should refer to Guidelines on Sales Brochure No. G01/13 to provide an electronic copy of the examined, or the examined and revised, sales brochure, as the case may be, to the SRPE; and
- (c) for a residential development or a phase of a development which resumes sales after a period of suspension of sales -
 - (i) if the hard copy and/or soft copy of the sales brochure is no longer made available after the suspension of sale, vendors must follow section 25 of the Ordinance when they decide to resume sale, including providing an electronic copy of the sales brochure to the SRPE on the first day on which vendors make copies of the sales brochure for a development or a phase of a development available for collection by the public. The sales brochure must be printed, examined or examined and revised under section 17(1) of the Ordinance within the previous three months;
 - (ii) if the hard copy and/or soft copy of the sales brochure have been continuously made available after the suspension of sale, and the sales brochure as at the day of resumption of sale was NOT printed, examined or examined and revised within the previous three months, the vendor should make available a sales brochure examined or examined and revised within the previous three months and provide an electronic copy of that sales brochure to the SRPE; or
 - (iii) if the hard copy and/or soft copy of the sales brochure have been continuously made available after the suspension of sale, and the sales brochure as at the day of resumption of sale was

printed, examined or examined and revised within the previous three months, it is not necessary for the vendor to provide an electronic copy of the sales brochure to the SRPE again.

(II) Price lists

- (a) on the first day on which vendors make copies of a price list for a development or a phase of a development available for collection by the public, vendors should provide an electronic copy of the relevant price list to the SRPE (section 32(4)(b) of the Ordinance is relevant);
- (b) on the first day on which vendors make copies of a price list for a development or a phase of a development which has been revised under section 29(4) of the Ordinance available for collection by the public, vendors should provide an electronic copy of the revised price list to the SRPE (section 32(4)(b) of the Ordinance is relevant).

(III) Register of Transactions

- (a) vendors should provide an electronic copy of the register of transactions to the SRPE as soon as practicable after an entry has been made to the register under section 59(2)(a), (b)(i) or (c), (3), or (5) of the Ordinance (section 60(4) of the Ordinance is relevant); and
- (b) if there is any change to the particulars of the transaction as to whether the person is or is not a related party to the vendor (section 59(2)(b)(ii) of the Ordinance) or if the price of a residential property is revised under section 35(2) of the Ordinance (section 59(4) of the Ordinance), vendors should send an electronic copy of the revised register to the SRPE as soon as practicable (section 60(4) of the Ordinance).

How to submit information for the purpose of the SRPE

4. RVD will be responsible for receiving the electronic copies of the sales brochures, price lists and registers of transactions submitted by vendors in compliance with sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance. RVD has set up a Submission Website for vendors to submit the electronic copies of the sales brochures, price lists and registers of transactions for uploading onto the SRPE. The domain names of the Submission Website are:

www.vendor.srpe.gov.hk (in English)

www.賣方.一手住宅物業銷售資訊網.政府.香港 (in Traditional Chinese)

www.賣方.一手住宅物業銷售資訊網.政府.香港 (in Simplified Chinese)

5. Documents received by the Submission Website will, with the confirmation from the account users, be uploaded automatically onto the SRPE for public access.

Requirements of System Configuration for Access to the Submission Website

6. Vendors should use computers with system configuration not lower than the standards specified in **Annex A** for accessing and uploading the electronic copies of the sales brochures, price lists and register of transactions to the Submission Website. Personal computers available in the market should readily meet the IT requirements as set out in Annex A.

Vendors have to open User Accounts with RVD

7. For a residential development or a phase of a development, the vendors have to open user account(s) with RVD in order to submit the electronic copies of the sales brochures, price lists and register of transactions to the Submission Website for onward uploading to the SRPE after the vendors' confirmation. Vendors may create up to 10 user accounts for a residential development or a phase of a development.

8. RVD will start accepting applications for the creation of user accounts on 5 April 2013. Vendors may submit applications to RVD by post, by hand, by courier, or by e-mail (but not by fax). If the application is submitted by email, the scanned copy of the original signed application form should be attached. RVD accepts applications on Saturdays, Sundays and public holidays by e-mails ONLY.
9. To open the user account(s), vendors should complete the application form (at **Annex B1**¹) (“the application form”) and submit it to RVD, by any of the means mentioned in paragraph 8 above for processing. Vendors may apply up to 10 user accounts for a development or a phase of a development in a single application or through more than one application over a period of time.
10. If a development is divided into two or more phases, vendors are required to submit separate applications for the creation of individual user account(s) for each and every phase of the development.
11. For applications sent to RVD by email, RVD will issue an email autoreply. For applications delivered to RVD by hand/ courier, RVD will stamp on the duplicate copy of either the application form or the transmittal/delivery form the departmental chop showing the date of receipt. For applications sent to RVD by post, RVD will send an acknowledgement reply, showing the date of receipt, by e-mail to the vendors’ e-mail addresses as specified in the application form as soon as possible.
12. RVD will send the login IDs and passwords of the user account(s) by e-mail to the vendors’ e-mail addresses as specified in the application form within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.
13. **IMPORTANT:** RVD expects that there will be very heavy caseload of applications from vendors for the creation of user accounts during the initial period. RVD advises that 10 working days (Mondays to Fridays, excluding public holidays and the date of receipt), instead of 5 working days as referred to in paragraph 12 above, will be required by them for

Note 1: Please use the application form at **Annex B2** for termination of user account(s).

processing applications for the creation of user accounts received before 29 April 2013.

Creation of a Webpage for a Development or a Phase of a Development

14. Upon completion of the creation of user account(s), a generic webpage for a development or a phase of a development with only the basic information (e.g. name and address of a development, etc) captured from the relevant application form will be created on the Submission Website. This generic webpage for a development or a phase of a development in the Submission Website is accessible to the vendors concerned only, after entering the login name(s) and the password(s).

Types of Files and Steps for Submission of Sales Brochures, Price lists and Register of Transactions to the Submission Website

15. Vendors should submit portable document format (PDF) files on sales brochures, price lists and register of transactions to the Submission Website for automatic uploading, upon confirmation by the vendors, onto the SRPE for public access. Steps of making submissions of information to the Submission Website in PDF files are detailed at **Annex C**.
16. Vendors should refer to the relevant Guidelines Nos. G01/13, G02/13 and G04/13 on Sales Brochure, Price list and Register of transactions respectively on the time requirements for submitting the information as laid down in the Ordinance.
17. Insofar as time is concerned, vendors are considered to have provided an electronic copy of the sales brochures, price lists and register of transactions for the purpose of the SRPE under sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance at the time when the Submission Website issues a record on screen confirming receipt of the relevant PDF files for uploading onto the SRPE (i.e. details at Annex C).
18. **IMPORTANT:** Vendors are advised to note that the time needed to upload documents of different file sizes onto the Submission Website may

vary. To meet the time requirements of making various submissions to the SRPE as set out in the Ordinance, vendors are advised to allow sufficient time to complete the uploading of PDF files to the Submission Website.

19. **IMPORTANT:** The electronic copies of all the price lists submitted by vendors to the SRPE, including the first and revised ones, can be viewed by the general public on the SRPE.
20. After going through the confirmation process as mentioned in paragraph 15 above, the Submission Website will automatically upload the electronic copies of the sales brochures, price lists and register of transactions, as submitted by vendors to the Submission Website, onto the SRPE for public access. The domain names of the SRPE are -

www.srpe.gov.hk (in English)

www.一手住宅物業銷售資訊網.政府.香港 (in Traditional Chinese)

www.一手住宅物业销售资讯网.政府.香港 (in Simplified Chinese)

Transitional Arrangements

21. The SRPE will start accepting submissions on 15 April 2013. For sales brochure(s) made available between 15 April 2013 and 28 April 2013 for the purpose of sale on or after 29 April 2013, vendors should refer to Guidelines No. G01/13 and G05/13 for actions required. Vendors should provide electronic copies (in PDF files) to the SRPE in parallel. The Submission Website will automatically upload the PDF file(s) onto the SRPE for public access on 29 April 2013.
22. For price list(s) made available between 15 April 2013 and 28 April 2013 for the purpose of sale on or after 29 April 2013, vendors should refer to Guidelines No. G02/13 and G05/13 for actions required. Vendors should provide electronic copies (in PDF files) to the SRPE in parallel. The Submission Website will automatically upload the PDF file(s) onto the SRPE for public access on 29 April 2013.

Assistance for Account Users

23. To facilitate account users to make smooth submission of information to the Submission Website, vendors or account users may contact us on suggestions or for assistance by using the following methods:
- (a) The hotline operated by RVD at XXXX XXXX between 09:00 and 18:00 from Mondays to Fridays except public holidays.
 - (b) The emergency hotline operated by SRPA at YYYY YYYY between 18:00 and 24:00 from Mondays to Fridays except public holidays and between 09:00 and 24:00 on Saturdays, Sundays and public holidays. Vendors are advised to use this hotline for emergency situations only, such as system failure or malfunction of SRPE.
 - (c) Send emails to xxxxx@srpe.gov.hk (please leave the contact telephone number) or write to “The Commissioner of Rating and Valuation, 15/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attn.: SRPE Section of the Rating Division)”.

Routine Maintenance of the Submission Website and the SRPE

24. The Submission Website and the SRPE will operate on 24 hours each and every day. Alert notices of routine maintenance will be sent to all vendors and users by email and an announcement will also be made on the Submission Website about 24 hours prior to the carrying out of maintenance works.
25. When there is unexpected interruption to the system services of the SRPE and the submission website, alert notices and suitable reminders will be issued on the website of the SRPA and if possible, also on the SRPE and submission website for information of vendors, account users and the public.

For enquiries, please contact -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

System Requirements for Electronic Submissions to the Submission Website by Vendors

1. Vendors should ensure that computers with system configuration not lower than the standards specified below are used for their access to the Submission Website. Personal computers available in the market should readily meet the IT requirements as set out below.
 - (a) Available hard disk space with 500 MB or above is recommended. More storage space is required for storing the files.
 - (b) Broadband internet access with 100 Mbps or above is recommended for faster uploading and downloading of files.
 - (c) JavaScript, cookies and 128-bit SSL must be enabled in the browser.
 - (d) Hong Kong Supplementary Character Set (HKSCS) is required for displaying special Hong Kong Chinese characters on some platforms. Please visit the website below for details.
<http://www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm>
 - (e) An operating system and associated browser are required. The following items are recommended:

Operating Systems	Browsers
Microsoft Windows XP	Internet Explorer 6 - 8, Firefox 3.5 - 18.0
Microsoft Windows Vista	Internet Explorer 7 - 9, Firefox 3.5 - 18.0
Microsoft Windows 7	Internet Explorer 8 - 9, Firefox 3.5 - 18.0
Microsoft Windows 8	Internet Explorer 10, Firefox 3.5 - 18.0
Apple Mac OS X	Firefox 3.5 - 18.0, Safari 4 - 6
Linux Platform	Firefox 3.5 - 18.0

**Sales of First-hand Residential Properties Electronic Platform (SRPE)
Application for Opening Online User Account(s) for
Submission of Electronic Copies of
Sales Brochure, Price List and the Register of Transactions
pursuant to
the Residential Properties (First-hand Sales) Ordinance (Cap. 621)
("the Ordinance")**

Important Note: If a development is divided into two or more phases, vendors are required to submit separate applications for the creation of individual user account(s) for each and every phase of the development. The original signed copy of this form must reach the Commissioner of Rating and Valuation at least 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) immediately before the date on which the first sales brochure of a development (or a phase of a development) is to be submitted electronically to the Submission Website for uploading onto the SRPE in compliance with the Residential Properties (First-hand Sales) Ordinance. Please read the terms and conditions at the end of this application form.

IMPORTANT: The Rating and Valuation Department (RVD) expects that there will be very heavy caseload of applications from vendors for the creation of user accounts during the initial period. RVD advises that 10 working days (Mondays to Fridays, excluding public holidays and the date of receipt), instead of 5 working days, will be required by them for processing applications for the creation of user accounts received before 29 April 2013.

Part I Particulars of Vendor	
Name of Vendor ^(Note 1)	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

Part II Basic Information of the Development	
Name of Development (English)	
(Chinese)	
Phase No. ^(Note 2) (English)	
(if applicable) (Chinese)	

Name of Phase ^(Note 2) (English)	
(if applicable) (Chinese)	
Street No. ^(Note 3) and Name of Street ^(Note 4) :	
Lot No(s). ^(Note 5)	
Address of website designated by the Vendor for the development for Part 2 of the Ordinance	

Part III Details of Users[#]		
	Online User Account 1	Online User Account 2
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 3	Online User Account 4
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 5	Online User Account 6
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 7	Online User Account 8
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 9	Online User Account 10
Full Name of User		
Telephone No.		
E-mail Address*		

[#] A maximum of 10 user accounts may be created for a development (or a phase of development).

* Login IDs and passwords will be sent to the above users by e-mail to the above e-mail addresses within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.

Authorized Signature :

(with Company Chop) _____

Title of Signatory : _____

Full Name of Signatory : _____

Date : _____

Please return this application form
to:

**The Commissioner of Rating and Valuation
15/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon
(Attn.: SRPE Section of the Rating Division)**

Notes:

- Note 1: Please refer to Section 7 of the Ordinance and Section 2(2)(a) of Schedule 1 of the Ordinance.
Note 2: Please refer to Section 3(3) of the Ordinance.
Note 3: Please refer to Section 1(2)(b) of Schedule 1 of the Ordinance.
Note 4: Please refer to Section 1(2)(a) of Schedule 1 of the Ordinance.
Note 5: Please refer to Section 15(2)(a) of Schedule 1 of the Ordinance.

Terms and Conditions

1. The vendor acknowledges that the login IDs and passwords for access to and use of Sales of First-hand Residential Properties Electronic Platform (SRPE) are confidential and must not be disclosed to any person(s) other than the users under any circumstances. The vendor shall act in good faith, exercise reasonable care and diligence in maintaining the confidentiality of the login IDs and passwords of all the user(s) and at no time and under no circumstances shall the vendor authorize any persons other than the user(s) to use the login IDs and passwords. The vendor should ensure that all the user(s) are fully conversant with these terms and conditions.
2. The Sales of First-hand Residential Properties Authority (SRPA) and/or the Rating and Valuation Department (RVD) reserve the right to modify, vary or discontinue any aspect of the SRPE at their sole discretion.
3. All the information of the development or the phase of the development (indicated in Part II of this application form) in the SRPE is provided by the vendor. The vendor agrees that such information will be released on

the SRPE for free access by the general public and the vendor is fully responsible for the accuracy of such information. The SRPA, the RVD and the Government of the Hong Kong Special Administrative Region are not responsible for any loss or damages to such information in the SRPE and accept no responsibility or liability in connection with such loss or damages.

4. The SRPA and the RVD do not guarantee the reliability of the on-line network through which information are submitted to the SRPE. Neither the SRPA, the RVD, the Government of the Hong Kong Special Administrative Region, nor their officers or employees shall be responsible for any delays and failure in transmission, receipt or execution of information due to a breakdown or failure of communication facilities or to any other cause whatsoever and they shall not be liable for any losses, fees, costs, expenses, damages and liabilities suffered or incurred as a result thereof.
5. The SRPA and the RVD reserve the right to add to, delete and/or vary the terms and conditions on using the SRPE by the vendor. The vendor and the user(s) will be notified of any changes to these terms and conditions by email to the email addresses indicated in Part I and Part III of this application form. The vendor's use of the SRPE after the sending out of the notice of changes in terms and conditions will constitute the vendor's agreement to the modified terms and conditions and all of the changes.

Sales of First-hand Residential Properties Electronic Platform (SRPE)

**Application for Terminating Online User Accounts for
the Submission of Electronic Copies of
the Sale Brochure, Price Lists and the Register of Transactions pursuant to
the Residential Properties (First-hand Sales) Ordinance (Cap. 621)
("the Ordinance")**

Part I. Particulars of Vendor	
Name of Vendor	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

Part II. Basic Information of the Development	
Name of Development	
Phase No. (if applicable)	
Name of Phase (if applicable)	
Street No. and Street Name	

Part III. Online User Accounts to be Terminated			
	Login ID		Login ID
Online User Account 1		Online User Account 2	
Online User Account 3		Online User Account 4	
Online User Account 5		Online User Account 6	
Online User Account 7		Online User Account 8	
Online User Account 9		Online User Account 10	

The above online user accounts will be terminated within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.

Authorized Signature : _____ Title of Signatory : _____
(with Company Chop)
Full Name of _____
Signatory : _____ Date : _____

Please return this application form
to:

The Commissioner of Rating and Valuation
15/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon
(Attn.: SRPE Section of the Rating Division)

Steps for Submission of PDF Files to the Submission Website for Uploading onto the SRPE

Specifications for PDF Files

1. Vendors should prepare all files to be submitted in portable document format (PDF). Vendors should ensure that these files are virus-free, document printable, and not protected by password.
2. Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character and the last character of the filename of any file must not contain a special character. The length of filenames of files submitted is not to exceed 100 characters. All files submitted onto the SRPE and made available for public viewing will be shown with a revised filename assigned by the system.

[Note to vendors: The screen pages shown in these draft Practice Note are for illustration purpose ONLY. The format of the actual screen pages on the SRPE Submission Website may not be exactly the same as that shown in this Annex.]

Specifications for File Submissions of Sales Brochure

3. Vendors should submit a complete bilingual copy of the sales brochure, with accompanying corrigendum, if any, forming part of the brochure as one PDF file or multiple PDF files. The size of any such file is not to exceed 40 mega-bytes. Vendors are required to split up a file with size exceeding 40 mega-bytes into multiple files. The total number of files for a complete copy of the sales brochure must not exceed 10. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.
4. The bilingual examination record is to be prepared as a separate PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up an examination record into multiple files is not accepted by the system.

Submission of First Sales Brochure (Single file)

5. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,

Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region

Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home | **File Submission (PDF Files)** | File Submission (Excel File) | Profile Administration | Submission History | Help Desk

Development Information:

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號


Please click on the type of information to be uploaded:

Sales Brochure | **Price List** | **Register of Transactions**


Login ID: xxxxxxxxxxxx | Logout

- (c) Vendors then select the box of “Single File for a Complete Copy of Sales

Brochure” in the next page for action,



Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

[Home](#)
[File Submission \(PDF File\)](#)
[File Submission \(Excel File\)](#)
[Profile Administration](#)
[Submission History](#)
[Help Desk](#)

Login ID:
xxxxxxxxxxxxxx

[Logout](#)

File Submission – Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:
1. File(s) to be uploaded should be in pdf format and the size of each of file should be less than 40MB.

(d) System detects that this is the first submission and direct vendors to the “File

Submission – Sales Brochure (Single File)” page,

- (e) Vendors to browse and attach their file for uploading in the cell next to the caption “Sales Brochure” in the “Select File(s) for Uploading” box ,
- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record (if any) :

Date of Printing of the Sales Brochure* : (dd/mm/yyyy)

Latest Date of Examination of the Sales Brochure (if applicable) : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission,
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 5) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Printing of the Sales Brochure : 05/11/2012
Latest Date of Examination of the Sales Brochure :

(1)	Document: Sale Brochure	
	Uploaded File Name: xxxxxxxxxxxxx.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Preview function does not allow file editing.

Login ID:
xxxxxxxxxxxxx



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Submitted:

Date of Printing of the Sales Brochure : 05/11/2012

Latest Date of Examination of the Sales Brochure :

(1)	Document: Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxx.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	

Return to Home

Make Another Submission

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.


Submission of First Sales Brochure (Multiple files)

6. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,



Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

[Home](#)
[File Submission \(PDF File\)](#)
[File Submission \(Excel File\)](#)
[Profile Administration](#)
[Submission History](#)
[Help Desk](#)

File Submission

(PDF Files)

Development Information:

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Login ID:
xxxxxxxxxxxxx

Logout

- (c) Vendors then select the box of “Multiple Files for a Complete Copy of Sales Brochure” in the next page for action,
- (d) System detects that this is the first submission and direct vendors to “File Submission - Sales Brochure (Multiple Files)” page,
- (e) Vendors to browse and attach their files (Part 1 of Sales brochure, Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.) for uploading in cells next to the captions of “Part 1 of sales brochure.. Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.)” in the “Select File(s) for Uploading” box ,
- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record (if any)” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Sales Brochure (Multiple Files)
(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

Please enter the number of file(s) for Sales Brochure:

Number of Files for Sales Brochure :

Select by user (pull down menu; up to maximum of 10) and then output the dynamic portion as below

Login ID:
xxxxxxxxxxxxxx

Logout

Select Files for Uploading:

Part 1 of sales brochure* :

Part 2 of sales brochure * :

Part 3 of sales brochure * :

Examination Record (if any):

Date of Printing of the Sales Brochure* : (dd/mm/yyyy)

Latest Date of Examination of the Sales Brochure (if applicable) : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission,
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 12) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Login ID:
xxxxxxxxxxxxxx

Date of Printing of the Sales Brochure : 05/11/2012
Latest Date of Examination of the Sales Brochure :

Logout

(1)	Document: Part 1 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>
⋮		
(3)	Document: Part 3 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 12,300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbbb.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx
Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxxxx

Logout

First Submission of Sales Brochure

File(s) and Related Information Submitted:

Date of Printing of the Sales Brochure : 05/11/2012

Latest Date of Examination of the Sales Brochure :

- | | | |
|-------|----------------------------------------------------------------------|----------------------------------|
| (1) | Document:
Par 1 of Sales Brochure | |
| | Uploaded File Name:
xxxxxxxxxxxxxx.pdf | File Size (KB):
19,256 |
| | System Assigned File Name for Public Viewing:
aaaaaaaaaaaaa.pdf | |
| : : : | | |
| (3) | Document:
Part 3 of Sales Brochure | |
| | Uploaded File Name:
xxxxxxxxxxxxxx.pdf | File Size (KB):
12,300 |
| | System Assigned File Name for Public Viewing:
bbbbbbbbbbbbbbb.pdf | |

	Return to Home	Make Another Submission
--	-----------------------	--------------------------------

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revised Sales Brochure after Examination (Single file) and relevant Examination Record

[Note to vendors: if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure or a revised sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant).]

7. Steps to be followed for submission of revised sales brochure (in a single file) are set out below -
 - (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,
 - (c) Vendors to select the box of “Single File for a Complete Copy of Sales Brochure” in the next page for action,
 - (d) System detects that this is not the first submission and direct vendors to the “Submission of Revised Sales Brochure.”
 - (e) Vendors to browse and attach their file for uploading in the cell next to the caption “Sales Brochure” in the “Select File(s) for Uploading” box,
 - (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record* :

Latest Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous versions of the sales brochure and the examination record will be removed from the SRPE for public viewing."
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 18) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1)	Document: Sales Brochure	
	Uploaded File Name: xxxxxxx xxxxxx.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	Preview
(2)	Document: Examination Record	
	File Name: xxxxxxxxxxxxx.pdf	File Size (KB): 300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbbb.pdf	Preview

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the sales brochure and the examination record will be removed from SRPE for public viewing.

Cancel

Confirm to Submit

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revised Sales Brochure after Examination (Multiple files) and relevant Examination Record

[Note to vendors: if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure or a revised sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant).]

8. Steps to be followed for submission of revised sales brochure (in multiple file) are set out below -
 - (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission

File Submission (PDF File)

(PDF Files)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

(c) Vendors to select the box of “Multiple Files for a Complete Copy of Sales Brochure” in the next page for action,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
XXXXXXXXXXXX

Logout

File Submission – Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

- File(s) to be uploaded should be in pdf format and the size of each of file should be less than 40MB.

- System detects that this is not the first submission and direct vendors to the “Submission of Revised Sales Brochure.”
- Vendors to browse and attach their files (Part 1 of Sales brochure, Part 2 of

- Sales brochure ... Part 10 of Sales brochure, etc.) for uploading in cells next to the captions of “Part 1 of sales brochure.. Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.)” in the “Select File(s) for Uploading” box ,
- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform

Submission System for Vendors

File Submission – Sales Brochure (Multiple Files)

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

Please enter the number of file(s) for Sales Brochure:

Number of Files for Sales Brochure :

Select by user (pull down menu; up to maximum of 10) and then output the dynamic portion as below

Login ID:
xxxxxxxxxxxxxx

Logout

Select Files for Uploading:

Part 1 of sales brochure* :

Part 2 of sales brochure * :

Part 3 of sales brochure * :

Examination Record* :

Latest Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous versions of the sales brochure and the examination record will be removed from the SRPE for public viewing."
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 26) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1)	Document: Part 1 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	Preview
⋮		
(4)	Document: Examination Record	
	Uploaded File Name: xxxxxxxxxxxxx.pdf	File Size (KB): 300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbb.pdf	Preview

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the sales brochure and the examination record will be removed from the SRPE for public viewing.

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx
Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxxxx

Logout

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1)	Document: Part 1 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	
⋮		
(4)	Document: Examination Record	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbb.pdf	

Return to Home

Make Another Submission

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Specifications for File Submissions of Price List

- 9. Price list, whether it is a new price list or a revised price list, is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up one price list into multiple files is not accepted by the system.

Submission of New Price List

- 10. Steps to be followed are set out below -
 - (a) Vendors to logon the “File Submission (PDF File)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Price List”,
 - (c) Then, select icon of “New Price List” in the next page for action.



Sales of First-hand Residential Properties Electronic Platform Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

File Submission – Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of Price List to be uploaded:

New Price List

Revision to Existing Price List

(d) Vendors to browse and attach their file of the price list for uploading,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – New Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* :

Date of Printing* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

- The file to be uploaded should be in pdf format and the file size should be less than 40MB.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

(e) Upon receiving the electronic copy submitted by vendors, the Submission

Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,

- (f) Vendors should then preview the uploaded file pending submission and take note of an "Important Note": "All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing."
- (g) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 32) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Pending for Submission:

(1)	Document: Price List	Serial Number of Price List: 6	Date of Printing: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Important Note:

All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Price List	Serial Number of Price List: 6	Date of Printing: 20/11/2012
	File Name: xxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

[Return to Home](#)

[Make Another Submission](#)

- (h) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (i) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revision to Price List

11. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF File)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon of “Price List”,



Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region



Sales of First-hand Residential Properties Electronic Platform

Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxx

Logout

File Submission (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

- (c) Then, select icon of “Revision to Existing Price List” in the next page for action.

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Sales of First-hand Residential Properties Electronic Platform Submission System for Vendors

Home

File Submission – Price List

**File Submission
(PDF File)**

(PDF Files)

File Submission
(Excel File)

Development Information:

Profile
Administration

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission
History

Help Desk

Please click on the type of Price List to be uploaded:

Login ID:

XXXXXXXXXXXX

New Price List

Revision to Existing Price List

Logout

- (d) Vendors to select from the checkboxes which of the existing price list is to be revised,
- (e) Vendors to browse and attach their file of the revised price list for uploading,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

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Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Revision to Existing Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select the existing price list to be revised:

Click on the serial no. to view, if necessary

	Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
<input type="radio"/>	1	01/10/2012	01/10/2012 09:10:25
<input type="radio"/>	1A	02/10/2012	02/10/2012 15:26:22
<input type="radio"/>	2	15/11/2012	15/11/2012 08:35:26
<input type="radio"/>	3	02/12/2012	02/12/2012 10:11:15

Select File(s) for Uploading:

Put in here the serial no. of the revised price list to be uploaded

Serial Number of Revised Price List* :

Select File to be Uploaded* :

Date of Revision* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

- The file to be uploaded should be in pdf format and the file size should be less than 40MB.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (f) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (g) Vendors should then preview the uploaded file pending submission and take note of an "Important Note": "All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing."
- (h) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 40) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

**File Submission
(PDF File)**

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

File Submission – Preview
(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Pending for Submission:

(1)	Document: Revision to Existing Price List	Serial Number of Revised Price List: 5A	Date of Revision: 20/11/2012
	File Name: xxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		Preview

Enter First Password to Confirm File Submission:

First Password :

Important Note:

All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Revision to Existing Price List	Serial Number of Revised Price List: 5A	Date of Revision: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

[Return to Home](#)

[Make Another Submission](#)

- (i) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (j) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Specifications for PDF Files relating to Submission of Register of Transactions

- 12. The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted by the system.

Submission of the Register of Transactions

- 13. Steps to be followed are set out below -
 - (a) Vendors to logon the “File Submission (PDF) File” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Register of Transactions”,



Sales of First-hand Residential Properties Electronic Platform Submission System for Vendors

Home

File Submission

File Submission
(PDF File)

(PDF Files)

File Submission
(Excel File)

Development Information:

Profile
Administration

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission
History

Help Desk

Please click on the type of information to be uploaded:

Login ID:

xxxxxxxxxxxxx

Sales Brochure

Price List

Register of Transactions

Logout

- (c) Vendors should then browse and attach their file of the Register for uploading,
- (d) Vendors are advised to check the below box(es) before they proceed with uploading of their files-
- This is the first Register;
 - There is/are addition(s) of new entry (entries) ^{Point to Note 1;};
 - There is/are revision(s) to the existing entry (entries) ^{Point to Note 1;};
 - There are both additions of new entry (entries) and revision(s) to the existing entry (entries).

Point to note

1. New entry (entries) refer(s) to new transaction(s). If there is already information of PASP for a property entered in the register of transactions and if the vendor is just entering information on the ASP for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of transaction information which has previously been entered into the register of transactions.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Register of Transactions

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Select File(s) for Uploading:

Select File to be Uploaded* :

Date of Update* : (dd/mm/yyyy)

Time of Update* : : (hh:mm) am pm

* Mandatory fields

Fill in "Date of Update" and "Time of Update" boxes base on the "date and time of update" filled in at the end of the template for Register of Transactions (as set out at the Annex to the Practice Note on Register of Transactions PN 04/13).

The register of transactions to be uploaded*:

- is the first register.
- involves addition(s) of new entry (entries).
- involves revision(s) to existing entry (entries)
- involves addition(s) of new entry(entries) and revision(s) to existing entry (entries)

Point to note:

1. The file to be uploaded should be in pdf format and the file size should be less than 40MB.
2. New entry (entries) refer(s) to new transaction(s). If there is already information of PASP for a property entered in the register of transactions and if the vendor is just entering information on the ASP for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of an information which has previously been entered into the register of transactions.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (e) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (f) Vendors should then preview the file pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous version of the Register will be removed from the SRPE for public viewing."
- (g) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 47) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxxxx

Logout

File(s) and Related Information Pending for Submission:

(1)	Document: Register of Transactions	Date of Update: 18/11/2012	Time of Update: 5:35 pm
	File Name: xxx xxxxxxxxxxxx.pdf	File Size (KB): 250	
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		<input type="button" value="Preview"/>

The register of transactions **involves addition(s) of new entry (entries).**

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the register of transactions will be removed from the SRPE for public viewing.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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Submission History

Help Desk

Login ID:
xxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Register of Transactions	Date of Update: 18/11/2012	Time of Update: 5:35 pm
	File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 250	
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

The register of transactions **involves addition(s) of new entry (entries).**

[Return to Home](#)

[Make Another Submission](#)

- (h) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (i) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Revision to an Entry in the Register

14. Vendors should follow steps as illustrated at paragraph 13 for making submissions to the SRPE.

REVISED DRAFT

Practice Note No. PN01/13

**Residential Properties (First-hand Sales) Ordinance
Practice Note on Sales Brochure**

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Sales Brochure issued by SRPA under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. Sales brochures made available for the purpose of section 25 of the Ordinance must comply with the relevant requirements under the Ordinance.

Sales Brochure to be Made Available

2. Section 25 of the Ordinance stipulates the timing for the vendor to make available sales brochures for the purpose of the sale of a specified residential property to (i) the general public, (ii) the Authority (i.e. the SRPA), (iii) the public officer empowered to establish and maintain the database established under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer,

the Authority i.e. the SRPA, as well as (iv) on the website designated by vendors.

3. When counting the “7 days” as required under sections 25(1) and (3) of the Ordinance for making available the sales brochure -
 - (i) a date of sale is excluded from the counting of the “7 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “7 days”.
4. The following example illustrates the timing of making available of the sales brochure to the general public, SRPA and SRPE:

Example : A vendor wishes to offer to sell a property on 4 January

<p>From 00:00 on 28 Dec to 24 : 00 on 3 Jan</p>	<ul style="list-style-type: none"> ● Make available hard copies of the sales brochure for collection by the general public free of charge. ● Make available a copy of the sales brochure for inspection on the website designated by the vendor for the development (the designated website).
<p>By 23 : 59 on 28 Dec</p>	<ul style="list-style-type: none"> ● Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, provide two hard copies of the sales brochure to the SRPA. <i>At the same time, the vendor is advised to inform the SRPA in writing –</i> <ol style="list-style-type: none"> (i) <i>the place/places where the public can obtain a hard copy of the sales brochure and the time when the hard copies and soft copies are made available for collection and on the designated website respectively; and</i> (ii) <i>whether the development is a completed development or an uncompleted development as defined under section 4 of the Ordinance.</i> ● Provide an electronic copy of the sales brochure for SRPE.

On 4 Jan and on each date of sale	<ul style="list-style-type: none"> ● Make available hard copies of the sales brochure for collection by the general public free of charge at the sales office. ● Make available a copy of the sales brochure for inspection on the designated website.
-----------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note : The vendor may, if he wishes, make available the sales brochure earlier than 7 days immediately before the sale.

Examination of Sales Brochure

5. Section 17(1) of the Ordinance stipulates that the vendor may, for the purpose of making sales brochure available to general public in accordance with section 25 of the Ordinance, examine to ascertain whether or not the information set out in the sales brochure is accurate as at the date of the examination.
6. Section 22(1)(b) of the Ordinance stipulates that the sales brochure must state the date of each examination and the part of the sales brochure that has been revised to correct the inaccuracy (the “examination record”), if any. This “examination record” should either be set out in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis. This paragraph applies even if a vendor decides to print a revised sales brochure.

7. The following template is an example of how the examination record may be set out:

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made)	
	Page Number	Revision Made

8. Section 25(9) of the Ordinance stipulates that a reference to the sales brochure for the development is a reference to the sales brochure for the development printed, or examined under section 17(1) of the Ordinance, within the previous 3 months.
9. The “previous 3-month period” is to be counted backwards from the day immediately before the day on which a specific version of a sales brochure is made available to the general public by the vendor. Vendors will have to plan ahead as to till when they intend to make available a specific version of a sales brochure.
10. Generally speaking, the earliest day of the 3-month period from the day on which a sales brochure is made available under section 25 of the Ordinance would be the “same day” of the third month counting from the month when the sales brochure is made available. For example, for a sales brochure to be made available until (and including) 15 April, such sales brochure should be printed/examined/revise on or after 15 January. An examined, or an examined and revised sales brochure, should be made available on 16 April the latest if the sale is to be continued on and after 16 April.
11. Vendors are however reminded to pay attention to the following examples where the calculation of the “previous 3-month period” is affected by months with only 28, 29 or 30 days:

(1)	(2)
The date on which a sales brochure is to be made available	The earliest date of the 3-month period on which a sales brochure is printed/examined/revised:
1 May	31 January
1 July	31 March
1 December	31 August
28 February	28 November
29 February	29 November
1 March	29 November (if there is NO 29 February in-between)
	30 November (if there is 29 February in-between)

12. After an examination of the sales brochure is carried out, whether or not a revision to the sales brochure has been made, on the first day on which the vendor makes a copy of the examined, or an examined and revised, sales brochure available to the public, two hard copies of the examined, or an examined and revised, sales brochure should be sent to the SRPA and a soft copy should be provided to the SRPE according to sections 25(4) and (9) of the Ordinance. The vendor should also arrange to have a soft copy of the examined, or an examined and revised, sales brochure made available for inspection on its designated website.
13. The following example illustrates the timing of making available the examined, or examined and revised, sales brochure to the general public, SRPA and SRPE:

20 Dec	<ul style="list-style-type: none"> • The date of printing of the first edition of the sales brochure.
21 March	<ul style="list-style-type: none"> • A sales brochure examined, or examined and revised, within the previous three months should be made available if the residential properties of the development will continue to be offered for sale on and after 21 March.

	<ul style="list-style-type: none"> ● Make available a copy of the revised sales brochure on the vendor’s website. <p>(Please also refer to paragraph 9 above on the counting of the “3-month period”)</p>
By 23 : 59 on 21 March the latest	<ul style="list-style-type: none"> ● Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, provide two hard copies of the examined, or examined and revised, sales brochure to the SRPA. ● Provide an electronic copy of the revised sales brochure to SRPE.

If Revision is Made to the Sales Brochure after an Examination

14. As mentioned in paragraph 6 above, section 22(1)(b) of the Ordinance stipulates that the sales brochure must state the date of each examination and the part of the sales brochure that has been revised to correct the inaccuracy (the “examination record”), if any. This “examination record” should either be set out in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis. This paragraph applies even if a vendor decides to print a revised sales brochure.

15. Sample of an examination record with revision is as follows :

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made)	
	Page Number	Revision Made
[Date]	17	The relationship between the building contractor and the vendor has changed.
	32	The location plan is replaced by a more updated version.
[Date]		

16. A revision to the sales brochure as set out in section 17(2) of the Ordinance should be made by way of issuing a corrigendum, a replacement sheet or by any other means (including using sticker to replace the amended/revised portion of the sales brochure, printing a revised version of the sales brochure). It is not necessary to show in the corrigendum, the replacement sheet, and revised sales brochure etc the original words, sentence or paragraph which has been replaced. Any such corrigendum or replacement sheet must be properly attached to the sales brochure.

17. In accordance with section 17(3) of the Ordinance, if revision is made to the sales brochure after an examination, the vendor must, within 3 working days after the date of revision, notify the SRPA in writing about the revision. *In this regard, vendors are advised to notify the SRPA of the revision made and provide two hard copies of the revised sales brochure to the SRPA in one go.*

If No Revision is Made to the Sales Brochure after an Examination

18. If, after an examination of the sales brochure is carried out, no revision to the sales brochure is made, the vendor should set out the examination record in the sales brochure or on a supplementary sheet properly attached to the sales brochure. The examination record should be kept on a rolling basis, i.e. previous examination date(s) and related information should be retained. Whether or not a revision is made, the examination record should be updated on a rolling basis.
19. A sample of an examination record showing there is no revision made in the latest examination is as follows :

Examination/Revision Date	Revision Made (If no revision is required, please state “no revision made”)	
	Page Number	Revision Made
[Date] [previous examination to be kept.]	17	The relationship between the building contractor and the vendor has changed.
	32	The location plan is replaced by a more updated version.
[Date]	No revision made	

Suspension of Sale

20. *If, after the commencement of sale of a development, the vendor decides to suspend the sale of all unsold units the sales of which have been announced in the documents containing the sales arrangements, he is advised to, as soon as practicable, inform the SRPA in writing about the suspension. The purpose of requiring*

vendors to notify the SRPA about the suspension is that the SRPA will then know in the first instance the suspension. With this information, the SRPA will know that the vendor may not have contravened the Ordinance when, upon the expiry of the “3-month period” under section 25(9) of the Ordinance, the vendor has not made available an examined, or examined and revised, sales brochure (see paragraph 8 above)

21. *If the vendor has informed the SRPA that the sale of all unsold units the sales of which have been announced in the documents containing the sales arrangements will be suspended, the SRPA will put the following remark on the SRPE where the sales brochure of that development are shown –*

“The vendor of [name of development] informed SRPA on [date] that all unsold units in [the name of the development] the sales of which have been announced in the documents containing the sales arrangements will be/had been suspended from/since [date].”

If the vendor has not informed the SRPA that all unsold units the sales of which have been announced in the documents containing the sales arrangements will be suspended, when the SRPA has not received a hard copy of an examined, or an examined and revised, sales brochure by the stipulated time (i.e. before 23:59 of the day on which the examined, or the examined and revised sales brochure, should be made available), the SRPA will, before it receives confirmation from the vendor that all unsold units the sales of which have been announced in the documents containing the sales arrangements has been suspended, put the following remark on the SRPE where the sales brochure of that development are shown –

"The sales brochure of [name of development] was not printed/examined within the previous three months. The SRPA is following up the situation with the vendor of [name of the development]."

Contents of Sales Brochure

22. The sales brochures must set out the information as required under sections 19 to 22 of the Ordinance and Schedule 1 to the Ordinance. Paragraphs 23 to 34 below provide guidelines on the provision of such information.

Steps that a Person is Advised to Take for the Person's Own Protection before Deciding to Purchase a Residential Property

23. Section 19(1) of the Ordinance stipulates that the sales brochure must first set out the steps that a person is advised to take for the person's own protection before deciding to purchase a residential property. The SRPA has issued the "Notes to Purchasers of First-hand Residential Properties" (the Notes) at **Annex A** for the purpose of this section. Sales brochure that has incorporated the Notes in full will be considered as having complied with the requirement under section 19(1) of the Ordinance. For cases of which vendors have not incorporated the Note in full in the sales brochure, such as having modified the wording, added or deleted information, the SRPA will consider whether the requirement under section 19(1) of the Ordinance has been complied with or otherwise on a case-by-case basis.

The street number allocated by the Commissioner of Rating and Valuation for the purpose of distinguishing the development

24. Section 1(2)(b) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(a) of the Ordinance) stipulates that the sales brochure must state the street number allocated by the Commissioner of Rating and Valuation for the purpose of distinguishing the development. Upon the issue of the Building Authority's consents to commence building works, vendors may apply in writing to Rating and Valuation Department (RVD) for allocation of street numbers. RVD will normally allocate the street number within one month from application. Vendors should act in good time to submit applications to the RVD. In the circumstances where only "provisional street number" is available at the date of printing the

sales brochure, the vendor should provide the “provisional street number” in the sales brochure. In the unlikely event that even the provisional street number is not available before the date of printing the sales brochure, the vendor should state in the sales brochure that the information is not yet available. Vendors should update the information on street number in the sales brochure when such information becomes available at the time of an examination of the sales brochure (see paragraphs 5 – 13 above).

Aerial Photograph

25. *Section 7(2) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(g) of the Ordinance) stipulates that an aerial photograph of the development to be included in the sales brochure must be the latest one as at the date on which the sales brochure is printed, as taken by the Survey and Mapping Office (SMO) of the Lands Department at a flying height below 7,000 feet¹. Vendors are advised to put the reference number of the aerial photograph and the date on which the aerial photograph was taken in the same page where the photograph is provided in the sales brochure².*

Outline Zoning Plan (OZP) etc. relating to the development

26. *Section 8(2) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(h) of the Ordinance) stipulates an outline zoning plan or a development permission area plan, or a plan deemed to be a draft plan prepared by the Town Planning Board for the purposes of the Town Planning Ordinance should be included in the sales brochure. Vendors are advised to provide the “title”, “plan number” and “gazette date” of such a plan in the same page where the plan is provided in the sales brochure. Vendors are also advised to set out the key to the various abbreviations on the same page where the plan is shown in the sales brochure.*

¹ SMO has issued a Practice Note [Ref. No.xxx] relating to purchasing aerial photographs from SMO.

² The aerial photographs purchased from the SMO will show the reference number of the aerial photograph and the date on which the aerial photograph was taken. When vendors put the reference number of the aerial photograph and the date on which the aerial photograph was taken in the same page where the photograph is provided in the sales brochure, they should quote the information as shown in the photograph purchased from the SMO.

Area of residential properties

27. Section 11(2) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(k) of the Ordinance) stipulates that the information required to be set out in that section must be set out in the form specified by the Authority. The specified form is at **Annex B**.

Summary of land grant

28. Section 15(2)(f) in Part 1 of Schedule 1 to the Ordinance (please also see section 19(2)(o) of the Ordinance) requires a summary of the land grant to include the lease conditions that are onerous to a purchaser. In deciding whether a lease condition is onerous to a purchaser, the vendor should consider whether it is onerous to an ordinary purchaser. A few examples of lease conditions that are onerous to a purchaser include:

- (a) non-exclusive right of way to/from the lot, which are to be maintained at the expense of the owners;
- (b) noise mitigation measures (such as noise barriers) to be maintained at the expense of the owners;
- (c) ground settlement;
- (d) area outside the lot (usually coloured green on the land grant plan) which is required to be open to public access and maintained by the grantee until re-delivered to Government upon compliance with the land grant conditions;
- (e) area outside the lot (usually coloured yellow on the land grant plan) which is required to be open to public access, without any obligation or deadline for Government to take back possession; and
- (f) access road within the lot for use by adjoining lot owners.

Vendors are reminded that the above examples are for reference only

and are by no means exhaustive.

Cross-section plans

29. Section 18 in Part 2 of Schedule 1 to the Ordinance (please also see section 19(3) of the Ordinance) stipulates the various requirements of a cross-section plan that is to be provided for every building in the development. Three examples of the cross-section plan are at **Annex C**.

Relevant information required under section 20

30. Section 20(1) of the Ordinance stipulates that the sales brochure must set out relevant information that is specific to a residential property in the development and/or that is specific to the development. “Relevant information” in relation to a residential property/development is defined under section 20(7) of the Ordinance to mean information on any matter that is likely to materially affect the enjoyment of the residential property/any residential property of the development. According to section 20(1) of the Ordinance, the “relevant information” is information not required to be set out in the sales brochure and is “known to the vendor but is not known to the general public”³.
31. Only those matters which are likely to materially affect the enjoyment of a residential property are regarded as “relevant information” under section 20(1) of the Ordinance. The following are examples of “relevant information” which is “known to the vendor but is not known to the general public” and which are likely to materially affect the enjoyment of a residential property -
- (i) windows of certain specific residential properties of a development must be closed throughout the year for noise mitigation purpose or due to the special condition of the surrounding area; and

³ Information contained in a document that has been registered with the Land Registry will not be regarded as “relevant information” under the Ordinance.

- (ii) right of way within the development but shared with adjoining land.

Information in application for concession on gross floor area (GFA) of building

- 32. Section 29 in Part 3 of Schedule 1 to the Ordinance (please also see section 21(1) of the Ordinance) stipulates the provision of information in application for concession on gross floor area of building. To facilitate vendors to comply with the requirement, a suggested template is at **Annex D** for provision of information on the breakdown of GFA concessions obtained for the development and on the estimated energy performance or consumption for the common parts of the development.
- 33. As regards the provision of environmental assessment of the building, vendor should provide the assessment results under the BEAM Plus certification. *The BEAM Plus certification is currently conferred / issued by the Hong Kong Green Building Council (HKGBC). For inclusion of the assessment label issued by HKGBC in this part of the sales brochure, the guidelines issued by HKGBC (which can be viewed via xxx.com) may be relevant. Vendors are advised to follow the specifications on the assessment label as suggested by HKGBC for inclusion into the sales brochure.*
- 34. According to section 21(1) of the Ordinance and section 29(2)(b) in Part 3 of Schedule 1 to the Ordinance, if gross floor area concessions have been granted to a development, the sales brochure for the development must set out the environmental assessment of the building that has been submitted to the Building Authority. For developments where their approved general building plans are not subject to the requirements stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-151 issued by the Building Authority, environmental assessment of the building(s) is not required to be submitted to the Building Authority. For such cases, the vendor

should state the following in the sales brochure -

“The approved general building plans of this development are not subject to the requirements stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers APP-151 issued by the Building Authority. Environmental assessment for this development was not required to be submitted to the Building Authority as a prerequisite for the granting of gross floor area concessions.”

Font Size Requirements

35. To facilitate vendors to comply with the font size requirements as set out in sections 18(2), 18(3), 24(2) and 24(3) of the Ordinance, a few samples are set out at **Annex E**.

Transitional Arrangements

36. The following transitional arrangements will apply:
 - (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that sales brochures made available on or after 29 April 2013 comply fully with the relevant requirements under the Ordinance; and
 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may continue/commence on 29 April 2013 if sales brochures which comply with the relevant requirements under the Ordinance are made available before 22 April 2013 in accordance with section 25 of the Ordinance.

How to Provide Information to the SRPA and the SRPE

37. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE. *Reference may also be made to Practice Notes No. PN05/13 and No. PN06/13.*

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013
Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

REVISED DRAFT

This Note is issued by the Sales of First-hand Residential Properties Authority (SRPA) for the purpose of section 19(1) of the Residential Properties (First-hand Sales) Ordinance.

Note to Purchasers of First-hand Residential Properties

Purchasers are advised to take the following steps before purchasing first-hand residential properties.

For all first-hand residential properties

1. Important information

- Make reference to the materials available on the Sales of First-hand Residential Properties Electronic Platform (SRPE) on the first-hand residential property market.
- Study the information on the website designated by the vendor for the development, including the sales brochure, price lists, documents containing the sales arrangements, and the Register of Transactions of a development.
- Sales brochure for a development will be made available to the general public at least 7 days immediately before a date of sale while price list and sales arrangements will be made available at least 3 days immediately before the date of sale.
- Information on transactions can be found on the register of transactions on the website designated by the vendor for the development and the SRPE.

2. Fees, mortgage loan and property price

- Calculate the total expenses of the purchase, such as solicitors' fees, mortgage charges, insurance fees and stamp duties.
- Check with banks to find out if you will be able to obtain the needed mortgage loan, select the appropriate payment method and calculate the amount of the mortgage loan to ensure it is within your repayment ability.
- Check recent transaction prices of comparable properties for comparison.

3. Price list, payment terms and other financial incentives

- Vendors may not offer to sell all the residential properties that are covered in a price list. To know which residential properties the vendors may offer to sell, pay attention to the sales arrangements which will be announced by the vendors at least three days before the relevant residential properties are offered to be sold.
- Pay attention to the terms of payment as set out in a price list. If there are discounts on the price, gift, or any financial advantage or benefit to be made available in connection with the purchase of the residential properties, such information will also be set out in the price list.

4. Property area and its surroundings

- Pay attention to the area information in the sales brochure and price list, and price per square foot/metre in the price list. According to the Residential Properties (First-hand Sales) Ordinance (Cap. 621) (the Ordinance), vendors can only present the area and price of a residential property using saleable area. Saleable area, in relation to a residential property, means the floor area of the residential property, and includes the floor area of every one of the following to the extent that it forms part of the residential property - (i) a balcony; (ii) a utility platform; and (iii) a verandah. The saleable area excludes the area of the following which forms part of the residential property - air-conditioning plant

room; bay window; cockloft; flat roof; garden; parking space; roof; stairhood; terrace and yard.

- Visit the development site and get to know the surroundings of the property (including transportation and community facilities). Check town planning proposals and decisions which may affect the property. Take a look at the location plan, aerial photograph, outline zoning plan and cross-section plan that are provided in the sales brochure.

5. Sales brochure

- Ensure that the sales brochure you have obtained is the latest version. According to the Ordinance, the sales brochure made available to the public should be printed or examined, or examined and revised within the previous three months.
- Read through the sales brochure and in particular, check the following information in the sales brochure -
 - Whether there is a section on “relevant information” in the sales brochure, under which information on any matter that is known to the vendor but is not known to the general public, and is likely to materially affect the enjoyment of a residential property will be set out. Please note that information contained in a document that has been registered with the Land Registry will not be regarded as “relevant information”;
 - The cross section plan showing a cross-section of the building in relation to every street adjacent to the building, and the level of every such street in relation to a known datum and to the level of the lowest residential floor of the building. This will help you visualize the difference in height between the lowest residential floor of a building and the street level, regardless of how that lowest residential floor is named;
 - interior and exterior fittings and finishes and appliances;
 - the basis on which management fees are shared;

- whether individual owners have obligations or need to share the expenses for managing, operating and maintaining the public open space or public facilities inside or outside the development, and the location of the public open space or public facilities; and
- whether individual owners have responsibility to maintain slopes.

6. Government land grant and deed of mutual covenant (DMC)

- Read the Government land grant and the DMC (or the draft DMC). Information such as ownership of the rooftop and external walls can be found in the DMC. The vendor will provide copies of the Government land grant and the DMC (or the draft DMC) at the place where the sale is to take place for free inspection by prospective purchasers.
- Check the Government land grant on whether individual owners are liable to pay Government rent.
- Check the DMC on whether animals can be kept in the residential property.

7. Agreement for sale and purchase

- Ensure that the preliminary agreement for sale and purchase (PASP) and agreement for sale and purchase (ASP) include the mandatory provisions as required by the Ordinance.
- Pay attention that fittings, finishes and appliances to be included in the sale and purchase of the property are inserted in the PASP and ASP.
- A preliminary deposit of **5%** of the purchase price is payable by a purchaser to the owner (i.e. the seller) on entering into a PASP.
- If you do not execute the ASP within **5 working days** (working day means a day that is not a general holiday or a Saturday or a black rainstorm warning day or gale warning day) after entering into the

PASP, the PASP is terminated, the preliminary deposit (i.e. 5 % of the purchase price) is forfeited, and the owner (i.e. the seller) does not have any further claim against you for not executing the ASP.

- If you execute the ASP within 5 working days after the signing of the PASP, the owner (i.e. the seller) must execute the ASP within 8 working days after entering into the PASP.
- The deposit should be made payable to the solicitors' firm responsible for stakeholding purchasers' payments for the property.

8. Expression of intent of purchasing a residential property

- Note that vendors (including their authorized representative(s)) should not seek or accept any specific or general expression of intent of purchasing any residential property before the relevant price lists for such properties are made available to the public. You therefore should not make such an offer to the vendors or authorized representative(s).
- Note that vendors (including their authorized representative(s)) should not seek or accept any specific expression of intent of purchasing a particular residential property before the sale of the property has commenced. You therefore should not make such an offer to the vendors or authorized representative(s).

9. Appointment of estate agent

- Note that if the vendor has appointed one or more than one estate agents to act in the sale of any specified residential property in the development, the price list for the development must set out the name of all the estate agents so appointed as at the date of print of the price list.
- A purchaser may appoint any estate agent (not necessarily from those estate agency companies appointed by the vendor) to act in the purchase of any specified residential property in the development, and may also not appoint any estate agent to act on his/her behalf.

- Before you appoint an estate agent to look for a property, you should -
 - find out whether the agent will act on your behalf only. If the agent also acts for the vendor, he/she may not be able to protect your best interests in the event of a conflict of interest;
 - find out whether any commission is payable by you to the estate agent and, if so, its amount and the time of payment; and
 - note that only licensed estate agents or salespersons may accept your appointment. If in doubt, you should request the estate agent or salesperson to produce his Estate Agent Card, or check the Licence List on the Estate Agents Authority website: www.eaa.org.hk.

10. Appointment of solicitor

- Consider appointing your own solicitor to protect your interests. If the solicitor also acts for the vendor, he/she may not be able to protect your best interests in the event of a conflict of interest.
- Compare the charges of different solicitors.

For first-hand uncompleted residential properties

11. Pre-sale Consent

- For uncompleted residential property under the Lands Department's Consent Scheme, seek confirmation from the vendor whether the "Pre-sale Consent" has been issued by the Lands Department for the development.

12. Show Flats

- While the vendor is not required to make any show flat available for

viewing by prospective purchasers or the general public, if the vendor wishes to make available show flats of a specified residential property, the vendor must first of all make available an unmodified show flat of that residential property and that, having made available such unmodified show flat, the vendor may then make available a modified show flat of that residential property. In this connection, the vendor is allowed to make available more than one modified show flat of that residential property.

- If you visit the show flats, you should always look at the unmodified show flats for comparison with the modified show flats. That said, the Ordinance does not restrict the discretion of the vendor in arranging the sequence of the viewing of unmodified and modified show flats.
- Sales brochure of the development should have been made available to the public when the show flat is made available for viewing. You are advised to get a copy of the sales brochure and make reference to it when viewing the show flats.
- You may take measurements in modified and unmodified show flats, and take photographs or make video recordings of unmodified show flats, subject to reasonable restriction(s) for ensuring safety of the persons viewing the show flat.

For first-hand uncompleted residential properties and completed properties pending compliance

13. Estimated material date

- Check the estimated material date¹ for the development in the sales brochure.

¹ Generally speaking, “material date” means the date on which the conditions of the land grant are complied with in respect of the development, or the date on which the development is completed in all respects in compliance with the approved building plans or the conditions subject to which the certificate of exemption is issued. For details, please refer to section 2 of the Ordinance.

- Please note that:
 - For development which is subject to the Lands Department Consent Scheme, vendor shall notify purchaser in writing that it is in a position validly to assign the property within one month after the issue of the Certificate of Compliance or the Consent to Assign, whichever first happens.
 - For development which is not subject to the Lands Department Consent Scheme, vendor shall notify purchaser in writing that it is in a position validly to assign the property within six months after the issue of the Occupation Document including Occupation Permit (OP).

For first-hand completed residential properties

14. Vendor's Information Form

- Ensure that you obtain the “vendor's information form” printed within the previous three months.

15. Viewing of property

- Ensure that, before you purchase a residential property, you are arranged to view the residential property that you would like to purchase or, if it is not reasonably practicable to view the property in question, a comparable property in the development, unless you agree in writing that the vendor is not required to arrange such a comparable property for viewing for you. Purchasers are advised to think carefully before signing any waiver.
- You may take measurements, take photographs or make video recordings of the property, unless the property is held under a tenancy or reasonable restriction(s) is/are needed to ensure safety of the persons viewing the property.

For complaints and enquiries relating to the sales of first-hand residential properties by the vendors which the Residential Properties (First-hand Sales) Ordinance applies, please contact the SRPA -

Telephone :

Email :

Fax :

Other useful contacts -

	Telephone	Fax
Consumer Council	2929 2222	2590 6271
Estate Agents Authority	2111 2777	2598 9596
Real Estate Developers Association of Hong Kong	2826 0111	2845 2521

Sales of First-hand Residential Properties Authority
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住宅物業的面積 (範本) Area of residential properties (Template)

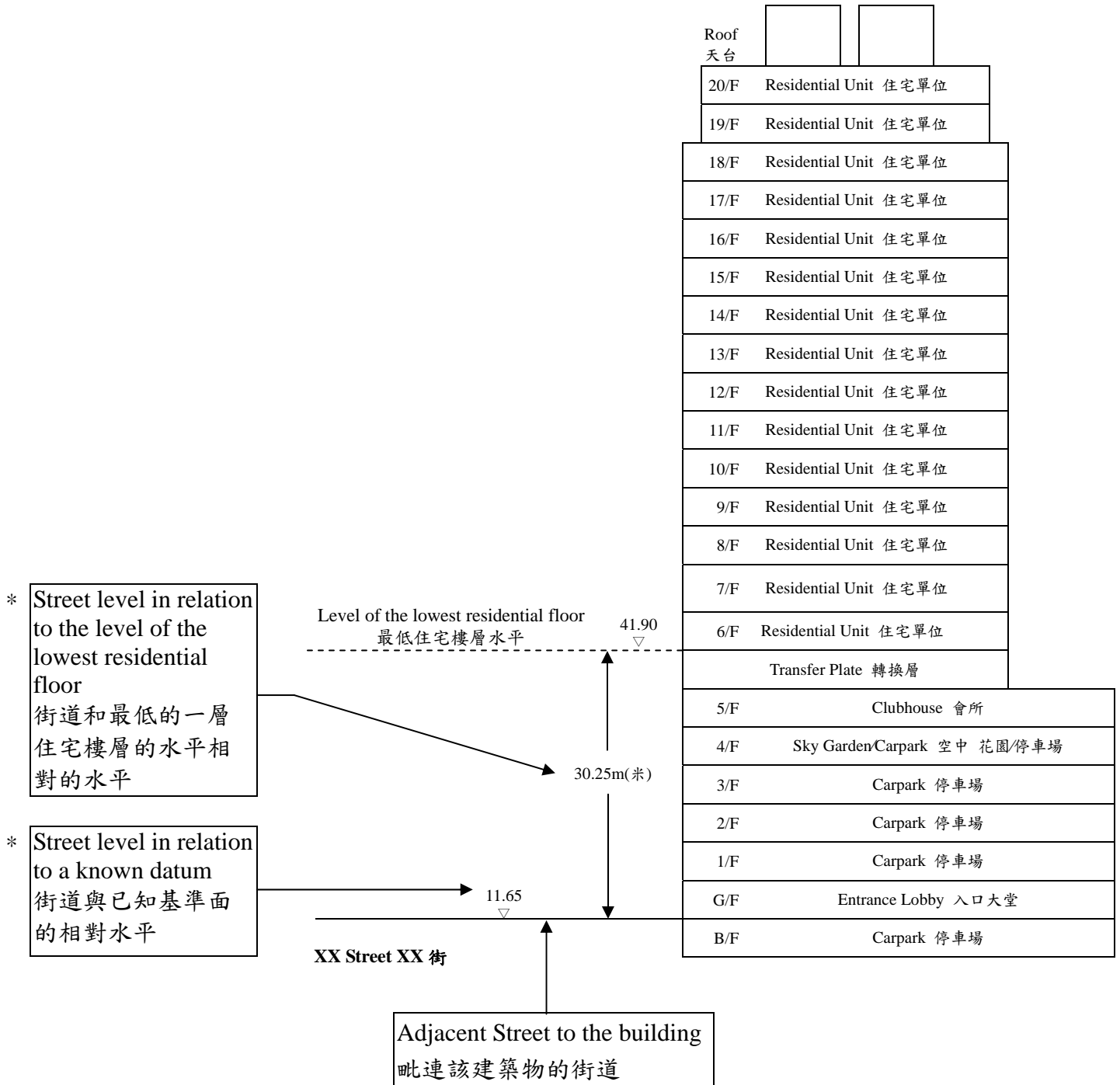
物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area) 平方米 (平方呎) sq. metre (sq. ft.)												
				空調機房 Air-conditioning plant room	窗台 Bay window	閣樓 Cockloft	平台 Flat roof	花園 Garden	停車位 Parking space	天台 Roof	梯屋 Stairhood	前庭 Terrace	庭院 Yard			
大廈名稱 Block Name	樓層 Floor	單位 Unit	[屋號(House number) / 屋名(Name of the house)]													
5	30	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--	--	
		B														
		C														
	29	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--	--	--
		B														
		C														

* 以上住宅物業的描述下的項目為同時包括「多單位建築物」及「獨立屋」而訂。就只包括「多單位建築物」的發展項目，該項目只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，該些項目只須提供「屋號」或「屋名」，視乎何者適用。

Items under “description” of residential property above are for development with both “multi-unit building(s)” and “house”. For development with “multi-unit buildings only, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

Example 1 (例子一)

Cross-section Plan (Building with one adjacent street) 橫截面圖 (建築物毗連一條街道)

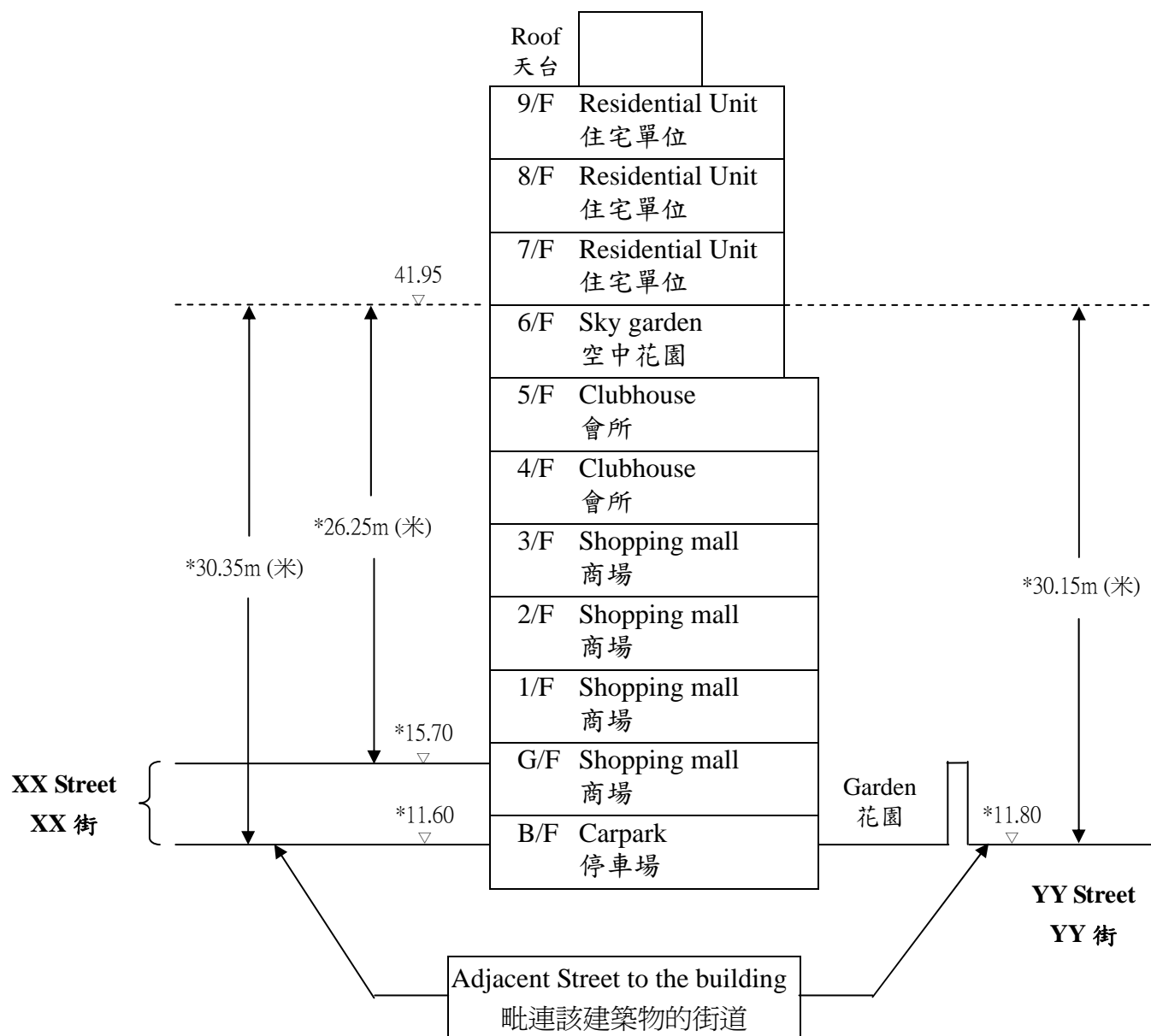


- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 2 (例子二)

Cross-section Plan (Building with two adjacent streets, one sloping)

橫截面圖 (獨立屋毗連兩條街道，其一為斜街)



- The part of XX Street adjacent to the building is 11.60 to 15.70 metres above the Hong Kong Principal Datum.
毗連建築物的一段 XX Street 為香港主水平基準以上 11.60 至 15.70 米。

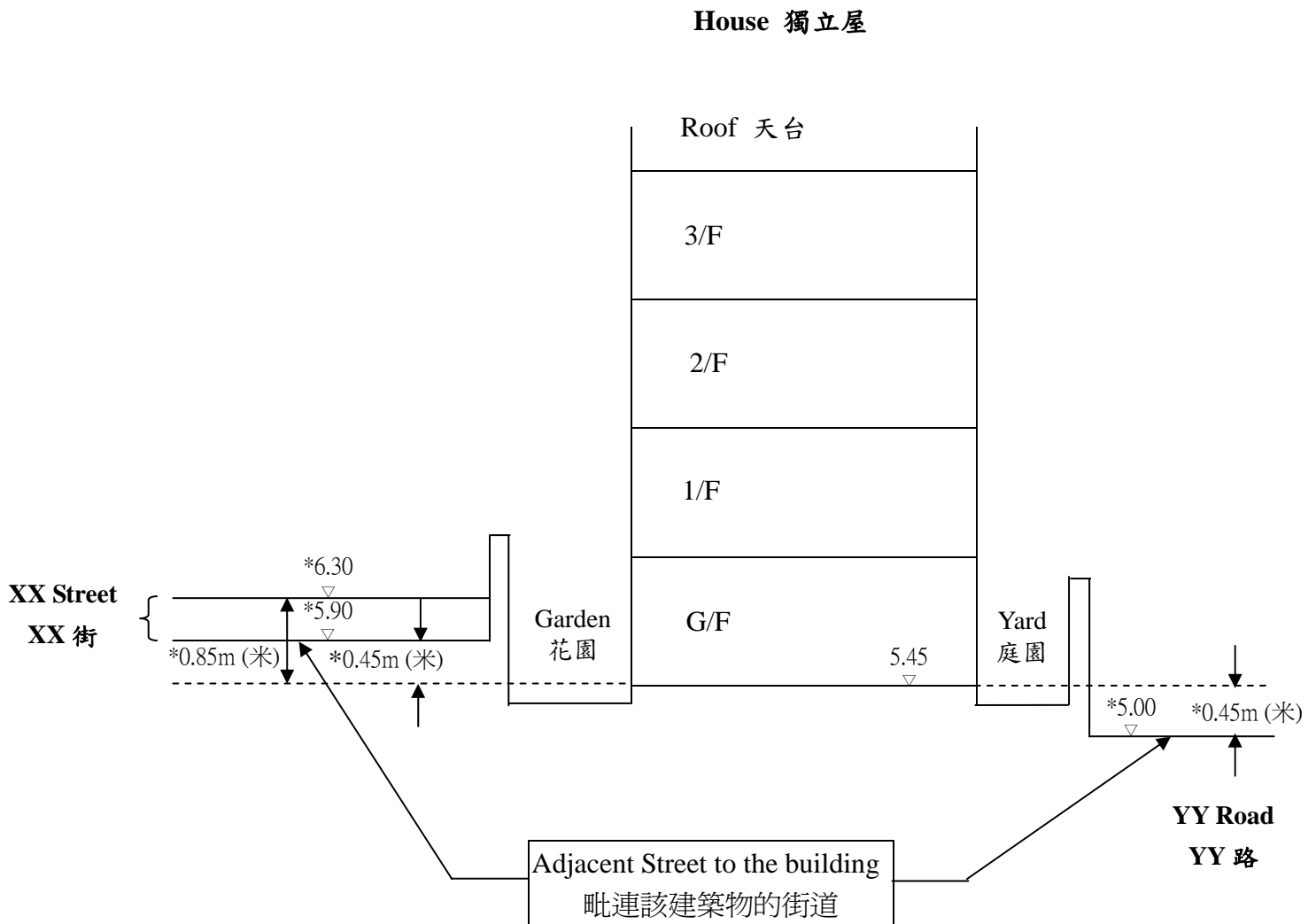
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。

* Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 3 (例子三)

Cross-section Plan (House with two adjacent streets, one sloping)

橫截面圖 (獨立屋毗連兩條街道，其一為斜街)



- The part of XX Street adjacent to the building is 5.90 to 6.30 metres above the Hong Kong Principal Datum.
毗連建築物的一段 XX Street 為香港主水平基準以上 5.90 至 6.30 米。
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。
- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Provision of Information in Application for Concession on Gross Floor Area (GFA) of Building in Sales Brochures

Breakdown of GFA Concessions Obtained for All Features

- Latest information on breakdown of GFA concessions as shown on the general building plans submitted to and approved by the Building Authority (BA) prior to the printing of the sales brochure is tabulated below. Information marked (*) may be based on information provided by the authorized person if the sales brochure is printed prior to submission of the final amendment plans to the BA. The breakdown of GFA concessions may be subject to further changes until final amendment plans are submitted to and approved by the BA prior to the issuance of the occupation permit for the development.

		Area (m ²)
Disregarded GFA under Building (Planning) Regulations 23(3)(b)		
1. (*)	Carpark and loading/unloading area excluding public transport terminus	
2.	Plant rooms and similar services	
2.1	Mandatory feature or essential plant room, area of which is limited by respective Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) or regulation such as lift machine room, telecommunications and broadcasting (TBE) room, refuse storage and material recovery chamber, etc.	
2.2 (*)	Mandatory feature or essential plant room, area of which is NOT limited by any PNAP or regulation such as room occupied solely by fire services installations (FSI) and equipment, meter room, transformer room, potable and flushing water tank, etc.	
2.3	Non-mandatory or non-essential plant room such as air-conditioning plant room, air handling unit (AHU) room, etc.	
Green Features under Joint Practice Notes 1 and 2		
3.	Balcony	
4.	Wider common corridor and lift lobby	
5.	Communal sky garden	
6.	Acoustic fin	
7.	Wing wall, wind catcher and funnel	
8.	Non-structural prefabricated external wall	
9.	Utility platform	
10.	Noise barrier	
Amenity Features		
11.	Counter, office, store, guard room and lavatory for watchman and management staff, Owners' Corporation Office	
12.	Residential Recreational facilities including void, plant room, swimming pool filtration plant room, covered walkway etc serving solely the recreational facilities	
13.	Covered landscaped and play area	
14.	Horizontal screens/covered walkways, trellis	
15.	Larger lift shaft	
16.	Chimney shaft	
17.	Other non-mandatory or non-essential plant room, such as boiler room, satellite master antenna television (SMATV) room.	
18. (*)	Pipe duct, air duct for mandatory feature or essential plant room	
19.	Pipe duct, air duct for non-mandatory or non-essential plant room	
20.	Plant room, pipe duct, air duct for environmentally friendly system and feature.	

21.	Void in duplex domestic flat and house	
22.	Projections such as air-conditioning box and platform with a projection of more than 750 mm from the external wall.	
Other Exempted Items		
23. (*)	Refuge floor including refuge floor cum sky garden	
24. (*)	Other projections	
25.	Public transport terminus	
26. (*)	Party structure and common staircase	
27. (*)	Horizontal area of staircase, lift shaft and vertical duct solely serving floor accepted as not being accountable for GFA.	
28. (*)	Public passage	
29.	Covered set back area	
Bonus GFA		
30.	Bonus GFA	

Note: The above table is based on the requirements as stipulated in the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers ADM-2 issued by the Buildings Department. The Buildings Department may revise such requirements from time to time as appropriate.

Estimated Energy Performance or Consumption

Latest information on the estimated energy performance or consumption for the common parts of the development as submitted to the BA prior to the printing of the sales brochures:

Part I	
Provision of Central Air Conditioning	*YES / NO
Provision of Energy Efficient Features	*YES / NO
Energy Efficient Features proposed:	1. 2.

Part II : The predicted annual energy use of the proposed building / part of building ^(Note I)					
Location	Internal Floor Area Served (m ²)	Annual Energy Use of Baseline Building ^(Note II)		Annual Energy Use of Proposed Building (per m ² per annum)	
		Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum	Electricity kWh/ m ² /annum	Town Gas / LPG unit/ m ² /annum
Area served by central building services installation ^(Note III)					

Part III : The following installation(s) is / are* designed in accordance with the relevant Codes of Practices published by the Electrical & Mechanical Services Department (EMSD)			
Type of Installations	YES	NO	N/A
Lighting Installations			
Air Conditioning Installations			
Electrical Installations			
Lift & Escalator Installations			
Performance-based Approach			

Notes:

- I. In general, the lower the estimated “Annual Energy Use” of the building, the more efficient of the building in terms of energy use. For example, if the estimated “annual energy use of proposed building” is less than the estimated “annual energy use of baseline building”, it means the predicted use of energy is more efficient in the proposed building than in the baseline building. The larger the reduction, the greater the efficiency.

The predicted annual energy use, in terms of electricity consumption (kWh/m²/annum) and town gas/LPG consumption (unit/m²/annum), of the development by the internal floor area served, where: (a) “total annual energy use” has the same meaning of “annual energy use” under Section 4 and Appendix 8 of the BEAM Plus for New Buildings (current version); and (b) “internal floor area”, in relation a building, a space or a unit means the floor area of all enclosed space measured to the internal faces of enclosing external and/or party walls.

- II. “Baseline Building” has the same meaning as “Baseline Building Model (zero-credit benchmark)” under Section 4 and Appendix 8 of the BEAM Plus for New Building (current version).
- III. “Central Building Services Installation” has the same meaning as that in the Code of Practice for Energy Efficiency of Building Services Installations in Buildings (February 2010 edition)(Draft).

Please (✓) where appropriate

* Delete as appropriate

**Font Size Requirements in Sales Brochure
under Sections 18(2), 18(3), 24(2) and 24(3) of
the Residential Properties (First-hand) Sales Ordinance**

Samples

	Times New Roman / 新細明體
Font 18	Sales Brochure / 售樓說明書
Font 10	Sales Brochure / 售樓說明書
Font 8	Sale Brochure / 售樓說明書

Note: Please use A4 size paper for print out.

DRAFT

Practice Note No. PN02/13

Residential Properties (First-hand Sales) Ordinance**Practice Note on Price List**

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Price List issued under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. Price lists made available for the purpose of section 32 of the Ordinance must comply with the relevant requirements under the Ordinance.

Price List to be Made Available

2. Section 32 of the Ordinance stipulates the timing for the vendor to make available price lists to (i) the general public, (ii) the Authority (i.e. the SRPA), (iii) the public officer empowered to establish and maintain the database established under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer, the Authority i.e. SRPA, as well as (iv) on the website designated by vendors.

3. When counting the “3 days” as required under sections 32(1) and (3) of the Ordinance for making available the price list -
- (i) a date of sale is excluded from the counting of the “3 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “3 days”.
4. The following example illustrates the timing of making available a price list -

Example: A vendor wishes to offer to sell a property on 4 January

<p>From 00 : 00 on 1 Jan to 24 : 00 on 3 Jan</p>	<ul style="list-style-type: none"> ● Make available hard copies of the relevant price list for collection by the general public free of charge. ● Make available a copy of the relevant price list for inspection on the website designated by the vendor for the development (the designated website).
<p>By 23 : 59 on 1 Jan</p>	<ul style="list-style-type: none"> ● Insofar as the requirement under section 32(4)(a) of the Ordinance is concerned, provide two hard copies of the relevant price list to the SRPA. ● <i>The vendor is advised to inform the SRPA at the same time in writing the place/places where the public can obtain a hard copy of the price list and the time when the hard copies and soft copies are made available for collection and on the designated website respectively.</i> ● Provide an electronic copy of the relevant price list for SRPE.
<p>On 4 Jan and on each date of sale</p>	<ul style="list-style-type: none"> ● Make available hard copies of the relevant price list for collection by the general public free of charge at the sales office.

	<ul style="list-style-type: none"> • Make available a copy of the relevant price list for inspection on the designated website.
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Note: The vendor may, if he wishes, make available the price list earlier than 3 days immediately before the sale.

Minimum Number of Properties in Each Price List

5. The minimum number of properties covered in a price list is determined by the **total number of residential properties** in the development/phase, NOT the total number of specified residential properties (i.e. residential properties to which the Ordinance apply by virtue of section 10 of the Ordinance) in the development/phase at the particular time point when a price list is prepared for the purpose of section 32 of the Ordinance. This is clearly reflected in the relevant sections of the Ordinance, as below:
 - (a) section 30(1): “If there are 30 or fewer residential properties in the development,”;
 - (b) section 30(2): “....., if there are more than 30 but less than 100 residential properties in the development,”
 - (c) section 30(4): “....., if there are 100 or more residential properties in the development -

6. For developments other than specified NT developments, the total number of residential properties set out in the approved building plans will be the benchmark for determining the total number of residential properties in the development/phase. In case the total number of residential properties in the approved building plans is changed due to a change of the approved building plans, reference should be made to the latest approved building plans for compliance with the “minimum number requirement” of each price list. Vendors should inform the SRPA of the changes to the total number of residential properties in the development/phase when providing the price list to the SRPA.

7. For specified NT developments, the SRPA will take the total number of residential properties in the sales brochure as the benchmark for determining the total number of residential properties in the development/phase. In case the total number of residential properties in the sales brochure is changed (a sales brochure being made available for the purpose of section 25 of the Ordinance has to be printed, or examined and updated within the preceding three months), reference should be made to the latest sales brochure that has been made available to the general public for compliance with the “minimum number requirement” of each price list. *Vendors are advised to inform the SRPA of the changes, with explanations, to the total number of residential properties in the development/phase when providing the price list to the SRPA.*

Contents of Price List

8. A price list must contain the information required under section 31 of the Ordinance. Also, section 31(2) of the Ordinance stipulates that the information required to be set out in that subsection must be set out in the form specified by the SRPA. The specified form for the purpose of section 31(2) is incorporated in Part 2 of the Annex. Parts 1 and 3 of the Annex illustrate how the other information as required under section 31 of the Ordinance may be presented. *Vendors are advised to provide price lists in both Chinese and English.*

Numbering of Price List

9. Section 31(1)(d) of the Ordinance stipulates that a price list must state its order among all the price lists for the development (or a phase of the development according to section 31(11) of the Ordinance) in terms of the date on which it is printed. As such, each price list should be assigned a number according to the date of its first printing. For example, assuming there are three price lists for a development and the price lists are printed on 1, 2 and 3 January respectively, the one printed on 1 January should be named Price List No. 1, the one printed on 2 January should be named Price

List No. 2, and the one printed on 3 January should be named Price List No.3.

10. The first price list in relation to a development submitted by the vendor to the SRPA under section 32(4) of the Ordinance should be numbered as “Price List No. 1” (irrespective of whether there have been other price list(s) issued for that development prior to the coming into operation of the Ordinance), and it will be regarded as the **first price list** for the purpose of the Ordinance. This paragraph should be read in conjunction with paragraph 15(c) below.

Revision to Price List

11. Section 29(3) of the Ordinance stipulates that the price of a specified residential property in a development may only be set out in any one price list for the development. Section 29(4) of the Ordinance stipulates that if the price of a specified residential property is set out in a price list, any change to that price must be reflected in the price list by a revision to the price list. In case the price of a residential property which has been set out in Price List No. 1 is to be changed, the revised price list is to be named as Price List No. 1A. If the price is to be further changed, the further revised price list is to be named as Price List No. 1B, etc. Section 31(1)(e) also stipulates that a price list must, in relation to each revision made under section 29(4), set out the date on which the revision is made.
12. Using the price list template at the Annex (see paragraph 8 above) as an example, we illustrate below how vendors may make changes on a price list -

- (a) complete the following table as shown in Part 1 (Basic Information) of the price list template (Annex) -

修改日期 Date of Revision	經修改的價單編號 Numbering of Revised Price List	如物業價錢經修改，請以「✓」標示 Please use “✓” to indicate changes to prices of residential properties
e.g. 14 August 2013	e.g. 1A	e.g. ✓

- (b) for each of the residential property on a price list of which the prices are to be changed, cross out the previous figures and state the revised figures in the “Price” and “Unit Rate of Saleable Area, \$ per sq. metre (\$ per sq.ft)” columns in the table in Part 2 of the price lists template (Annex) –

售價 (元) Price (\$)	實用面積 每平方米/呎售價 元，每平方米 (元，每平方呎) Unit Rate of Saleable Area \$ per sq. metre (\$ per sq.ft.)
5,000,000	67,275
	(6250)
5,200,000	69,966
	(6,500)

13. A revised price list where change(s) to the price(s) of residential properties have been made should be made available to the public, the SRPA and the SRPE according to the requirements as set out in section 32 of the Ordinance. Paragraph 4 above illustrates the timing of making available a price list, and is also relevant to the timing of making available a revised price list where change(s) to the price(s) of residential properties have been made.

14. *For a revised price list which is not revised under section 29(4) of the Ordinance (i.e. the change(s) are not related to the price(s) of residential properties), vendors are advised to make changes to other information (e.g. saleable area) on the price list according to the procedures set out in paragraphs 11 and 12 above. Also, they are advised to make available such revised price list to the SRPA and the SRPE before the end (i.e. 23:59) of the first day on which the vendor makes available such revised price list to the public.*

Transitional Arrangements

15. The following transitional arrangements will apply:
- (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that price lists made available on or after 29 April 2013 comply fully with the relevant requirements under the Ordinance;
 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may continue/commence on 29 April 2013 if price lists which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 in accordance with section 32 of the Ordinance;
 - (c) For the purpose of complying with section 30 of the Ordinance on the number of properties to be covered in a price list, the first price list mentioned in paragraph 10 above may also cover properties which have commenced sale before 29 April 2013 and for which sale is intended to continue to take place on or after 29 April 2013; and
 - (d) As mentioned in paragraph 5 above, the minimum number of properties covered in a price list is determined by the number of residential properties in the development/phase at the time when a price list is prepared for the purpose of section 32 of the

Ordinance. It follows that, if some of the residential properties covered by the first price list for the purpose of the Ordinance (which has complied with the relevant requirements under the Ordinance and has been made available in accordance with section 32 of the Ordinance, say, since 20 April 2013) are sold before 29 April such that the number of unsold residential properties on the price list is less than the minimum number specified under section 30 of the Ordinance as on 29 April 2013, vendors do not have to, on 29 April 2013, add additional residential properties to the price list to increase the number of unsold properties up to the minimum number.

How to Provide Information to the SRPA and the SRPE

16. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE. *Reference may also be made to Practice Notes No. PN05/13 and No. PN06/13.*

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013
Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

Revised Draft

價單範本 Template for Price List

第一部份：基本資料 Part 1: Basic Information

發展項目名稱 Name of Development	ABC 花園 ABC Garden	期數(如有) Phase No. (if any)	--
發展項目位置 Location of Development	XX 街 YY 號 No. YY, XX Street		
發展項目（或期數）中的住宅物業的總數 The total number of residential properties in the development (or phase of the development)			200

印製日期 Date of Printing	價單編號 Number of Price List
1 August 2013	1

修改價單(如有) Revision to Price List (if any)

修改日期 Date of Revision	經修改的價單編號 Numbering of Revised Price List	如物業價錢經修改，請以「✓」標示 Please use “✓” to indicate changes to prices of residential properties
		價錢 Price
14 August 2013	1A	✓

(範本所顯示的資料僅供說明之用) (Information shown in the template are for illustration only)

Price List No. x

第二部份：面積及售價資料 Part 2: Information on Area and Price

物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	售價 (元) Price (\$)	實用面積 每平方米/呎售價 元, 每平方米 (元, 每平方呎) Unit Rate of Saleable Area \$ per sq. metre (\$ per sq. ft.) #	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area)										
						平方米 (平方呎) sq. metre (sq. ft.)										
大廈名稱 Block Name	樓層 Floor	單位 Unit				空調機房 Air-conditioning plant room	窗台 Bay window	閣樓 Cock-loft	平台 Flat roof	花園 Garden	停車位 Parking space	天台 Roof	梯屋 Stair-hood	前庭 Terrace	庭院 Yard	
[屋號(House number) / 屋名(Name of the house)]																
5	30	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	6,400,000	118,959 (11,054)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	
		B														
		C														
	29	A	53.8(579) 露台 Balcony: 2.0 (22); 工作平台 Utility Platform: 1.5 (16)	6,200,000	115,242 (10,708)	1.1 (12)	1.1 (12)	--	--	--	--	--	--	--	--	--
		B														
		C														

* 以上住宅物業的描述下的項目為同時包括「多單位建築物」及「獨立屋」而訂。就只包括「多單位建築物」的發展項目，該項目只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，該些項目只須提供「屋號」或「屋名」，視乎何者適用。
Items under “description” of residential property above are for development with both “multi-unit building(s)” and “house”. For development with “multi-unit buildings only”, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

Price List No. x

第三部份：其他資料 Part 3: Other Information

- (1) 準買家應參閱發展項目的售樓說明書，以了解該項目的資料。

Prospective purchasers are advised to refer to the sales brochure for the development for any information on the development.

- (2) 根據《一手住宅物業銷售條例》第 52(1)條及第 53(2)及(3)條， -

According to section 52(1) and 53(2) and (3) of the Residential Properties (First-hand Sales) Ordinance, -

第 52(1)條 / Section 52(1)

在某人就指明住宅物業與擁有人訂立臨時買賣合約時，該人須向擁有人支付售價的 5%的臨時訂金。

A preliminary deposit of 5% of the purchase price is payable by a person to the owner on entering into a preliminary agreement for sale and purchase in respect of the specified residential property with the owner.

第 53(2)條 / Section 53(2)

如某人於某日期訂立臨時買賣合約，並於該日期後的 5 個工作日內，就有關住宅物業簽立買賣合約，則擁有人必須在該日期後的 8 個工作日內，簽立該買賣合約。

If a person executes an agreement for sale and purchase in respect of the residential property within 5 working days after the date on which the person enters into the preliminary agreement for sale and purchase, the owner must execute the agreement for sale and purchase within 8 working days after that date.

第 53(3)條 / Section 53(3)

如某人於某日期訂立臨時買賣合約時，但沒有於該日期後的 5 個工作日內，就有關住宅物業簽立買賣合約，則 - (i) 該臨時合約即告終止；(ii) 有關的臨時訂金即予沒收；及 (iii) 擁有人不得就該人沒有簽立買賣合約而針對該人提出進一步申索。

If a person does not execute an agreement for sale and purchase in respect of the residential property within 5 working days after the date on which the person enters into the preliminary agreement for sale and purchase- (i) the preliminary agreement is terminated;(ii) the preliminary deposit is forfeited; and (iii) the owner does not have any further claim against the person for the failure.

- (3) 實用面積及屬該單位其他指明項目的面積是按《一手住宅物業銷售條例》第 8 條及附表二第 2 部的計算得出的。
The saleable area and area of other specified items of the unit are calculated in accordance with section 8 and Part 2 of Schedule 2 of the Residential Properties (First-hand Sales) Ordinance.

[列載下列資料時，請按發展項目的實際情況提供下述(4), (5) 及(6)項方括號內的資料。]

[When stating the following information, please fill in information required under square brackets of items (4), (5) and (6) below according to the actual circumstances of the development.]

- (4) [請於以下位置或夾附此價單的另一張紙提供下述資料：(i) 支付條款；(ii) 售價獲得折扣的基礎；(iii) 可就購買該項目中的指明住宅物業而連帶獲得的任何贈品、財務優惠或利益；(iv) 誰人負責支付買賣該項目中的指明住宅物業的有關律師費及印花稅；及(v) 買方須為就買賣該項目中的指明住宅物業簽立任何文件而支付的費用。]

[如夾附額外的紙張提供此項目所須的資料，請在此說明]

[The following information should be provided in the space below or on a separate sheet annexed to this price list: (i) the terms of payment; (ii) the basis on which any discount on the price is available; (iii) any gift, or any financial advantage or benefit, to be made available in connection with the purchase of a specified residential property in the development; (iv) who is liable to pay the solicitors' fees and stamp duty in connection with the sale and purchase of a specified residential property in the development; and (v) any charges that are payable by a purchaser for execution of any document in relation to the sale and purchase of a specified residential property in the development.]

[Please indicate if an additional sheet is annexed to provide information required under this item]

- (5) 賣方已委任地產代理在發展項目中的指明住宅物業的出售過程中行事：[該地產代理的名稱或姓名 / 無]。請注意：任何人可委任任何地產代理在購買該項目中的指明住宅物業的過程中行事，但亦可以不委任任何地產代理。

Estate agent appointed by the vendor to act in the sale of any specified residential property in the development: [name of the estate agent / NIL]. Please note that a person may appoint any estate agent to act in the purchase of any specified residential property in the development. Also, that person does not necessarily have to appoint any estate agent.

- (6) 賣方就發展項目指定的互聯網網站的網址為：[]。(註：該網址須以對閱讀該價單的人屬合理可見的方式列出。)

The address of the website designated by the vendor for the development is: []. (Note: That address must be set out in such a manner that it is reasonably visible to any person reading the price list.)

REVISED DRAFT

Practice Note No. PN03/13

Residential Properties (First-hand Sales) Ordinance

Practice Note on Sales Arrangements and Other Information

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Sales Arrangements and Other Information issued under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. Vendors should fully comply with the relevant requirements on sales arrangements as set out in the Ordinance for the sale of specified residential properties on or after 29 April 2013.

Promulgation of Sales Arrangements

2. Section 47(1) of the Ordinance stipulates the timing of making available the information on sales arrangements to the general public.

3. When counting the “3 days” as required under section 47 of the Ordinance for making available the documents containing the information on sales arrangements -
 - (i) a date of sale is excluded from the counting of the “3 days”; and
 - (ii) all Saturdays, Sundays and Public Holidays are included in the counting of the “3 days”.

4. *Though it is not a requirement under the Ordinance, vendors are advised to send a copy of the document containing information on sales arrangements to the SRPA on the first day on which the vendors make available the sales arrangements to the public.*

5. The following example illustrates the timing of making available the aforementioned documents -:

Example : A vendor wishes to offer to sell a property on 4 January

<p>From 00:00 on 1 January to 24 :00 on 3 Jan</p>	<ul style="list-style-type: none"> ● Make available hard copies of a document containing information on the sales arrangements for collection by the general public free of charge. ● Make available information on the sales arrangements for inspection on the website designated by the vendor for the development (the designated website).
<p><i>By 23:59 on 1 January</i></p>	<ul style="list-style-type: none"> ● <i>Send a copy of the document containing information on the sales arrangements to the SRPA. For convenience sake, vendors are advised to submit the documents to the SRPA by fax or by email. For details, please make reference to paragraph 12 of the Practice Note on Submission of Documents to the SRPA (PN05/13).</i>
<p>On 4 Jan and on each date of sale</p>	<ul style="list-style-type: none"> ● Make available hard copies of a document containing information on the sales arrangements for collection by the general public free of charge.

	<ul style="list-style-type: none"> ● Make available the same information for inspection on the designated website.
--	-----------------------------------------------------------------------------------------------------------------------------------

Note : The vendor may, if he wishes, make available the sales arrangements earlier than 3 days immediately before the sale.

6. *Vendors are advised to follow the format of the template at Annex A in making available the information on sales arrangements, and to provide such information in both Chinese and English.*

Revision of Sales Arrangements

7. If any part of the sales arrangements has been revised subsequent to its first issue, vendors should make available the revised sales arrangements on its website for inspection and in hard copies for collection by the general public.
8. If changes are made to the sales arrangements, the residential properties affected by the changes should only be sold or offered to be sold after the revised sales arrangements have been made available to the public for a period of at least three days. Examples are set out in paragraphs 9 and 10 below.
9. If in the original document containing the sales arrangement, there is only one place (e.g. location A) where the specified residential property will be offered to be sold. After three days, the vendor adds another place (e.g. location B) where the specified residential property will also be offered to be sold and issues a revised document setting out the new sales arrangements. In this case, the residential property can continue to be offered to be sold at location A, but can only be offered to be sold at location B after the revised sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance.
10. If, after issuing a document on the sales arrangements setting out prescribed residential properties to be offered for sale on a specific date, the vendor wishes to offer additional residential properties for

sale, it may issue another document of sales arrangements to cover the arrangements for the sale of the additional residential properties, and follow the requirements under section 47(1) of the Ordinance. Alternatively, owners may announce the offer for sale of those additional residential properties by making amendments to the previous document on sales arrangements¹. If so, the additional residential properties can only be offered to be sold after the revised document of sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance. As for the other properties on the amended document of sales arrangement to which there are no changes to their sales arrangements, there is no need for the owner to wait for another three days to offer to sell those properties.

Plans and Documents Made Available to General Public

11. On each day where the sale of specified residential properties takes place, vendors are required to make available the plans and documents as set out in section 48 of the Ordinance for inspection by the general public free of charge at the sales offices. *Vendors are advised to place those plans and documents in a manner that they are reasonably visible to any person entering the sales office.*
12. On each day where the sale of specified residential properties takes place, vendors are required to make available the deed of mutual covenant (DMC) and the aerial photograph of the development as set out in section 49 of the Ordinance for inspection on the website designated by the vendors for the development. *Vendors are advised to make available the DMC and the aerial photograph on the website in a manner that they are reasonably visible to any person browsing the website.*

¹ Making amendments to a previous document on sales arrangements may be done by removing (i.e. not crossing out) the outdated/inaccurate parts from the websites and substituting them with the accurate/revised contents as appropriate. There is no need to retain the previous contents.

Maintenance of Order at Sales Office

13. *Vendors are advised to take steps to maintain order at the sales offices, such as deployment of adequate staff, plan ahead the crowd control measures and inform the management office of the building at which the sales office is situated. In line with established practice, vendors are also advised to inform the Police about the commencement of sales at least seven working days before the sale commences.*

Expression of Intent

14. Section 34 of the Ordinance sets out clearly at what time point vendors may seek and accept different types of expression of intent. The effect of section 34(1) of the Ordinance is that the vendor must not seek general expression of intent, and must reject such expression of intent, any time before the first day on which copies of any price list setting out the prices of those specified residential properties have been made available to the public. The effect of section 34(2) of the Ordinance is that the vendor must not seek and must reject specific expression of intent before the first day on which the specified residential property is offered to be sold. On and after the first day on which the specified residential property is offered to be sold, the vendor may seek and accept specific as well as general expression of intent.
15. An illustration of the requirements on “expression of intent” is at **Annex B**.

Vendor’s Information Form (VIF)

16. *Vendors should make available VIF under the situations as described in sections 66 and 68 of the Ordinance. Vendors are advised to provide the VIF in both English and Chinese.*

Transitional Arrangements

17. The following transitional arrangements will apply:
- (a) For residential properties which have commenced sale before 29 April 2013, the vendor should ensure that sales arrangements made available on or after 29 April 2013 fully comply with the relevant requirements under the Ordinance; and
 - (b) For residential properties in a development which are intended to be offered for sale on or after 29 April 2013, including residential properties in a development which have commenced sale before 29 April 2013, sale may commence on/continue on and after 29 April 2013 if sales arrangements which comply with the relevant requirements under the Ordinance are made available before 26 April 2013.

How to Provide Information to the SRPA and the SRPE

18. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE. *Reference may also be made to Practice Notes No. PN05/13 and No. PN06/13.*

For enquires, please contact us via the following -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

Template for Making Available Information on Sales Arrangements

提供銷售安排資料的範本

Name of the development: 發展項目名稱：	ABC Garden ABC 花園
Date of the Sale: 出售日期：	From 4 January 2013 由 2013 年 1 月 4 日起
Time of the Sale: 出售時間：	From 9 a.m. to 9 p.m. 由上午九時至晚上九時
Place where the sale will take place: 出售地點：	7/F, XYZ Mall, Tsim Sha Tsui 尖沙咀 XYZ 商場七樓
Number of specified residential properties that will be offered to be sold: 將提供出售的指明住宅物業的數目	20
Description of the residential properties that will be offered to be sold: 將提供出售的指明住宅物業的描述：	
The following flats in Block A: 2A, 2B, 2C, 2D, 2E, 4A, 4B, 4C, 4D, 4E, 6A, 6B, 6C, 6D, 6E, 10A, 10B, 10C, 10D & 10E 以下在 A 座的單位：2A, 2B, 2C, 2D, 2E, 4A, 4B, 4C, 4D, 4E, 6A, 6B, 6C, 6D, 6E, 10A, 10B, 10C, 10D & 10E	
The method to be used to determine the order of priority in which each of the persons interested in purchasing any of the specified residential properties may select the residential property that the person wishes to purchase: 將會使用何種方法，決定有意購買該等指明住宅物業的每名人士可揀選其意欲購買的住宅物業的優先次序：	
First come first served 先到先得	

The method to be used, where 2 or more persons are interested in purchasing a particular specified residential property, to determine the order of priority in which each of those persons may proceed with the purchase:

在有兩人或多於兩人有意購買同一個指明住宅物業的情況下，將會使用何種方法決定每名該等人士可購買該物業的優先次序：

First come first served

先到先得

Hard copies of a document containing information on the above sales arrangements are available for collection by the general public free of charge at [please insert place(s)].

載有上述銷售安排的資料的文件印本於[請填上地址]可供公眾免費領取。

XXX Arcade, Tsim Sha Tsui

尖沙咀 XXX 商場

(Note: vendors are advised to indicate at its website the location(s) where hard copies setting out the sales arrangement can be collected.)

(註：我們建議賣方在其網頁提供可供領取載有銷售安排的資料的地點)

Issuing Date (發出日期): _____

An Illustration of the Requirements on “Expression of Intent”

Date	Events
31 Dec	Assuming the vendor issues a price list, which covers the prices of Units A, B & C of Development X, on 31 Dec . At the same time, the vendor makes public, among other information required under section 47(2), that the three units will be open for sale on 4 Jan.



From 1 Jan to 3 Jan	From 1 Jan (after the issuance of price list) to 3 Jan , the vendor may seek or accept “general expression of intent” on the three units, but not “specific expression of intent”.
------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



4 Jan	From 4 Jan onwards (i.e. the first day where the sale of Units A, B & C commences), there is no longer restriction on seeking or accepting expression on intent on any of the three units, whether general or specific.
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REVISED DRAFT

Practice Note No. PN04/13

Residential Properties (First-hand Sales) Ordinance

Practice Note on Register of Transactions

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Register of Transactions issued under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. The Register of Transactions (the Register) made available for the purpose of section 60 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance) must comply with relevant requirements under the Ordinance.

The Register to be Made Available

2. Section 60 of the Ordinance stipulates the timing for the vendor to make available the Register to (i) the general public, (ii) the public officer empowered to establish and maintain the database established

under section 89(1) of the Ordinance (i.e. Sales of First-hand Residential Properties Electronic Platform (SRPE)), in the absence of such public officer, the Authority i.e. SRPA, as well as (iii) on the website designated by vendors for the development.

3. The following example illustrates the timing of making available of the Register:

<p>On each date of sale</p>	<ul style="list-style-type: none"> ● Make available the Register for inspection by the general public free of charge at the sales office irrespective of whether there is transaction.
<p>From the date on which the Register is first made available to the public until the date on which the first assignment of the last property of the development sold is registered in the Land Registry</p>	<ul style="list-style-type: none"> ● Make available an electronic copy of the Register available for inspection on the website designated by the vendor irrespective of whether there is a transaction on a particular day. <i>It is advised that the electronic copy of the Register should be made available on the website starting from the hour when the sales office is first opened to the public.</i> ● <i>After the Register is made available at the sales office and on the vendor's website, vendors are advised to send an electronic copy of the Register to the SRPE, with Part 1 of the Register completed, on the same day.</i> ● Send an electronic copy of the Register to SRPE as soon as practicable after the vendor has made an entry into the Register.

4. Vendor should enter transaction information to the Register within the timeframe set out under section 59 of the Ordinance. *Vendors are also advised to keep a record on the timing of making available the Register at the sales office and on its designated website.*

5. In accordance with section 60(4) of the Ordinance, after an entry is made into the Register, an electronic copy of the Register should be sent to the SRPE as soon as practicable. In general, the SRPA may consider such requirement being complied with if a vendor provides to the SRPE an electronic copy of the Register within the timeframe under section 59 of the Ordinance. Where an electronic copy of the Register is provided to the SRPE outside such timeframe, the SRPA will take into account the circumstances of the individual case (e.g. serious breakdown of the vendor's computer system during the timeframe under section 59 of the Ordinance) in considering whether the requirement under section 60(4) has been complied with.
6. The Register placed on its website should be the same version as the one sent to the SRPE¹.

Contents of the Register

7. The Register must contain the information required under section 59 of the Ordinance. Also, section 59(1) of the Ordinance stipulates that the information required to be set out in that subsection must be set out in the form specified by the SRPA. The specified form in relation to the information required under section 59(1) of the Ordinance is in Part 2 of the **Annex**. *Parts 1 and 3 of the Annex sets out information which vendors are advised to include in the Register. Vendors are advised to make entries in the Register in both Chinese and English.*

Revision to an Entry in the Register

8. Under section 59(2)(b)(ii) of the Ordinance, the vendor must, within 1 working day after the owner enters into an agreement for sale and purchase, revise the particulars of the transaction mentioned in

¹ It is noted that as vendors are required to send a copy of the Register to the SPRE as soon as practicable after the Register has been updated with new entry(ies), at some time point the Register on the vendor's website and the SPRE may not be the same. That said, such "time lag" should be kept to the minimal.

section 59(2)(a)(vi) of the Ordinance, i.e. whether the purchaser is a related party to the vendor, if there is a change. The example below shows how the requirement may be complied with -

	(Item H of the Part 2 of the Annex) 買方是賣方的有關連人士 The purchaser is a related party to the vendor
Scenario 1 From a related party to an unrelated party	✓ (revised on DD/MM/YYYY)
Scenario 2 From an unrelated party to a related party	✓ (revised on DD/MM/YYYY)

9. Section 35(2) of the Ordinance stipulates three situations where the price of a residential property could be revised after it has been sold. Section 59(4) of the Ordinance requires that, within 1 working day after the price is revised, the revision date and details of the revision should be entered in the Register. The following example shows how such revision may be made -

(Item F of Part 2 of the Annex) 售價修改的 細節及日期 (日-月-年) Details and date (DD-MM-YYYY) of any revision of price
On 5-10-2013, the price was adjusted to \$4,502,000 due to the reason allowed under section 35(2)(a) of the Ordinance

10. After revision is made to the Register as described in paragraphs 8 and 9 above, vendors should send an electronic copy of the revised Register to the SRPE as soon as practicable.
11. *If vendors wish to rectify an error on the Register (other than changes mentioned in paragraphs 8 and 9 above), they are advised to show on the Register that a revision has been made so that readers of the Register will be aware of the revision and can trace the revision if necessary. For example, the revision may be made by crossing-out the outdated/inaccurate information and substituted by the updated/accurate information. In addition, vendors are expected to send an electronic copy of the revised Register to the SRPE as soon as practicable.*
12. If there is not enough space to make revisions within the Register template, vendors may use supplementary sheet to set out the revisions, provided that the supplementary sheet is made available together with the Register and there is a clear remark on the Register that a supplementary sheet is used to set out the revisions.

Purpose of the Register

13. According to section 61 of the Ordinance, the purpose of the Register is to provide a member of the public with the transaction information relating to the development, as set out in the Register, for understanding the residential property market conditions in Hong Kong. *Vendors are advised to take steps to remind the readers of the Register the purpose of the Register, and that personal data in the Register should not be used for any purpose not related to the specified purpose.*

Transitional Arrangements

14. The Register made available for the purpose of section 60 of the Ordinance is only required to set out transaction information of

residential properties of which their Preliminary Agreements for Sale and Purchase are signed on or after 29 April 2013.

15. *If, on and after 29 April 2013, apart from the Register kept for the purpose of section 60 of the Ordinance, vendors wish to make available a record setting out transaction information of residential properties of which their Preliminary Agreements for Sale and Purchase are signed before 29 April 2013, they are advised to state clearly which register is kept for the purpose of section 60 of the Ordinance.*

How to Provide Information to the SRPA and the SRPE

16. Please refer to Guidelines No. G05/13 and No. G06/13 on how to provide information to the SRPA and the SRPE. *Reference may also be made to Practice Notes No. PN05/13 and No. PN06/13.*

For enquires, please contact us via the following - Telephone: Email: Fax:

X April 2013
Sales of First-hand Residential Properties Authority
Transport and Housing Bureau

範本/Template

根據《一手住宅物業銷售條例》第 60 條所備存的成交記錄冊

Register of Transactions kept for the purpose of section 60 of the Residential Properties (First-hand Sales) Ordinance**第一部份：基本資料 Part 1: Basic Information**

發展項目名稱 Name of Development	ABC 花園 ABC Garden	期數(如有) Phase No. (if any)	--
發展項目位置 Location of Development	XX 街 YY 號 No. YY, XX Street		

重要告示： 閱讀該些只顯示臨時買賣合約的資料的交易項目時請特別小心，因為有關交易並未簽署買賣合約，所顯示的交易資料是以臨時買賣合約為基礎，有關交易資料日後可能會出現變化。

Important Note : Please read with particular care those entries with only the particulars of the Preliminary Agreements for Sale and Purchase (PASPs) shown. They are transactions which have not yet proceeded to the Agreement for Sale and Purchase (ASP) stage. For those transactions, the information shown is premised on PASPs and may be subject to change.

第二部份：交易資料 Part 2: Information on Transactions

(A)	(B)	(C)	(D) *				(E)	(F)	(G)	(H)
臨時買賣合約的日期 (日-月-年) Date of PASP (DD-MM-YYYY)	買賣合約的日期 (日-月-年) Date of ASP (DD-MM-YYYY)	終止買賣合約的日期 (如適用) (日-月-年) Date of termination of ASP (if applicable) (DD-MM-YYYY)	住宅物業的描述 (如包括車位，請一併提供有關車位的資料) Description of Residential Property (if parking space is included, please also provide details of the parking space)				成交金額 Transaction Price	售價修改的細節及日期 (日-月-年) Details and date (DD-MM-YYYY) of any revision of price	支付條款 Terms of Payment	買方是賣方的有關連人士 The purchaser is a related party to the vendor
			大廈名稱 Block Name	樓層 Floor	單位 Unit	車位(如有) Car-parking space (if any)				
			屋號(House number) / 屋名(Name of the house)							
2-10-2013	簽訂臨時買賣合約後交易再未有進展 The PASP has not proceeded further		2	10	A		\$4,000,000			√
3-10-2013	8-10-2013		2	10	B	No.13	\$4,500,000	在 5-10-2013，基於法例第 35(2)(a)條所容許的原因，售價更改為\$4,502,000 On 5-10-2013, the price adjusted to \$4,502,000 due to the reason allowed under section 35(2)(a) of the Ordinance		
3-10-2013	8-10-2013		House No. 5				\$8,500,000			

(範本所顯示的資料僅供說明之用) (Information shown in the template are for illustration only)

* 就只包括「多單位建築物」的發展項目，只須提供「大廈名稱」、「樓層」及「單位」的資料；至於只包含「獨立屋」的發展項目，只須提供有關「屋號」或「屋名」的資料，視乎何者適用。

For development with “multi-unit buildings only, information on “block name”, “floor” and “unit” should be provided. In the case of a development consisting of houses only, information on “house number” or “name of the house” should be provided as appropriate.

第三部份：備註 Part 3: Remarks

1. 關於臨時買賣合約的資料(即(A), (D), (E), (G) 及 (H) 欄)須於擁有人訂立該等臨時買賣合約之後的 24 小時內填入此記錄冊。在擁有人訂立買賣合約之後的 1 個工作日之內，賣方須在此紀錄冊內記入該合約的日期及在(H)欄所述的交易詳情有任何改動的情況下，須在此紀錄冊中修改有關記項。

Information on the PASPs (i.e. columns (A), (D), (E), (G) and (H)) should be entered into this register within 24 hours after the owner enters into the relevant PASPs. Within 1 working day after the date on which the owner enters into the relevant ASPs, the vendor must enter the date of that agreement in this register and revise the entry in this register if there is any change in the particulars of the transaction mentioned in column (H).

2. 如買賣合約於某日期遭終止，賣方須在該日期後的 1 個工作日內，在此紀錄冊(C)欄記入該日期。

If an ASP is terminated, the vendor must within 1 working day after the date of termination, enter that date in column (C) of this register.

3. 如在簽訂臨時買賣合約的日期之後的 5 個工作日內未有簽訂買賣合約，賣方可在該日期之後的第 6 個工作日在(B)欄寫上「簽訂臨時買賣合約後交易再未有進展」，以符合一手住宅物業銷售條例第 59(2)(c)條的要求。

If the PASP does not proceed to ASP within 5 working days after the date on which the PASP is entered into, in order to fulfill the requirement under section 59(2)(c) of the Residential Properties (First-hand Sales) Ordinance, vendor may state “the PSAP has not proceeded further” in column (B) on the sixth working day after that date.

4. 在住宅物業的售價根據一手住宅物業銷售條例第 35(2)條修改的日期之後的 1 個工作日之內，賣方須將有關細節及該日期記入此紀錄冊(F)欄。

Within 1 working day after the date on which the price of a residential property is revised under section 35(2) of the Residential Properties (First-hand Sales) Ordinance, the Vendor must enter the details and that date in column (F) of this register.

5. 賣方須一直提供此記錄冊，直至發展項目中的每一住宅物業的首份轉讓契均已於土地註冊處註冊的首日完結。

The Vendor should maintain this Register until the first day on which the first assignment of each residential property in the development has been registered in the Land Registry.

6. 本記錄冊會在(H)欄以“√”標示買方是賣方的有關連人士的交易。如有以下情況，某人即屬賣方的有關連人士 –

(a) 該賣方屬法團，而該人是 –

- (i) 該賣方的董事，或該董事的父母、配偶或子女；
- (ii) 該賣方的經理；

- (iii) 上述董事、父母、配偶、子女或經理屬其董事或股東的私人公司；
 - (iv) 該賣方的有聯繫法團或控權公司；
 - (v) 上述有聯繫法團或控權公司的董事，或該董事的父母、配偶或子女；或
 - (vi) 上述有聯繫法團或控權公司的經理；
- (b) 該賣方屬個人，而該人是 –
- (i) 該賣方的父母、配偶或子女；或
 - (ii) 上述父母、配偶或子女屬其董事或股東的私人公司；或
- (c) 該賣方屬合夥，而該人是 –
- (i) 該賣方的合夥人，或該合夥人的父母、配偶或子女；或
 - (ii) 其董事或股東為上述合夥人、父母、配偶或子女的私人公司。

The transactions in which the purchaser is a related party to the vendor will be marked with “√” in column (H) in this register. A person is a related party to a vendor if –

- (a) where that vendor is a corporation, the person is –
 - (i) a director of that vendor, or a parent, spouse or child of such a director;
 - (ii) a manager of that vendor;
 - (iii) a private company of which such a director, parent, spouse, child or manager is a director or shareholder;
 - (iv) an associate corporation or holding company of that vendor;
 - (v) a director of such an associate corporation or holding company, or a parent, spouse or child of such a director; or
 - (vi) a manager of such an associate corporation or holding company;
 - (b) where that vendor is an individual, the person is –
 - (i) a parent, spouse or child of that vendor; or
 - (ii) a private company of which such a parent, spouse or child is a director or shareholder; or
 - (c) where that vendor is a partnership, the person is –
 - (i) a partner of that vendor, or a parent, spouse or child of such a partner; or
 - (ii) a private company of which such a partner, parent, spouse, child is a director or shareholder.
7. (G)欄所指的支付條款包括售價的任何折扣，及就該項購買而連帶的贈品、財務優惠或利益。

For column (G), the terms of payment include any discount on the price, and any gift, or any financial advantage or benefit, made available in connection with the purchase.

8. 下述互聯網可連結到此發展項目的價單: xxx@ccc.com

The price list(s) of the development can be found in the following website : xxx@ccc.com

更新日期及時間: 5PM, 9-10-2013
(日-月-年)

Date & Time of Update:
(DD-MM-YYYY)

REVISED DRAFT

Practice Note No. PN05/13

Residential Properties (First-hand Sales) Ordinance

**Practice Note on Submission of Documents to the
Sale of First-hand Residential Properties Authority**

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Submission of Documents to the SRPA issued under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. *This Practice Note covers matters relating to the submission of (i) sales brochures and related information, (ii) price lists and related information, and (iii) documents containing the information on sales arrangements to the SRPA.*
2. *Matters relating to the submission of sales brochures, price lists and register of transactions to the Sales of First-hand Residential properties Electronic Platform (SRPE) are NOT covered in this Practice Note. They are covered under Practice Note No. 06/13 on*

the Submission of Information to the Sales of First-hand Residential Properties Electronic Platform.

Submission of Sales Brochure

3. Insofar as the requirement under section 25(4)(a) of the Ordinance is concerned, two hard copies of the sales brochure should reach the SRPA before the end (i.e. by 23:59) of the first day on which the vendor makes available the sales brochure to the public for the purpose of section 25(1).
4. *Practice Note No. 01/13 on Sales Brochures* advises vendors to inform the SRPA in writing the following at the same time when providing hard copies of the sales brochure or revised sales brochure to the SRPA:
 - (i) *the place/places where the public can obtain a hard copy of the sales brochure (including a revised sales brochure) and the time when the hard copies and soft copies have been made available for collection and on the designated website respectively; and*
 - (ii) *whether the development is a completed development or an uncompleted development as defined under section 4 of the Ordinance.*
5. *To facilitate vendors to inform the SRPA of the information set out under paragraph 4 above and to facilitate the SRPA to obtain approved building plans from the Building Authority for the purpose of compliance check, vendors are advised to also submit a completed form following the template at **Annex A** to the SRPA when submitting hard copies of the sales brochure.*
6. *In accordance with section 17(3) of the Ordinance, if revision is made to the sales brochure after an examination, the vendor must, within 3 working days after the date of revision, notify the SRPA in writing about the revision. To streamline the procedures, where a vendor has submitted the completed Annex A to the SRPA together*

with the revised sales brochure containing the examination record within 3 working days after the date of revision for the purpose of section 25(4)(a) of the Ordinance, such submission may also serve the purpose of notifying the SRPA of the revision as required under section 17(3) of the Ordinance.

Submission of Price List

7. Insofar as the requirement under section 32(4)(a) of the Ordinance is concerned, two hard copies of a price list (or price list revised under section 29(4)) should reach the SRPA before the end (i.e. by 23:59) of the first day on which the vendor makes available the price list to the public for the purpose of section 32(1).
8. *Practice Note No. 02/13 on Price List* advises vendors to make available revised price list which is not revised under section 29(4) of the Ordinance (e.g. revision to saleable area) to the SRPA. In this regard, vendors are advised to make two hard copies of such revised price list to the SRPA before the end (i.e. by 23:59) of the first day on which the vendor makes available such revised price list to the public.
9. *Practice Note No. 02/13 on Price List* advises vendors to inform the SRPA in writing the following at the same time when providing hard copies of price list or revised price list (regardless of whether the revised price list is revised under section 29(4) of the Ordinance) to the SRPA:
 - (i) *the place/places where the public can obtain a hard copy of the price list and the time when the hard copies and soft copies are made available for collection and on the designated website respectively; and*
 - (ii) *the changes to the total number of residential properties in the development/phase (if applicable).*

10. *To facilitate vendors to inform the SRPA of the information set out under paragraph 9 above, vendors are advised to also submit a completed form following the template at **Annex B** to the SRPA when submitting hard copies of the price list.*

Submission of the Document Containing Information on Sales Arrangements

11. *Practice Note No. 03/13 on sales arrangements advises vendors to provide a copy of the documents containing information on the sales arrangements to the SRPA on the first day when such documents are made available to the public.*
12. *For convenience sake, vendors are advised to submit the documents to the SRPA by fax (fax number: xxxxx) or by email (email address: xxxx). If vendors would like to submit the documents in hard copy, they are advised to submit the documents according to the arrangements as set out in paragraphs 13 to 16 below (which concern the submission of sales brochure and price list).*

Submission to SRPA During Office Hours

13. Hard copy of sales brochure and price list may be delivered to the office of the SRPA at xxxxx during office hours (Monday to Friday (excluding public holidays), 9:00 am to 12:30pm and 2:00pm to 6:00pm) in person or by mail.
14. SRPA's staff will, at the presence of the person delivering hard copy of sales brochure and price list, stamp on the documents upon receipt to record the date and time of receipt. If a document is delivered by mail, the date and time when the document reaches SRPA will be regarded as the date and time of receipt. Vendors are reminded to allow adequate mailing time if mail is used as the means of submission.

Submission to SRPA Outside Office Hours

15. If hard copy of sales brochure and price list are delivered to the office of the SRPA outside office hours, the person who delivers the documents may put the documents into the collection box next to the entrance of the office of the SRPA. Before depositing the sales brochure or, price list into the collection box, the person who delivers the documents should make use of the time stamp machine which is attached to the collection box to stamp on the cover of the documents to be submitted. The documents will be regarded as received by the SRPA at the time shown by the time stamp. If on any working day staff of SRPA opening the collection box¹ finds a document without a time stamp, the document will be regarded as received by the SRPA on that day².
16. *To avoid any damage to the sales brochure and price list submitted to the SRPA, vendors are advised to pack the documents properly before putting them into the collection box.*

Submission of Documents to SRPA before 29 April 2013

17. As set out in the Guidelines on Sales Brochure, the Guidelines on Price List and the Guidelines on Sales Arrangements and Other Information, for residential properties in a development which are intended to be offered for sale on or after 29 April 2013 (including residential properties in a development which have commenced sale before 29 April 2013), sale may continue/commence on 29 April 2013 if –
 - (i) sales brochures which comply with the relevant requirements under the Ordinance are made available before 22 April 2013 in accordance with section 25 of the

¹ Staff of SRPA will check the collection box before noon every working day.

² SRPA will take into account all relevant factors in considering whether the sales brochures and price list are submitted to the SRPA according to the timeframe required by the Ordinance.

Ordinance (i.e. the seven day requirement) (paragraph 32 in the Guidelines on Sales Brochure);

(ii) price lists which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 in accordance with section 32 of the Ordinance (i.e. the three day requirement) (paragraph 14 in the Guidelines on Price List); and

(iii) sales arrangements which comply with the relevant requirements under the Ordinance are made available before 26 April 2013 paragraph 13 in the Guidelines on Sales Arrangements and Other Information.

18. The SRPA will start receiving from vendors hard copies of sales brochure and price list, and soft copies or hard copies of sales arrangements, for the purposes of continuing/commencing sale on 29 April 2013, from 15 April 2013.

19. **During the period from 15 to 28 April 2013**, if hard copies of the documents are to be delivered to SRPA during office hours³, in person or by mail, the address is:

Sales of First-hand Residential Properties Authority
c/o Special Duties Unit, Transport and Housing Bureau
2/F, Block 1, Housing Authority Headquarters,
33 Fat Kwong Street, Ho Man Tin, Kowloon

During the period from 15 to 28 April 2013, if hard copies of the documents are to be delivered to SRPA OUTSIDE office hours, the person who delivers the documents may give the documents to the security guards stationed at the ground floor of Blocks 1&2 of the Housing Authority Headquarters. The security guard will mark down the time of receipt on the cover of the documents.

³ Office hours of SRPA: Monday to Friday (excluding public holidays), 9:00 am to 12:30pm and 2:00pm to 6:00pm.

20. Vendors are reminded that the arrangements set out in paragraph 19 above only apply to the period from 15 to 28 April 2013. Documents submitted to the SRPA on or after 29 April 2013 should follow the arrangements as set out in paragraphs 13 to 16 above.

For enquires, please contact us via the following -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

**Covering Note for Vendor to Provide Sales Brochure
and Related Information to the SRPA**

Name of the Development: _____ Phase: _____ (if applicable)

1. The following is enclosed (please “tick” as appropriate) -

	First edition of sales brochure ^(Note 1)
	Revised version of sales brochure (revision may be made by way of issuing a corrigendum, a replacement sheet or any other means, including printing a revised sales brochure) ^(Note 2)
	Supplementary sheet (which sets out the “examination record”, i.e. the date of the examination and/or the part of the sales brochure that has been revised)

Note 1 If this item is submitted, please complete paragraphs 2, 3 and 4 below.

Note 2 If this item is submitted, please complete paragraphs 2 and 3 below.

Vendors are reminded that, if a revised sales brochure is submitted, an examination record should either be set out in the sales brochure or on a supplementary sheet properly attached to the sales brochure.

2. The development is a [*completed/uncompleted**] development/phase[^] as at [the date of printing the sales brochure].
3. The sales brochure is available for collection by the public since [*DD/MM/YYYY*] at [*time*] at [*place(s)*], and is available on the vendor’s website since [*DD/MM/YYYY*].
4. **(For the submission of the first edition of the sales brochure to the SRPA only)**
I/We confirm that the vendor and the Authorized Person of the development [*agree/ do not agree**] that the Authority may obtain from the Building Authority (BA) all approved building plans (including those plans approved by the BA subsequent to the printing of the attached sales brochure) of the [*name of the development*] to conduct compliance check.

Name of the vendor : _____

Name of the Authorized Person : _____

Vendor's contact person – name & contact number : _____

Date: : _____

- * Please delete as appropriate.
- ^ Please refer to section 4 of the Residential Properties (First-hand Sales) Ordinance on the definition of completed and uncompleted development/phase.

Covering Note for Vendor to Provide Price List to the SRPA

Name of the Development: _____ Phase: _____ (if applicable)

1. Price List No. _____ is enclosed.
2. The price list is available for collection by the public since [DD/MM/YYYY] at [time] at [place(s)], and is available on the vendor's website since [DD/MM/YYYY].
3. **(This item only applies to a development where its total number of units has been changed in the previous 3 months)**

(For developments other than specified NT developments) The total number of units in the development has been changed from ___ units to ___ units due to a change in the approved building plans.

(For specified NT developments) The total number of units in the development has been changed from ___ units to ___ units due to _____.

Name of the vendor : _____

Vendor's contact person – name & contact number : _____

Date: _____

REVISED DRAFT

Practice Note No. PN06/13

Residential Properties (First-hand Sales) Ordinance

**Practice Note on Submission of Information to the
Sales of First-hand Residential Properties
Electronic Platform**

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Submission of Information to the Sales of First-hand Residential Properties Electronic Platform issued by SRPA under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. The Sales of First-hand Residential Properties Authority (SRPA) has commissioned the Rating and Valuation Department (RVD) to maintain the database established under section 89(1) of the Residential Properties (First-hand Sales) Ordinance (the Ordinance) until further notice. The database is named the Sales of First-hand Residential Properties Electronic Platform (SRPE).
2. Vendors must provide the sales brochures, price lists and registers of

transactions under sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance respectively to RVD for the purpose of maintaining the SRPE.

3. In gist, vendors are required to submit sales brochures, price lists and registers of transactions for the purposes of the SRPE according to the prescribed time as below:

(I) Sales brochures

(a) on the first day on which vendors make copies of the sales brochure for a development or a phase of a development available for collection by the public, vendors should provide an electronic copy of the sales brochure to the SRPE (section 25(4)(b) of the Ordinance is relevant);

(b) if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant). Vendors should refer to Guidelines on Sales Brochure No. G01/13 to provide an electronic copy of the examined, or the examined and revised, sales brochure, as the case may be, to the SRPE; and

(c) for a residential development or a phase of a development which resumes sales after a period of suspension of sales -

(i) if the hard copy and/or soft copy of the sales brochure is no longer made available after the suspension of sale, vendors must follow section 25 of the Ordinance when they decide to resume sale, including providing an electronic copy of the sales brochure to the SRPE on the first day on which vendors make copies of the sales brochure for a development or a phase of a development available for collection by the public. The sales brochure must be printed, examined or examined and revised

under section 17(1) of the Ordinance within the previous three months;

- (ii) if the hard copy and/or soft copy of the sales brochure have been continuously made available after the suspension of sale, and the sales brochure as at the day of resumption of sale was NOT printed, examined or examined and revised within the previous three months, the vendor should make available a sales brochure examined or examined and revised within the previous three months and provide an electronic copy of that sales brochure to the SRPE; or
- (iii) if the hard copy and/or soft copy of the sales brochure have been continuously made available after the suspension of sale, and the sales brochure as at the day of resumption of sale was printed, examined or examined and revised within the previous three months, it is not necessary for the vendor to provide an electronic copy of the sales brochure to the SRPE again.

(II) Price lists

- (a) on the first day on which vendors make copies of a price list for a development or a phase of a development available for collection by the public, vendors should provide an electronic copy of the relevant price list to the SRPE (section 32(4)(b) of the Ordinance is relevant);
- (b) on the first day on which vendors make copies of a price list for a development or a phase of a development which has been revised under section 29(4) of the Ordinance available for collection by the public, vendors should provide an electronic copy of the revised price list to the SRPE (section 32(4)(b) of the Ordinance is relevant). *For revised price list where no revision has been made to the price (e.g. revisions are made on the terms of payment, the availability of any gift, or any financial advantage or benefit), vendors are advised to make available such revised price list to the SRPE before the end (i.e. 23:59) of the first day on which the vendor makes available*

such revised price list to the public. (For revision to price list other than revision to price, reference could be made to para. 14 of Practice Note on Price List No. 02/13)

(III) Register of Transactions

- (a) vendors should provide an electronic copy of the register of transactions to the SRPE as soon as practicable after an entry has been made to the register under section 59(2)(a), (b)(i) or (c), (3), or (5) of the Ordinance (section 60(4) of the Ordinance is relevant); and
- (b) if there is any change to the particulars of the transaction as to whether the person is or is not a related party to the vendor (section 59(2)(b)(ii) of the Ordinance) or if the price of a residential property is revised under section 35(2) of the Ordinance (section 59(4) of the Ordinance), vendors should send an electronic copy of the revised register to the SRPE as soon as practicable (section 60(4) of the Ordinance).

How to submit information for the purpose of the SRPE

4. RVD will be responsible for receiving the electronic copies of the sales brochures, price lists and registers of transactions submitted by vendors in compliance with sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance. RVD has set up a Submission Website for vendors to submit the electronic copies of the sales brochures, price lists and registers of transactions for uploading onto the SRPE. The domain names of the Submission Website are:

www.vendor.srpe.gov.hk (in English)

www.賣方.一手住宅物業銷售資訊網.政府.香港 (in Traditional Chinese)

www.賣方.一手住宅物業銷售資訊網.政府.香港 (in Simplified Chinese)

5. Documents received by the Submission Website will, with the confirmation from the account users, be uploaded automatically onto the

SRPE for public access.

Requirements of System Configuration for Access to the Submission Website

6. Vendors should use computers with system configuration not lower than the standards specified in **Annex A** for accessing and uploading the electronic copies of the sales brochures, price lists and register of transactions to the Submission Website. Personal computers available in the market should readily meet the IT requirements as set out in Annex A.
7. *Vendors are strongly advised to use Broadband internet access of their computer system to 100 Mbps or above for connection with the SRPE.*

Vendors have to open User Accounts with RVD

8. For a residential development or a phase of a development, the vendors have to open user account(s) with RVD in order to submit the electronic copies of the sales brochures, price lists and register of transactions to the Submission Website for onward uploading to the SRPE after the vendors' confirmation. Vendors may create up to 10 user accounts for a residential development or a phase of a development.
9. RVD will start accepting applications for the creation of user accounts on 5 April 2013. Vendors may submit applications to RVD by post, by hand, by courier, or by e-mail (but not by fax). If the application is submitted by email, the scanned copy of the original signed application form should be attached. RVD accepts applications on Saturdays, Sundays and public holidays by e-mails ONLY.
10. To open the user account(s), vendors should complete the application form (at **Annex B1**¹) ("the application form") and submit it to RVD, by any of the means mentioned in paragraph 9 above for processing. Vendors may apply up to 10 user accounts for a development or a phase of a development in a single application or through more than one application over a period of time.

Note 1: Please use the application form at **Annex B2** for termination of user account(s).

11. If a development is divided into two or more phases, vendors are required to submit separate applications for the creation of individual user account(s) for each and every phase of the development.
12. For applications sent to RVD by email, RVD will issue an email autoreply. For applications delivered to RVD by hand/ courier, RVD will stamp on the duplicate copy of either the application form or the transmittal/ delivery form the departmental chop showing the date of receipt. For applications sent to RVD by post, RVD will send an acknowledgement reply, showing the date of receipt, by e-mail to the vendors' e-mail addresses as specified in the application form as soon as possible.
13. RVD will send the login IDs and passwords of the user account(s) by e-mail to the vendors' e-mail addresses as specified in the application form within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.
14. **IMPORTANT:** RVD expects that there will be very heavy caseload of applications from vendors for the creation of user accounts during the initial period. RVD advises that 10 working days (Mondays to Fridays, excluding public holidays and the date of receipt), instead of 5 working days as referred to in paragraph 13 above, will be required by them for processing applications for the creation of user accounts received before 29 April 2013.

Creation of a Webpage for a Development or a Phase of a Development

15. Upon completion of the creation of user account(s), a generic webpage for a development or a phase of a development with only the basic information (e.g. name and address of a development, etc) captured from the relevant application form will be created on the Submission Website. This generic webpage for a development or a phase of a development in the Submission Website is accessible to the vendors concerned only, after entering the login name(s) and the password(s).

Types of Files and Steps for Submission of Sales Brochures, Price lists and Register of Transactions to the Submission Website

16. Vendors should submit portable document format (PDF) files on sales brochures, price lists and register of transactions to the Submission Website for automatic uploading, upon confirmation by the vendors, onto the SRPE for public access. *For price lists and registers of transactions, vendors are also advised to submit corresponding data files in Excel format (Excel) files to the Submission Website in parallel (only the PDF files will be uploaded onto the SRPE. The Excel files, which are intended for carrying out analysis by SRPA for internal reference, will NOT be uploaded onto the SRPE).* Steps of making submissions of information to the Submission Website in PDF files are detailed at **Annex C**. *Steps of making submissions of information to the Submission Website in Excel files are detailed at Annex D.*
17. Vendors should refer to the relevant Guidelines Nos. G01/13, G02/13 and G04/13 on Sales Brochure, Price list and Register of transactions respectively on the time requirements for submitting the information as laid down in the Ordinance.
18. Insofar as time is concerned, vendors are considered to have provided an electronic copy of the sales brochures, price lists and register of transactions for the purpose of the SRPE under sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance at the time when the Submission Website issues a record on screen confirming receipt of the relevant PDF files for uploading onto the SRPE (i.e. details at Annex C).
19. **IMPORTANT:** Vendors are advised to note that the time needed to upload documents of different file sizes onto the Submission Website may vary. To meet the time requirements of making various submissions to the SRPE as set out in the Ordinance, vendors are advised to allow sufficient time to complete the uploading of PDF files to the Submission Website.
20. **IMPORTANT:** The electronic copies of all the price lists submitted by vendors to the SRPE, including the first and revised ones, can be viewed by the general public on the SRPE. *If the vendor noticed that an*

electronic copy of a price list containing errors is uploaded to the SRPE, vendors are advised to submit a request to the SRPA for the removal of that price list. The request should be made in writing by fax or by email (email address: xxsrpa@hd.gov.hk). The SRPA will remove the wrong electronic copy as appropriate.

21. After going through the confirmation process as mentioned in paragraph 16 above, the Submission Website will automatically upload the electronic copies of the sales brochures, price lists and register of transactions, as submitted by vendors to the Submission Website, onto the SRPE for public access. The domain names of the SRPE are -

www.srpe.gov.hk (in English)

www.一手住宅物業銷售資訊網.政府.香港 (in Traditional Chinese)

www.一手住宅物业销售资讯网.政府.香港 (in Simplified Chinese)

Transitional Arrangements

22. The SRPE will start accepting submissions on 15 April 2013. For sales brochure(s) made available between 15 April 2013 and 28 April 2013 for the purpose of sale on or after 29 April 2013, vendors should refer to Guidelines No. G01/13 and G05/13 for actions required. Vendors should provide electronic copies (in PDF files) to the SRPE in parallel. The Submission Website will automatically upload the PDF file(s) onto the SRPE for public access on 29 April 2013.
23. For price list(s) made available between 15 April 2013 and 28 April 2013 for the purpose of sale on or after 29 April 2013, vendors should refer to Guidelines No. G02/13 and G05/13 for actions required. Vendors should provide electronic copies (in PDF files) to the SRPE in parallel. *Vendors are advised to provide corresponding data files in Excel format to the SRPE at the same time.* The Submission Website will automatically upload the PDF file(s) onto the SRPE for public access on 29 April 2013.

Assistance for Account Users

24. To facilitate account users to make smooth submission of information to the Submission Website, vendors or account users may contact us on suggestions or for assistance by using the following methods:
- (a) The hotline operated by RVD at XXXX XXXX between 09:00 and 18:00 from Mondays to Fridays except public holidays.
 - (b) The emergency hotline operated by SRPA at YYYY YYYY between 18:00 and 24:00 from Mondays to Fridays except public holidays and between 09:00 and 24:00 on Saturdays, Sundays and public holidays. Vendors are advised to use this hotline for emergency situations only, such as system failure or malfunction of SRPE.
 - (c) Send emails to xxxxx@srpe.gov.hk (please leave the contact telephone number) or write to “The Commissioner of Rating and Valuation, 15/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attn.: SRPE Section of the Rating Division)”.

Routine Maintenance of the Submission Website and the SRPE

25. The Submission Website and the SRPE will operate on 24 hours each and every day. Alert notices of routine maintenance will be sent to all vendors and users by email and an announcement will also be made on the Submission Website about 24 hours prior to the carrying out of maintenance works.
26. When there is unexpected interruption to the system services of the SRPE and the submission website, alert notices and suitable reminders will be issued on the website of the SRPA and if possible, also on the SRPE and submission website for information of vendors, account users and the public.

For enquiries, please contact -

Telephone:

Email:

Fax:

X April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

System Requirements for Electronic Submissions to the Submission Website by Vendors

1. Vendors should ensure that computers with system configuration not lower than the standards specified below are used for their access to the Submission Website. Personal computers available in the market should readily meet the IT requirements as set out below.
 - (a) Available hard disk space with 500 MB or above is recommended. More storage space is required for storing the files.
 - (b) Broadband internet access with 100 Mbps or above is recommended for faster uploading and downloading of files.
 - (c) JavaScript, cookies and 128-bit SSL must be enabled in the browser.
 - (d) Hong Kong Supplementary Character Set (HKSCS) is required for displaying special Hong Kong Chinese characters on some platforms. Please visit the website below for details.
<http://www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm>
 - (e) An operating system and associated browser are required. The following items are recommended:

Operating Systems	Browsers
Microsoft Windows XP	Internet Explorer 6 - 8, Firefox 3.5 - 18.0
Microsoft Windows Vista	Internet Explorer 7 - 9, Firefox 3.5 - 18.0
Microsoft Windows 7	Internet Explorer 8 - 9, Firefox 3.5 - 18.0
Microsoft Windows 8	Internet Explorer 10, Firefox 3.5 - 18.0
Apple Mac OS X	Firefox 3.5 - 18.0, Safari 4 - 6
Linux Platform	Firefox 3.5 - 18.0

**Sales of First-hand Residential Properties Electronic Platform (SRPE)
Application for Opening Online User Account(s) for
Submission of Electronic Copies of
Sales Brochure, Price List and the Register of Transactions
pursuant to
the Residential Properties (First-hand Sales) Ordinance (Cap. 621)
("the Ordinance")**

Important Note: If a development is divided into two or more phases, vendors are required to submit separate applications for the creation of individual user account(s) for each and every phase of the development. The original signed copy of this form must reach the Commissioner of Rating and Valuation at least 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) immediately before the date on which the first sales brochure of a development (or a phase of a development) is to be submitted electronically to the Submission Website for uploading onto the SRPE in compliance with the Residential Properties (First-hand Sales) Ordinance. Please read the terms and conditions at the end of this application form.

IMPORTANT: The Rating and Valuation Department (RVD) expects that there will be very heavy caseload of applications from vendors for the creation of user accounts during the initial period. RVD advises that 10 working days (Mondays to Fridays, excluding public holidays and the date of receipt), instead of 5 working days, will be required by them for processing applications for the creation of user accounts received before 29 April 2013.

Part I Particulars of Vendor	
Name of Vendor ^(Note 1)	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

Part II Basic Information of the Development	
Name of Development (English)	
(Chinese)	
Phase No. ^(Note 2) (English)	
(if applicable) (Chinese)	

Name of Phase ^(Note 2) (English)	
(if applicable) (Chinese)	
Street No. ^(Note 3) and Name of Street ^(Note 4) :	
Lot No(s). ^(Note 5)	
Address of website designated by the Vendor for the development for Part 2 of the Ordinance	

Part III Details of Users[#]		
	Online User Account 1	Online User Account 2
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 3	Online User Account 4
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 5	Online User Account 6
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 7	Online User Account 8
Full Name of User		
Telephone No.		
E-mail Address*		
	Online User Account 9	Online User Account 10
Full Name of User		
Telephone No.		
E-mail Address*		

[#] A maximum of 10 user accounts may be created for a development (or a phase of development).

* Login IDs and passwords will be sent to the above users by e-mail to the above e-mail addresses within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.

Authorized Signature :

(with Company Chop)

Title of Signatory :

Full Name of Signatory :

Date :

Please return this application form
to:

**The Commissioner of Rating and Valuation
15/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon
(Attn.: SRPE Section of the Rating Division)**

Notes:

- Note 1: Please refer to Section 7 of the Ordinance and Section 2(2)(a) of Schedule 1 of the Ordinance.
Note 2: Please refer to Section 3(3) of the Ordinance.
Note 3: Please refer to Section 1(2)(b) of Schedule 1 of the Ordinance.
Note 4: Please refer to Section 1(2)(a) of Schedule 1 of the Ordinance.
Note 5: Please refer to Section 15(2)(a) of Schedule 1 of the Ordinance.

Terms and Conditions

1. The vendor acknowledges that the login IDs and passwords for access to and use of Sales of First-hand Residential Properties Electronic Platform (SRPE) are confidential and must not be disclosed to any person(s) other than the users under any circumstances. The vendor shall act in good faith, exercise reasonable care and diligence in maintaining the confidentiality of the login IDs and passwords of all the user(s) and at no time and under no circumstances shall the vendor authorize any persons other than the user(s) to use the login IDs and passwords. The vendor should ensure that all the user(s) are fully conversant with these terms and conditions.
2. The Sales of First-hand Residential Properties Authority (SRPA) and/or the Rating and Valuation Department (RVD) reserve the right to modify, vary or discontinue any aspect of the SRPE at their sole discretion.
3. All the information of the development or the phase of the development (indicated in Part II of this application form) in the SRPE is provided by the vendor. The vendor agrees that such information will be released on

the SRPE for free access by the general public and the vendor is fully responsible for the accuracy of such information. The SRPA, the RVD and the Government of the Hong Kong Special Administrative Region are not responsible for any loss or damages to such information in the SRPE and accept no responsibility or liability in connection with such loss or damages.

4. The SRPA and the RVD do not guarantee the reliability of the on-line network through which information are submitted to the SRPE. Neither the SRPA, the RVD, the Government of the Hong Kong Special Administrative Region, nor their officers or employees shall be responsible for any delays and failure in transmission, receipt or execution of information due to a breakdown or failure of communication facilities or to any other cause whatsoever and they shall not be liable for any losses, fees, costs, expenses, damages and liabilities suffered or incurred as a result thereof.
5. The SRPA and the RVD reserve the right to add to, delete and/or vary the terms and conditions on using the SRPE by the vendor. The vendor and the user(s) will be notified of any changes to these terms and conditions by email to the email addresses indicated in Part I and Part III of this application form. The vendor's use of the SRPE after the sending out of the notice of changes in terms and conditions will constitute the vendor's agreement to the modified terms and conditions and all of the changes.

Sales of First-hand Residential Properties Electronic Platform (SRPE)

**Application for Terminating Online User Accounts for
the Submission of Electronic Copies of
the Sale Brochure, Price Lists and the Register of Transactions pursuant to
the Residential Properties (First-hand Sales) Ordinance (Cap. 621)
("the Ordinance")**

Part I. Particulars of Vendor	
Name of Vendor	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

Part II. Basic Information of the Development	
Name of Development	
Phase No. (if applicable)	
Name of Phase (if applicable)	
Street No. and Street Name	

Part III. Online User Accounts to be Terminated			
	Login ID		Login ID
Online User Account 1		Online User Account 2	
Online User Account 3		Online User Account 4	
Online User Account 5		Online User Account 6	
Online User Account 7		Online User Account 8	
Online User Account 9		Online User Account 10	

The above online user accounts will be terminated within 5 working days (Mondays to Fridays, excluding public holidays and the date of receipt) from the date of receipt of a duly completed application form.

Authorized Signature : _____ Title of Signatory : _____
(with Company Chop)
Full Name of _____
Signatory : _____ Date : _____

Please return this application form
to:

The Commissioner of Rating and Valuation
15/F Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon
(Attn.: SRPE Section of the Rating Division)

Steps for Submission of PDF Files to the Submission Website for Uploading onto the SRPE

Specifications for PDF Files

1. Vendors should prepare all files to be submitted in portable document format (PDF). Vendors should ensure that these files are virus-free, document printable, and not protected by password.
2. Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character and the last character of the filename of any file must not contain a special character. The length of filenames of files submitted is not to exceed 100 characters. All files submitted onto the SRPE and made available for public viewing will be shown with a revised filename assigned by the system.

[Note to vendors: The screen pages shown in these draft Practice Note are for illustration purpose ONLY. The format of the actual screen pages on the SRPE Submission Website may not be exactly the same as that shown in this Annex.]

Specifications for File Submissions of Sales Brochure

3. Vendors should submit a complete bilingual copy of the sales brochure, with accompanying corrigendum, if any, forming part of the brochure as one PDF file or multiple PDF files. The size of any such file is not to exceed 40 mega-bytes. Vendors are required to split up a file with size exceeding 40 mega-bytes into multiple files. The total number of files for a complete copy of the sales brochure must not exceed 10. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.
4. The bilingual examination record is to be prepared as a separate PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up an examination record into multiple files is not accepted by the system.

Submission of First Sales Brochure (Single file)

5. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,

Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region

Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home | **File Submission (PDF File)** | File Submission (Excel File) | Profile Administration | Submission History | Help Desk

File Submission (PDF Files)

Development Information:

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

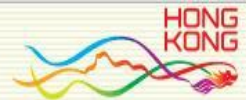
Please click on the type of information to be uploaded:

Sales Brochure | **Price List** | **Register of Transactions**

Login ID: xxxxxxxxxxxx

Logout

- (c) Vendors then select the box of “Single File for a Complete Copy of Sales Brochure” in the next page for action,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

1. File(s) to be uploaded should be in pdf format and the size of each of file should be less than 40MB.

Login ID:
xxxxxxxxxxxx

Logout

(d) System detects that this is the first submission and direct vendors to the “File Submission – Sales Brochure (Single File)” page,

- (e) Vendors to browse and attach their file for uploading in the cell next to the caption “Sales Brochure” in the “Select File(s) for Uploading” box ,
- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record (if any) :

Date of Printing of the Sales Brochure* : (dd/mm/yyyy)

Latest Date of Examination of the Sales Brochure (if applicable) : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission,
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 5) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxxxx

Logout

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Printing of the Sales Brochure : 05/11/2012
Latest Date of Examination of the Sales Brochure :

(1)	Document: Sale Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Preview function does not allow file editing.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

Login ID:
XXXXXXXXXXXXXX

Logout

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : XXXXXXXXXXXXXXXXXXXXX

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Submitted:

Date of Printing of the Sales Brochure : 05/11/2012

Latest Date of Examination of the Sales Brochure :

(1)	Document: Sales Brochure	
	Uploaded File Name: XXXXXXXXXXXXXX.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	


[Return to Home](#) [Make Another Submission](#)

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.


Submission of First Sales Brochure (Multiple files)

6. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,



Sales of First-hand Residential Properties Authority
The Government of the Hong Kong Special Administrative Region



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

[Home](#)
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[Profile Administration](#)
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[Help Desk](#)

File Submission

(PDF Files)

Development Information:

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Login ID:
xxxxxxxxxxxxxx

Logout

- (c) Vendors then select the box of “Multiple Files for a Complete Copy of Sales Brochure” in the next page for action,
- (d) System detects that this is the first submission and direct vendors to “File Submission - Sales Brochure (Multiple Files)” page,
- (e) Vendors to browse and attach their files (Part 1 of Sales brochure, Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.) for uploading in cells next to the captions of “Part 1 of sales brochure.. Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.)” in the “Select File(s) for Uploading” box ,
- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record (if any)” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Sales Brochure (Multiple Files)
(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

Please enter the number of file(s) for Sales Brochure:

Number of Files for Sales Brochure :

Select by user (pull down menu; up to maximum of 10) and then output the dynamic portion as below

Login ID:
xxxxxxxxxxxxxx

Logout

Select Files for Uploading:

Part 1 of sales brochure* :

Part 2 of sales brochure * :

Part 3 of sales brochure * :

Examination Record (if any):

Date of Printing of the Sales Brochure* : (dd/mm/yyyy)

Latest Date of Examination of the Sales Brochure (if applicable) : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission,
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 12) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Printing of the Sales Brochure : 05/11/2012

Latest Date of Examination of the Sales Brochure :

(1)	Document: Part 1 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>
	⋮	
(3)	Document: Part 3 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 12,300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbbb.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

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History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

First Submission of Sales Brochure

File(s) and Related Information Submitted:

Date of Printing of the Sales Brochure : 05/11/2012

Latest Date of Examination of the Sales Brochure :

(1)	Document: Par I of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	

⋮

(3)	Document: Part 3 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 12,300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbbbb.pdf	

Return to Home

Make Another Submission

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revised Sales Brochure after Examination (Single file) and relevant Examination Record

[Note to vendors: if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure or a revised sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant).]

7. Steps to be followed for submission of revised sales brochure (in a single file) are set out below -
 - (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,
 - (c) Vendors to select the box of “Single File for a Complete Copy of Sales Brochure” in the next page for action,
 - (d) System detects that this is not the first submission and direct vendors to the “Submission of Revised Sales Brochure.”
 - (e) Vendors to browse and attach their file for uploading in the cell next to the caption “Sales Brochure” in the “Select File(s) for Uploading” box,
 - (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – Sales Brochure (Single File)
(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxxxx

Logout

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record* :

Latest Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous versions of the sales brochure and the examination record will be removed from the SRPE for public viewing."
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 18) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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File Submission
(PDF File)

File Submission
(Excel File)

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Help Desk

Login ID:

xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1)	Document: Sales Brochure	
	Uploaded File Name: xxxxxxx xxxxxx.pdf	File Size (KB): 19,260
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>
(2)	Document: Examination Record	
	File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbbb.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the sales brochure and the examination record will be removed from SRPE for public viewing.

Cancel

Confirm to Submit

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revised Sales Brochure after Examination (Multiple files) and relevant Examination Record

[Note to vendors: if, after an examination of a sales brochure is carried out, whether or not a revision to the sales brochure has been made, and whether the examination record is set out on a supplementary sheet or by any other means (including printing a revised sales brochure), vendors should, on the first day when the examination record of the sales brochure or a revised sales brochure is made available to the public, provide an electronic copy of the examination record to the SRPE (section 25(4)(b) of the Ordinance is relevant).]

8. Steps to be followed for submission of revised sales brochure (in multiple file) are set out below -
 - (a) Vendors to logon the “File Submission (PDF file)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Sales Brochure”,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

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Help Desk

Login ID:
XXXXXXXXXXXXXX

Logout

File Submission

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

- (c) Vendors to select the box of “Multiple Files for a Complete Copy of Sales Brochure” in the next page for action,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
XXXXXXXXXXXXXX

Logout

File Submission – Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

- File(s) to be uploaded should be in pdf format and the size of each of file should be less than 40MB.

- System detects that this is not the first submission and direct vendors to the “Submission of Revised Sales Brochure.”
- Vendors to browse and attach their files (Part 1 of Sales brochure, Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.) for uploading in cells

next to the captions of “Part 1 of sales brochure.. Part 2 of Sales brochure ... Part 10 of Sales brochure, etc.)” in the “Select File(s) for Uploading” box ,

- (f) Vendors to browse and attach their file for uploading in the cell next to the caption “Examination Record” in the “Select File(s) for Uploading” box,



Sales of First-hand Residential Properties Electronic Platform

Submission System for Vendors

File Submission – Sales Brochure (Multiple Files)

Home

File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

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History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

Please enter the number of file(s) for Sales Brochure:

Number of Files for Sales Brochure :

Select by user (pull down menu; up to maximum of 10) and then output the dynamic portion as below

Select Files for Uploading:

Part 1 of sales brochure* :

Part 2 of sales brochure * :

Part 3 of sales brochure * :

Examination Record* :

Latest Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (g) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (h) Vendors should then preview the uploaded file(s) pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous versions of the sales brochure and the examination record will be removed from the SRPE for public viewing."
- (i) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 26) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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File Submission
(PDF File)

File Submission
(Excel File)

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Login ID:

xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1)	Document: Part 1 of Sales Brochure	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	<input type="button" value="Preview"/>

⋮

(4)	Document: Examination Record	
	Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 300
	System Assigned File Name for Public Viewing: bbbbbbbbbbbbb.pdf	<input type="button" value="Preview"/>

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the sales brochure and the examination record will be removed from the SRPE for public viewing.

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission
(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:

Latest Date of Examination of the Sales Brochure: 05/12/2012

(1) Document:
Part 1 of Sales Brochure

Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 19,256
System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf	

⋮

(4) Document:
Examination Record

Uploaded File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 300
System Assigned File Name for Public Viewing: bbbbbbbbbbbb.pdf	

[Return to Home](#) [Make Another Submission](#)

- (j) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (k) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Specifications for File Submissions of Price List

- 9. Price list, whether it is a new price list or a revised price list, is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up one price list into multiple files is not accepted by the system. *Vendors are advised to submit a price list in bilingual versions.*

Submission of New Price List

- 10. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF File)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File) ” screen and select the icon “Price List”,
- (c) Then, select icon of “New Price List” in the next page for action.



Sales of First-hand Residential Properties Electronic Platform Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

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Administration

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History

Help Desk

Login ID:

XXXXXXXXXXXXXX

Logout

File Submission – Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of Price List to be uploaded:

New Price List

Revision to Existing Price List

(d) Vendors to browse and attach their file of the price list for uploading,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

File Submission – New Price List
(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Login ID:
xxxxxxxxxxxx

Logout

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* : **Browse**

Date of Printing* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

- The file to be uploaded should be in pdf format and the file size should be less than 40MB.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click **Refresh** to refresh the image if it is unclear.

Cancel **Upload**

(e) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor’s preview,

- (f) Vendors should then preview the uploaded file pending submission and take note of an “Important Note”: “All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.”
- (g) Vendors should confirm submission after preview by clicking the icon “Confirm to submit”. If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the “Cancel” button and return to the uploading page (Page 32) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Pending for Submission:

(1)	Document: Price List	Serial Number of Price List: 6	Date of Printing: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 250	
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		Preview

Enter First Password to Confirm File Submission:

First Password :

Important Note:

All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

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Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Price List	Serial Number of Price List: 6	Date of Printing: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

Return to Home

Make Another Submission

- (h) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (i) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Submission of Revision to Price List

11. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF File)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon of “Price List”,

The screenshot shows the website interface for the Sales of First-hand Residential Properties Authority. The header includes the authority's name and logo, and the 'HONG KONG' logo. The main heading is 'Sales of First-hand Residential Properties Electronic Platform Submission System for Vendors'. A left-hand navigation menu contains links for Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. The 'File Submission (PDF File)' section is active, showing 'Development Information:' with a table:

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Below the table, a prompt asks the user to click on the type of information to be uploaded, with three buttons: 'Sales Brochure', 'Price List', and 'Register of Transactions'. A 'Logout' button is located at the bottom left of the page.

- (c) Then, select icon of “Revision to Existing Price List” in the next page for action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

**File Submission
(PDF File)**

File Submission
(Excel File)

Profile
Administration

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Help Desk

Login ID:
XXXXXXXXXXXX

Logout

File Submission – Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please click on the type of Price List to be uploaded:

New Price List

Revision to Existing Price List

- (d) Vendors to select from the checkboxes which of the existing price list is to be revised,
- (e) Vendors to browse and attach their file of the revised price list for uploading,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

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Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Revision to Existing Price List

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Please select the existing price list to be revised:

Click on the serial no. to view, if necessary

	Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
<input type="radio"/>	1	01/10/2012	01/10/2012 09:10:25
<input type="radio"/>	1A	02/10/2012	02/10/2012 15:26:22
<input type="radio"/>	2	15/11/2012	15/11/2012 08:35:26
<input type="radio"/>	3	02/12/2012	02/12/2012 10:11:15

Select File(s) for Uploading:

Put in here the serial no. of the revised price list to be uploaded

Serial Number of Revised Price List* :

Select File to be Uploaded* :

Date of Revision* : (dd/mm/yyyy)

* Mandatory fields

Point to note:

- The file to be uploaded should be in pdf format and the file size should be less than 40MB.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (f) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (g) Vendors should then preview the uploaded file pending submission and take note of an "Important Note": "All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing."
- (h) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 40) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Pending for Submission:

(1)	Document: Revision to Existing Price List	Serial Number of Revised Price List: 5A	Date of Revision: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		Preview

Enter First Password to Confirm File Submission:

First Password :

Important Note:

All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.

Cancel

Confirm to Submit



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Revision to Existing Price List	Serial Number of Revised Price List: 5A	Date of Revision: 20/11/2012
	File Name: xxxxxxxxxxxxxx.pdf		File Size (KB): 250
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

Return to Home

Make Another Submission

- (i) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (j) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Specifications for PDF Files relating to Submission of Register of Transactions

12. The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted by the system. *Vendors are advised to submit a register of transactions in bilingual versions.*

Submission of the Register of Transactions

13. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (PDF) File” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (PDF File)” screen and select the icon “Register of Transactions”,



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission

File Submission (PDF File)

(PDF Files)

File Submission (Excel File)

Development Information:

Profile Administration

Name of Development	Phase N .	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Submission History

Help Desk

Please click on the type of information to be uploaded:

Login ID:
xxxxxxxxxxxxxx

Sales Brochure

Price List

Register of Transactions

Logout

- (c) Vendors should then browse and attach their file of the Register for uploading,
- (d) Vendors are advised to check the below box(es) before they proceed with uploading of their files-
- This is the first Register;
 - There is/are addition(s) of new entry (entries) ^{Point to Note 1;}
 - There is/are revision(s) to the existing entry (entries) ^{Point to Note 1;}
 - There are both additions of new entry (entries) and revision(s) to the existing entry (entries).

Point to note

1. New entry (entries) refer(s) to new transaction(s). If there is already

information of PASP for a property entered in the register of transactions and if the vendor is just entering information on the ASP for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of transaction information which has previously been entered into the register of transactions.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

Home

File Submission
(PDF File)

File Submission
(Excel File)

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Submission
History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Register of Transactions

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

Select File(s) for Uploading:

Select File to be Uploaded* :

Date of Update* : (dd/mm/yyyy)

Time of Update* : : (hh:mm) am pm

* Mandatory fields

Fill in "Date of Update" and "Time of Update" boxes base on the "date and time of update" filled in at the end of the template for Register of Transactions (as set out at the Annex to the Practice Note on Register of Transactions PN 04/13).

The register of transactions to be uploaded*:

- is the first register.
- involves addition(s) of new entry (entries).
- involves revision(s) to existing entry (entries)
- involves addition(s) of new entry(entries) and revision(s) to existing entry (entries)

Point to note:

1. The file to be uploaded should be in pdf format and the file size should be less than 40MB.
2. New entry (entries) refer(s) to new transaction(s). If there is already information of PASP for a property entered in the register of transactions and if the vendor is just entering information on the ASP for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of an information which has previously been entered into the register of transactions.

Please enter the four Block English Letter(s) and/or Number(s) shown below:



Please click to refresh the image if it is unclear.

Cancel

Upload

- (e) Upon receiving the electronic copy submitted by vendors, the Submission Website will display on the screen an icon of the electronic copy to be uploaded onto the SRPE for vendor's preview,
- (f) Vendors should then preview the file pending submission and take note of the "Important Note": "Upon confirmation of submission, the previous version of the Register will be removed from the SRPE for public viewing."
- (g) Vendors should confirm submission after preview by clicking the icon "Confirm to submit". If the vendor, after previewing the contents, wishes to make changes / amendments / editing to the uploaded document, he should press the "Cancel" button and return to the uploading page (Page 47) to repeat the uploading action.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

- Home
- File Submission (PDF File)**
- File Submission (Excel File)
- Profile Administration
- Submission History
- Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Pending for Submission:

(1)	Document: Register of Transactions	Date of Update: 18/11/2012	Time of Update: 5:35 pm
	File Name: xxx xxxxxxxxxxxx.pdf	File Size (KB): 250	
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		<input type="button" value="Preview"/>

The register of transactions **involves addition(s) of new entry (entries)**.

Enter First Password to Confirm File Submission:

First Password :

Important Note:

Upon confirmation of submission, the previous version of the register of transactions will be removed from the SRPE for public viewing.



Sales of First-hand Residential Properties Electronic Platform
Submission System for Vendors

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File Submission
(PDF File)

File Submission
(Excel File)

Profile
Administration

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History

Help Desk

Login ID:
xxxxxxxxxxxxxx

Logout

File Submission – Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : xxxxxxxxxxxxxxxxxxxxxx

Date/Time of Submission : 10/11/2012 18:05:23

Development Information:

Name of Development	Phase No.	Phase Name	Address
ABC COURT 甲乙丙花園	1		8 ABC ROAD 甲乙丙路 8 號

File(s) and Related Information Submitted:

(1)	Document: Register of Transactions	Date of Update: 18/11/2012	Time of Update: 5:35 pm
	File Name: xxxxxxxxxxxxxx.pdf	File Size (KB): 250	
	System Assigned File Name for Public Viewing: aaaaaaaaaaaaa.pdf		

The register of transactions involves addition(s) of new entry (entries).

Return to Home

Make Another Submission

- (h) The Submission Website will then confirm the submission by showing the “Submission Details” for vendors’ reference, notifying the vendors the details of the electronic copy submitted, including date and time of submission, and
- (i) A confirmation email will be sent to the email address of the user as specified on the application form at that time. The file(s) will be uploaded onto the SRPE for public viewing. **IT IS NOT NECESSARY FOR THE VENDORS TO SEND OUT ANY EMAIL AGAIN TO CONFIRM RECEIPT OF THE CONFIRMATION EMAIL FROM THE SUBMISSION WEBSITE.** The submission is completed.

Revision to an Entry in the Register

14. Vendors should follow steps as illustrated at paragraph 13 for making submissions to the SRPE.

**Steps for Submission of Data files to
the Submission Website for Access of the SRPA**

1. Vendors are advised to make use of the Template of Price List (at **Annex E**) and Template of Register for Transactions (at **Annex F**) attached to the softcopy of this practice notes at the website of the SRPA when preparing submissions of data files to the SRPA. Steps for such data file submissions are similar to those PDF file submissions to the Submission Website. While no confirmation for submissions of data files to the Submission Website is required, an acknowledgement will be generated to notify vendors of the completion of the process.

Submission of New Price List

2. Steps to be followed are set out below -
 - (a) Vendors to logon the “File Submission (Excel File)” page of the Submission Website,
 - (b) Vendors to note relevant “Development Information” shown on the “File Submission (Excel File)” screen and select the icon “Price List”,
 - (c) Then, select icon of “New Price List” in the next page for action.
 - (d) Vendors to browse and attach their file of the new price list for uploading,
 - (e) Vendors should then preview the uploaded file pending submission,
 - (f) The system will then acknowledge receipt of the file by showing the “Submission Details” for vendors’ reference, and
 - (g) The process is completed. The file will be uploaded onto the Submission Website for access by the SRPA.

Revision to Price List

3. Steps to be followed are set out below -
 - (a) Vendors to logon the “File Submission (Excel File)” page of the Submission Website,

- (b) Vendors to note relevant “Development Information” shown on the “File Submission (Excel File)” screen and select the icon “Price List”,
- (c) Then, select icon of “Revision to Existing Price List” in the next page for action.
- (d) Vendors to browse and attach their file of the revised price list for uploading,
- (e) Vendors should then preview the uploaded file pending submission.
- (f) The system will then acknowledge receipt of the file by showing the “Submission Details” for vendors’ reference, and
- (g) The process is completed. The file will be uploaded onto the Submission Website for access by the SRPA.

Submission of the Register

4. Steps to be followed are set out below -

- (a) Vendors to logon the “File Submission (Excel File)” page of the Submission Website,
- (b) Vendors to note relevant “Development Information” shown on the “File Submission (Excel File)” screen and select the icon “Register of Transactions”, browse and attach their file for uploading,
- (c) Vendors should then preview the file pending submission.
- (d) The system will then acknowledge receipt of the file by showing the “Submission Details” for vendors’ reference, and
- (e) The process is completed. The file will be uploaded onto the Submission Website for access by the SRPA.

Revision to an Entry in the Register

5. Vendors are advised to follow steps as illustrated at paragraph 4 for forwarding data files to the SRPA.

Residential Properties within Multi-Unit Buildings in a Development
Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Name of Street	Free format data field.
7	Street Number	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Block Name	Free format data field (e.g. Input "5" for Block
B	Floor	Free format data field (e.g. Input "30" for 30/F).
C	Unit	Free format data field (e.g. Input "A" for Flat A).
D	Saleable Area (including balcony, utility platform and verandah, if any) sq.m.	Please input numeric digits only, with or without decimal point.
E	Saleable Area (including balcony, utility platform and verandah, if any) sq.ft.	Please input numeric digits only, with or without decimal point.
F	Floor Area of Balcony sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
G	Floor Area of Balcony sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
H	Floor Area of Utility Platform sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
I	Floor Area of Utility Platform sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
J	Floor Area of Verandah sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
K	Floor Area of Verandah sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
L	Price \$	Please input numeric digits only.
M	Unit Rate of Saleable Area \$ per sq.m.	Please input numeric digits only.
N	Unit Rate of Saleable Area \$ per sq.ft.	Please input numeric digits only.
O	Floor Area of Air-Conditioning Plant Room sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
P	Floor Area of Air-Conditioning Plant Room sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
Q	Floor Area of Bay Window sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
R	Floor Area of Bay Window sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
S	Floor Area of Cockloft sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
T	Floor Area of Cockloft sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
U	Floor Area of Flat Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.

Residential Properties within Multi-Unit Buildings in a Development
Points-to-Note on Data Format of the Input Sheet

V	Floor Area of Flat Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
W	Floor Area of Garden sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
X	Floor Area of Garden sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
Y	Floor Area of Parking Space sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
Z	Floor Area of Parking Space sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
AA	Floor Area of Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AB	Floor Area of Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AC	Floor Area of Stairhood sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AD	Floor Area of Stairhood sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AE	Floor Area of Terrace sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AF	Floor Area of Terrace sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AG	Floor Area of Yard sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no vard.
AH	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no vard.

Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Name of Street	Free format data field.
7	Street Number	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	House Number / Name of House	Free format data field.
B	Saleable Area (including balcony, utility platform and verandah, if any) sq.m.	Please input numeric digits only, with or without decimal point.
C	Saleable Area (including balcony, utility platform and verandah, if any) sq.ft.	Please input numeric digits only, with or without decimal point.
D	Floor Area of Balcony sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
E	Floor Area of Balcony sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
F	Floor Area of Utility Platform sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
G	Floor Area of Utility Platform sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
H	Floor Area of Verandah sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
I	Floor Area of Verandah sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
J	Price \$	Please input numeric digits only.
K	Unit Rate of Saleable Area \$ per sq.m.	Please input numeric digits only.
L	Unit Rate of Saleable Area \$ per sq.ft.	Please input numeric digits only.
M	Floor Area of Air-Conditioning Plant Room sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
N	Floor Area of Air-Conditioning Plant Room sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
O	Floor Area of Bay Window sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
P	Floor Area of Bay Window sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
Q	Floor Area of Cockloft sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
R	Floor Area of Cockloft sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
S	Floor Area of Flat Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.

Points-to-Note on Data Format of the Input Sheet

T	Floor Area of Flat Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
U	Floor Area of Garden sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
V	Floor Area of Garden sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
W	Floor Area of Parking Space sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
X	Floor Area of Parking Space sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
Y	Floor Area of Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
Z	Floor Area of Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AA	Floor Area of Stairhood sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AB	Floor Area of Stairhood sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AC	Floor Area of Terrace sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AD	Floor Area of Terrace sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AE	Floor Area of Yard sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no vard.
AF	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no vard.

Residential Properties within Multi-Unit Buildings in a Development
Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Name of Street	Free format data field.
7	Street Number	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Date of PASP	Please input in date format (DD/MM/YYYY). Please input "NIL" if ASP is signed without first signing PASP.
B	The PASP has not proceeded further.	Please input "Y" if the PASP has not proceeded
C	Date of ASP	Please input in date format (DD/MM/YYYY).
D	Date of termination of ASP (if applicable)	Please input in date format (DD/MM/YYYY).
E	Block Name	Free format data field (e.g. Input "2" for Block 2).
F	Floor	Free format data field (e.g. Input "10" for 10/F).
G	Unit	Free format data field (e.g. Input "A" for Flat A).
H	Car-parking space (if any)	Free format data field (e.g. Input "No. 13" for Car Parking Space No. 13).
I	Transaction Price \$	Please input numeric digits only.
J	Details and Date (DD/MM/YYYY) of any revision of price	Free format data field.
K	Terms of Payment	Free format data field.
L	The purchaser is a related party to the vendor.	Please input "Y" if the purchaser is a related party to the vendor. Please input "N" if the purchaser is not a related party to the vendor.
M	Date of revision to the entry on related party	Please input in date format (DD/MM/YYYY).

Houses within Multi-Unit Buildings in a Development
Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Name of Street	Free format data field.
7	Street Number	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Date of PASP	Please input in date format (DD/MM/YYYY). Please input "NIL" if ASP is signed without first signing PASP.
B	The PASP has not proceeded further.	Please input "Y" if the PASP has not proceeded
C	Date of ASP	Please input in date format (DD/MM/YYYY).
D	Date of termination of ASP (if applicable)	Please input in date format (DD/MM/YYYY).
E	House Number / Name of House	Free format data field.
F	Car-parking space (if any)	Free format data field (e.g. Input "No. 13" for Car Parking Space No. 13).
G	Transaction Price \$	Please input numeric digits only.
H	Details and Date (DD/MM/YYYY) of any revision of price	Free format data field.
I	Terms of Payment	Free format data field.
J	The purchaser is a related party to the vendor.	Please input "Y" if the purchaser is a related party to the vendor. Please input "N" if the purchaser is not a related party to the vendor.
K	Date of revision to the entry on related party	Please input in date format (DD/MM/YYYY).

REVISED DRAFT

Residential Properties (First-hand Sales) Ordinance

Frequently Asked Questions and Answers

FAQs are not guidelines. They aim to facilitate the trade to understand how the Sales of First-hand Residential Properties Authority (SRPA) looks at specific provisions of the Residential Properties (First-hand Sales) Ordinance.

Users of the FAQs should not rely on the information in the FAQs as professional legal advice and are strongly advised to seek legal or other professional advice should there be doubts about the application of the Ordinance in individual circumstances. Whilst every effort has been made to ensure the accuracy of the FAQs, the SRPA shall not be responsible for any liability howsoever caused to any person by the use or reliance on the FAQs.

Sales Brochure

Q1 Can the sales brochure prepared for the purposes of section 25 of the Ordinance be divided in two or more volumes?

A1 Vendors may split the sales brochure for a development or a phase of a development into two or more volumes. However, they should make available all the volumes to the general public in the sales offices and websites.

Q2 Section 24(1) of the Ordinance requires the sales brochure be printed in English and Chinese? For the Chinese version, should it be traditional Chinese or simplified Chinese?

A2 The sales brochure should be printed in English and Chinese. For the Chinese version, either traditional Chinese or simplified Chinese is acceptable as far as the Ordinance is concerned. That said, vendors may wish to consider public acceptance if they

intend to produce the Chinese version of a sales brochure in simplified Chinese only, taking into account the target readers of the sales brochure.

Q3 Section 24(7) of the Ordinance stipulates that a reference to an explanatory note or remark for the main text of the sales brochure excludes a note or remark that qualifies the contents of the main text. What does it mean by “qualifies the contents of the main text”?

A3 If a note or remark gives information that will impose condition(s) or restriction(s) on the main text, it has qualified the contents of the main text.

Examples of notes or remarks which may be regarded as “qualifiers” and hence should not be included in the sales brochure are as follows –

- “In case of inconsistency between English version and Chinese version, the English version shall prevail”; and
- “The residents may need to pay a fee to use the facilities mentioned above”.

Examples of “explanatory remark” are as follows –

- The figures have been rounded up to 2 decimal places; and
- The plan is prepared according to the building plans approved by the Building Authority on 1 January 2012.

Q4 Under section 10(2)(c)(i) of Part 1 of Schedule 1 to the Ordinance, the thickness of the floor slabs of each residential property should be stated in the sales brochure. Does this cover the depth of the beams in the property?

A4 Vendors should set out the thickness of the floor slab of each residential property in the sales brochure as shown in the

structural plans approved by the Building Authority under the Buildings Ordinance (Cap. 123). Thickness of floor slab should not cover the depth of the beams. Also, information on the depth of the beams is not required to be shown in the sales brochure.

There is no need to state the locations in the property where the measurements are taken, i.e. there is no need to mark the corresponding thickness of the floor slab on the floor plans in the sales brochure. If the thickness of floor slab in the residential property varies, vendors should state the various thicknesses according to the information set out in the approved structural plans, e.g. 100mm, 150mm and 200mm. Vendors should not give approximate number such as “approximately 150mm” or a range such as “100 to 200mm” without specifying the exact thicknesses.

Q5 Can air handling unit (AHU) room or variable refrigerant volume (VRV) room be regarded the same as the air-conditioning plant room in Part 1 of Schedule 2 to the Ordinance?

A5 AHU is a kind of air-conditioning plant. VRV system is basically a multiple split type air-conditioning system with a condenser which may be placed inside a residential property. There may also be other types of air-conditioning plant room under various different names.

For residential developments which have room(s) solely used for housing AHU, the condenser of a VRV system (or facilities which are in fact a kind of air-conditioning plant regardless of the different names they are called, the sales brochure should set out the floor area of such room(s) in the way as specified under section 11(2)(c) of Part 1 of Schedule 1 to the Ordinance.

Q6 If there is a swimming pool on the roof, can the area of the swimming pool be included in the roof as set out under Part 1 of Schedule 2 to the Ordinance?

A6 The area of a swimming pool within a roof should be included in the area of the roof. Likewise, if there is a swimming pool within a garden, the area of a swimming pool should be included in the area of the garden.

If the vendor wishes to inform the prospective purchasers that there is a swimming pool within the roof (or garden), he may do so by adding an explanatory note or remark to the relevant floor plan in the sales brochure. The size of the swimming pool may also be indicated in that note or remark.

Q7 Can the floor area of a staircase leading to a garden be included in the area of garden set out under Part 1 of Schedule 2 to the Ordinance?

A7 In computing the area of a garden for the purpose of section 4 in Part 2 of Schedule 2, the area of any uncovered and unenclosed staircase leading to the garden should be included.

Q8 If part of the enclosing wall of a residential property is a column and not a wall, should the thickness of the column be included in the saleable area of that residential property according to section 8 of the Ordinance?

A8 If part of the enclosing wall of a residential property is a column and not a wall, the “column” is considered as the enclosing wall. The saleable area of the residential property shall be measured up to the exterior of the enclosing walls (i.e. the full thickness of the walls (excluding wall finishes) is included) or the centre line of a separating wall between adjoining units.

Q9 If the enclosing wall of a residential property adjoins a non-residential property, shall the measurement of saleable area of the residential property be taken from the middle of the wall according to section 8 of the Ordinance?

A9 It has been an established practice that, for an enclosing wall which separates a residential property from an adjoining residential/non-residential property, the measurement is to be taken from the middle of the separating wall.

The Ordinance is silent on how the area of a residential unit adjoining a non-residential unit should be measured. If, in the case of a residential property which has an enclosing wall adjoining a non-residential property, vendors follow the established practice of taking the measurement of that wall from the middle of it, the SRPA will not consider the vendor having breached section 8 or any other provisions of the Ordinance.

Q10 For house-type development, it is common that a carport, instead of merely a car parking area, is provided to a house. Should the entire carport or only the parking space be excluded from saleable area under section 8(1)(c) of the Ordinance?

A10 In a non-house type residential development, maneuvering areas for vehicles usually form part of the common areas of the development and therefore do not form part of a parking space.

In the case of a house type residential development, a carport may comprise area(s) for parking purposes, the dimensions of which may or may not have been designated under the land grant, and maneuvering area(s) for vehicles to be used by the residents or visitors of a particular residential property. In this respect, only the area(s) for parking purposes are to be taken into account in the measurement of the parking space of the residential property for the purpose of Part 1 of Schedule 2 to the Ordinance, and will be excluded from the saleable area of the residential

property for the purpose of the Ordinance.

The area of a parking space of the residential property for the purpose of Part 1 of Schedule 2 to the Ordinance should be set out in the sales brochure according to section 11 of Part 1 of Schedule 1 to the Ordinance. Vendors are advised, for the sake of clarity, to state in the sales brochure the area inside the carport which is designated under the land grant for parking purposes, if it is so designated in the land grant, in order to distinguish it from the maneuvering area(s) for a carport of a house-type residential property.

Q11 Is the floor slab mentioned in section 10(2)(c)(i) of Part 1 of Schedule 1 to the Ordinance refers to the floor slab of the ceiling immediately above each residential property, or the floor beneath the residential property?

A11 The floor slab mentioned in section 10(2)(c)(i) of Part 1 of Schedule 1 to the Ordinance refers to the floor slab of the ceiling immediately above each residential property.

Q12 Under section 10(2)(c)(ii) of Part 1 of Schedule 1 to the Ordinance, the floor-to-floor height of each residential property should be stated in the sales brochure. Different parts of a unit may have a different floor-to-floor height. How should such figures be presented in the sales brochure?

A12 If the floor-to-floor height differs from point to point in a residential property, vendors should state the varying heights according to the information set out in the building plans approved by the Building Authority under the Buildings Ordinance (Cap. 123), e.g. 3.0m, 3.5m and 5.0m. There is no need to state the locations in the property where the measurements are taken, i.e. there is no need to mark the corresponding floor-to-floor height on the floor plans in the sales brochure.

Vendors should not give approximate number such as “approximately 3.0m” or a range such as “3.0m to 5.0m” without specifying the exact heights. For a house with more than one storey, the floor-to-floor height of each floor should be shown in the sales brochure.

For a residential property on the top floor of a building with a pitched or slanted roof, instead of giving exact measurements, vendor can state the corresponding range of floor-to-floor height of the property according to the information set out in the building plans approved under the Buildings Ordinance.

Q13 Section 10(2)(d) of Part 1 of Schedule 1 to the Ordinance requires the sales brochure to state the external and internal dimensions of each residential property. Should such dimensions include or exclude the plaster or finishes? What if such dimensions are not provided in the approved building plans? If cladding or loss formwork is provided, should it be counted as part of the enclosing wall?

A13 Section 19(2)(j) of the Ordinance requires that floor plans of all residential properties in the development have to be shown in the sales brochure. Section 10(2)(d) of Part 1 of Schedule 1 to the Ordinance requires that, in a sales brochure, floor plans of residential properties in the development must state the external and internal dimensions of each residential property. The external dimensions and internal dimensions in section 10(2)(d) of Part 1 of Schedule 1 to the Ordinance do not cover the height of the residential properties, but the floor-to-floor height of each residential property is required to be provided under section 10(2)(c) of Part 1 of Schedule 1 to the Ordinance.

The external and internal dimensions of residential properties as provided in the sales brochure should exclude plaster and finishes. All kinds of external wall finishes (such as claddings and loss formwork) should not be counted as part of an enclosing wall.

If the external dimensions and internal dimensions of the residential properties stated in the sales brochure is provided in the approved building plans, the floor plan must state that the information are so provided pursuant to section 10(3) of Part 1 of Schedule 1 to the Ordinance. Even if some internal and external dimensions are not provided in the approved building plans, the vendors should possess the information and should provide the information in the sales brochure as required.

Q14 What is the meaning of “internal dimensions” and “external dimensions” of a residential property” under section 10(2)(d) of Part 1 of Schedule 1 to the Ordinance? Do balconies, utility platforms, air-conditioning platforms and bay windows affect such “internal dimensions” and “external dimensions”?

A14 The external dimensions of a residential property refer to the outer dimension of the enclosing walls of the residential property. The internal dimensions of a residential property refer to the inner dimensions of such enclosing walls of a residential property.

The enclosing walls mentioned above also include the enclosing walls of any balcony, utility platform, verandah or bay window that forms part of the residential property. The measurement of the floor areas of balconies, utility platforms and verandahs is set out in section 8(3) of the Ordinance, while that of bay windows is set out in section 1 of Part 2 of Schedule 2 to the Ordinance, all of which should not affect the “internal dimensions” and “external dimensions” of a residential property shown on the floor plans.

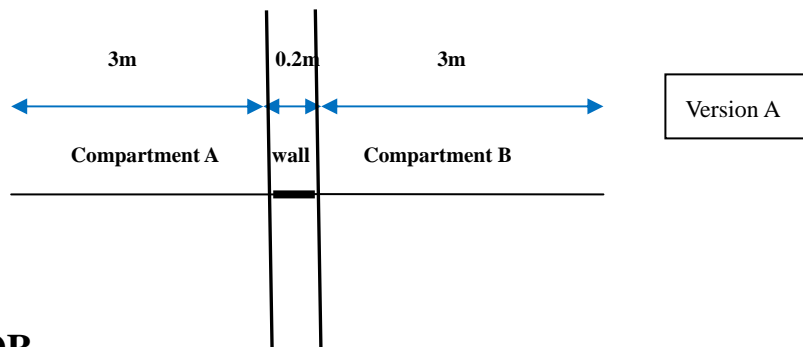
Air-conditioning platforms should not be counted as part of the enclosing wall and should not affect the external dimensions of the residential property. Vendors may add explanatory note or remark to the floor plans of the residential properties in a sales brochure stating the area of the air-conditioning platforms.

Q15 What is the meaning of “internal partitions” under section 10(2)(d)(iii) of Part 1 of Schedule 1 to the Ordinance? Does it include sliding partitions and glass partitions?

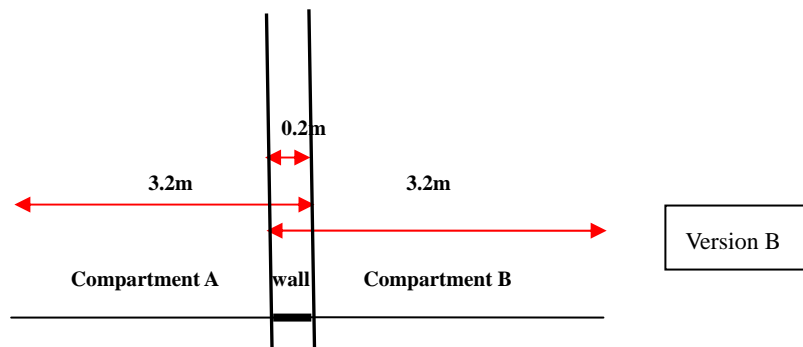
A15 All internal partitions shown on the building plans approved by the Building Authority under the Buildings Ordinance (Cap. 123) inside a residential property are “internal partitions”. The thicknesses of such partitions should be stated in the sales brochure.

Q16 Section 10(2)(e) of Part 1 of Schedule 1 to the Ordinance requires the setting out of the thickness of internal partitions of each residential property in the floor plan. If 2 individual compartments are separated by a wall, will the external dimensions of the 2 compartments double count the thickness of the wall?

A16 Vendors may mark the external dimensions of individual compartments of a residential property on the floor plan of the sales brochure in the following ways.



OR



With clear indication, both Version A and Version B show the external dimensions of the two compartments clearly and the issue of “double-counting” will not arise.

Q17 Assuming the vendor will provide furniture (e.g. a dining table) to the purchaser but the dining table is not shown on the floor plan in the sales brochure. Is the vendor required to state the dimension of the dining table in the floor plan in a sales brochure under section 10(2)(b) of Part 1 of Schedule 1 to the Ordinance?

A17 The Ordinance requires the dimensions of furniture to be stated if they are shown in a floor plan in the sales brochure (under section 10(2)(b) of Part 1 of Schedule 1) or in any other publications to be made available by the vendor for collection or inspection by the general public (under section 50(1) of the Ordinance). Whether the furniture is sold together with the residential property is irrelevant, i.e. the furniture shown on the floor plan may or may not be sold together with the residential property, and the vendor is not obliged to show the furniture to be sold together with the residential property on the floor plan.

Q18 What is the meaning of “furniture” in section 10(2)(b) of Part 1 of Schedule 1 to the Ordinance? Does “dimension” of furniture include height? Will “furniture” fall within some of the items of “fittings and finishes” under section 22 of Part 2 of Schedule 1 to the Ordinance?

A18 “Furniture” is different from “fittings and finishes”. “Furniture” is to be construed according to the natural meaning of the word, which generally refers to “movable” articles that are used to make a room or building suitable for living or working in, such as tables, chairs, or desks. For “fittings, finishes and appliances”, section 22 in Part 2 of Schedule 1 to the Ordinance sets out the specific information to be set out in a sales brochure, e.g. the type of wall finishes used for kitchen, connection points for telephone, shower

or bath tub, kitchen cabinet and built-in wardrobe.

The Ordinance does not require that vendors must show furniture in the floor plans of residential properties in the sales brochure or in any other publications to be made available by the vendor for collection or inspection by the general public. However, the Ordinance requires that if furniture is provided in any floor plans provided by the vendor, information on the dimensions of furniture (i.e. length x width x height) should be provided.

Q19 Can the sales brochure include floor plans showing the commercial parts of the development according to section 10 of Part 1 of Schedule 1 to the Ordinance?

A19 According to section 10 of Part 1 of Schedule 1 to the Ordinance, vendors should provide in the sales brochure each of the floor plans of the **residential properties** in the development. Therefore, floor plans showing the commercial parts of the development should not be provided in the sales brochure under section 10 of Part 1 of Schedule 1 to the Ordinance.

Q20 According to section 19(2)(j) of the Ordinance, the floor plans of all residential properties in the development have to be shown in the sales brochure. Does the vendor need to provide the floor plans of the residential properties in the development which are not owned by the vendor?

A20 According to section 19(2)(j) of the Ordinance, floor plans of the residential properties in the development have to be shown in the sales brochure. There is no exemption provided by the Ordinance on the basis that the residential properties in the development are not owned by the vendor. For residential properties which are no longer owned by the vendor, the vendor may show in the sales brochure the status of such properties according to the set of floor plans based on which the properties were sold.

Q21 Assuming that some of the residential properties in a completed development were sold before the commencement of the Ordinance. After the Ordinance comes into operation, when the vendor prepares a sales brochure for the purpose of section 25 of the Ordinance, whether information on the fitting, finishes and appliances in respect of those residential properties which have been sold has to be provided in the sales brochure according to section 22 of Part 2 of Schedule 1 to the Ordinance? What if the information in question is not available?

A21 According to section 19(3) of the Ordinance, the sales brochure for the development must set out the information required by Part 2 of Schedule 1 to the Ordinance. If section 19(3) of the Ordinance is contravened, the vendor commits an offence and is liable to a fine of \$500,000.

Section 22 of Part 2 of Schedule 1 to the Ordinance requires a vendor to set out in the sales brochure description of various items in the development in relation to fittings, finishes and appliances. The purpose is to ensure that prospective purchasers will be informed of what they may get upon purchase of the properties, in particular if the development has not yet been completed at the time of purchase.

In the case where the residential properties to be sold are inside a completed development and some of the residential properties inside that development have been disposed of by the vendor before the Ordinance comes into operation:

- (a) for those residential properties which are being offered for sale, vendors should provide up-to-date information on the fittings, finishes and appliances of those residential properties (e.g. interior fittings of bathroom), and in respect of the common areas of the development (e.g. interior finishes of the lobby); and

- (b) for the residential properties which are no longer owned by the vendors, vendors are advised to set out in the sales brochures as far as possible the information known to them on the fittings, finishes and appliances of those residential properties when they were sold as first-hand residential properties. If the vendor cannot provide part or any of the required information even in their best endeavour, a remark or an explanatory note on the reason for not being able to provide such information should be set out in the sales brochure, e.g. the vendor no longer keeps the information on fittings, finishes and appliances of the residential properties in the development which were sold before [which year]. The SRPA will take into account such reason and consider the circumstances of the case in determining whether or not to take enforcement action against the vendor for not complying with section 19(3) of the Ordinance.

Q22 Section 12(2) of Part 1 of Schedule 1 to the Ordinance requires the provision of floor plans showing the parking spaces in the development. What if the parking spaces are not owned by the vendor?

A22 Vendors should provide in the sales brochure floors plans showing the parking spaces in the development according to the latest building plans approved by the Building Authority under the Buildings Ordinance (Cap. 123).

When showing the floor plan of parking spaces of the development in a sales brochure and if the parking spaces are no longer owned by the vendors, vendors may add an explanatory note to the floor plans of the parking spaces in the sales brochure stating that the parking spaces are not owned by the vendors , and that the floor plan of the car park in the sales brochure is prepared according to the set of approved building plans based on which the occupation permit of the development was issued.

Q23 According to section 18 of Part 2 of Schedule 1 to the Ordinance, sales brochure should include cross-section plan(s) in relation to every building in the development. The plan should show a cross-section of the building in relation to every street adjacent to the building? How should such requirements apply to house-type development? What is the meaning of “street” in this provision? Does it include bridges and tunnels?

A23 The Ordinance requires the provision of cross-section plans(s) in relation to every building in a development. If there is a street immediately adjacent to each side of a building or a house, there should be at least two cross-section plans for that building or house.

For the meaning of “street” in section 18 of Part 2 of Schedule 1 to the Ordinance, please make reference to the definition of “street” in section 3 of the Interpretation and General Clauses Ordinance (Cap. 1). It covers, among other things, bridges and tunnels.

Under most circumstances, a bridge or a tunnel will not be immediately adjacent to a residential building or house. Rather, there may be a street, a path, a yard or a garden separating the bridge/tunnel from the building/house. In that case, it will be sufficient for the cross-section plan to show the adjacent street but not the bridge/tunnel.

Q24 What is the meaning of the “lowest residential floor” in section 18(b) of Part 2 of Schedule 1 to the Ordinance? Is plaster on the floor slab included in determining the level?

A24 In accordance with section 18(b) of Part 2 of Schedule 1 to the Ordinance, the “lowest residential floor” of a building/house means the lowest level in a building/house that is used for residential purpose. As long as there is residential element in a floor, it should be regarded as a residential floor in determining

the “lowest residential floor” under section 18(b) of Schedule to the Ordinance. In other words, a floor used for both residential and non-residential purposes may be regarded as the “lowest residential floor” if it is the lowest floor in a building where there is residential element.

Plaster should not be included in determining the level of the lowest residential floor.

Q25 The Ordinance requires the provision of a location plan, an aerial photograph and an outline zoning plan in the sales brochure, and such plan/photo should show the area within 250metres, 250metres and 500metres from the boundary of the development respectively (i.e. sections 6, 7 and 8 of Part 1 of Schedule 1 to the Ordinance). Can the plan/photo show the area beyond 250metres/500metres from the boundary of the development?

A25 The location plan, aerial photograph and outline zoning plan should only show the area within 250m, 250m and 500m from the boundary of the development respectively, except due to technical reason such as the irregular boundary of the development which makes it impractical to show exactly 250m from all the points on the boundary of the development.

If, due to technical reason, the location plan, aerial photograph or the outline zoning plan has shown more than the area required under the Ordinance, the vendor may add an explanatory note or remark to state such facts.

If there is any feature outside the 250m/500m boundary which is likely to materially affect the enjoyment of the residential property, and the information is known to the vendor but is not known to the general public, vendor is advised to provide such information as “relevant information” under section 20(1) of the Ordinance. Information contained in a document that has been registered with the Land Registry will not be regarded as “relevant

information” under the Ordinance.

Q26 Section 6(2)(b)(iii) of Part 1 of Schedule 1 to the Ordinance requires that the location plan of the development should show every building, facility or structure (if any) if they are used principally as the items specified in section 6(4) of Part 1 of Schedule 1. If only one floor in a multi-storey building is used as a library, is the library a principal use of that building?

A26 Section 6(2)(b)(iii) in Part 1 of Schedule 1 to the Ordinance requires that the location plan of the development should show every building, facility or structure (if any) that is situated within 250 metres from the boundary of the development, the principal use of which building, facility or structure is one of those specified in subsection (4).

If the principal use of a structure or facility that is situated within 250 metres from the boundary of the development is one of those specified in section 6(4) in Part 1 of Schedule 1, it must be shown on the location plan of the development regardless of the percentage of areas that such structure or facility accounts for the total area of the building in which it is situated.

Q27 Can more than one outline zoning plan be provided in the sales brochure according to section 8 of Part 1 of Schedule 1 to the Ordinance if a single outline zoning plan cannot cover all the areas within 500 from the boundary of the development?

A27 If more than one outline zoning plans (OZP) are required to cover all the areas with 500m from the boundary of the development, all of such OZPs with the respective title, plan number and gazette date should be shown in the sales brochure.

Q28 Section 19(3) of Part 1 of Schedule 1 to the Ordinance requires the elevation plan provided in sales brochure be certified by the authorized person (AP) for the development. Is the certificate required to be reproduced in the sales brochure? What if the AP for the development of which the building works have been completed is not available to do the certification?

A28 The vendor should ensure the elevation plan shown in the sales brochure is certified by the AP for the development. There is no need to reproduce the certificate in the sales brochure.

In the event that the AP for such development is not available to do the certification, the vendor should still provide in the sales brochure an elevation plan in accordance with the approved building plans and state that the plan has not been certified by the AP for the development as required under section 19(3) of Part 2 of Schedule 1 and state the reason(s) (e.g. the AP for the development has passed away). The SRPA will take into account such reason(s) and consider the circumstances of the case in determining whether or not to take enforcement action against the vendor for not complying with Section 19(3) of Part 2 of Schedule 1 to the Ordinance.

Q29 Section 14(2)(f) of Part 1 of Schedule 1 to the Ordinance requires that the area (if any) in the development retained by the owner for that owner's own use should be set out in the sales brochure. What does it mean by "retained by the owner"? Does it include the area where, according to the deed of mutual covenant (DMC), has been allocated to the owner and the owner is entitled to dispose of it.

A29 As required under section 14(2) of Part 1 of Schedule 1 to the Ordinance, the sales brochure must set out a summary of the DMC provisions that deal with various matters, one of which is

“the area (if any) in the development retained by the owner for that owner’s own use”.

In this respect, such area refers to all areas retained by the owner for his own use as set out in the DMC regardless of whether and when the owner will dispose of the area. In general, such area is usually not a residential accommodation, a commercial accommodation or a car park or individual residential units, commercial units or parking spaces therein.

For example, area reserved for un-used gross floor area to be utilized by the owner.

Q30 Section 14(2)(a) of Part 1 of Schedule 1 to the Ordinance requires that a summary of the provisions of the deed of mutual covenant which deal with the common parts of the development be set out in the sales brochure. Which types of provisions in the DMC may meet the requirements of Section 14(2)(a) of Part 1 of Schedule 1 to the Ordinance?

A30 Vendors should, according to the deed of mutual covenant, set out the major provisions which deal with the common parts of the development, such as major provisions which deal with car park common area, estate common areas, estate common facilities, residential common area and residential common facilities.

Q31 Section 14(2)(b) of Part 1 of Schedule 1 to the Ordinance requires the provision of “the number of undivided shares assigned to each residential property in the development” in the sales brochure. How can the potential purchasers know the undivided share of a particular property in relation to the whole development if the total number of undivided shares of the development is not provided in the sales brochure?

A31 Apart from providing the number of undivided shares assigned to each residential property in a development, the number of

undivided shares assign to each residential property in a development may also be presented in the form of a fraction, so that the total number of undivided shares of the development is also made known to the potential purchasers. For example, if a residential property is allocated with 50 units of undivided shares and the total number of undivided shares for the development is 50 000, such information can be presented as “50/50 000” in the sales brochure.

Q32 If some types of management expenses on non-residential areas are to be shared by owners of residential properties, can such information be provided in the sales brochure?

A32 Section 14(2)(d) of Part 1 of Schedule 1 to the Ordinance requires vendors to set out in the sales brochure, as part of the summary of the provisions of the deed of mutual covenant, the basis on which the management expenses are shared among the owners of the residential properties in the development. Therefore, vendors should provide under section 14(2)(d) of Part 1 of Schedule 1 to the Ordinance the basis on which the management expenses are shared among the owners of the residential properties in the development, which expenses may include expenses related to the common areas and common facilities for the use and benefit of all the owners in the development.

Q33 Assuming a piece of land granted under a land grant has been sub-divided into two different sections (e.g. Section A and the Remaining Portion). If a development is built on Section A, according to sections 15 and 16 of Part 1 of Schedule 1 to the Ordinance, whether it is necessary to also disclose a land grant provision which affects the Remaining Portion only?

A33 If a piece of land under a land grant is partitioned (or carved out) into different sections (e.g. Section A and the Remaining Portion) and a development is built only on Section A, the land grant provisions relating to Section A on which the development is built

as well as the facilities on the Remaining Portion that are required under the land grant to be constructed and provided for Government, or for public use, should be disclosed as required under sections 15 and 16 of Part 1 of Schedule 1 to the Ordinance respectively.

Q34 If the vendor will reserve a right under the sale and purchase agreement to apply for a land grant modification but has yet to make the application, can such information be provided in the sales brochure under section 28 of Part 2 of Schedule 1 to the Ordinance?

A34 Section 28 of Part 2 of Schedule 1 to the Ordinance is only applicable where the owner has applied to the Government for a modification of the land grant, and the application is not yet granted.

Q35 Vendors are required under section 15(2)(e) of Part 1 of Schedule 1 to the Ordinance to provide information on the grantee’s obligation to lay, form or landscape any areas, or to construct or maintain any structures or facilities, within or outside that land. Should information on “building covenant” be set out under this section?

A35 According to section 15(2)(e) of Part 1 of Schedule 1 to the Ordinance, vendors should set out in the sale brochure the grantee’s obligation to lay, form or landscape any areas, or to construct or maintain any structures or facilities, within or outside that land.

Information on “building covenant” should also be set out under section 15(2)(e) of Part 1 of Schedule 1 to the Ordinance.

Q36 Section 15(2)(c) of Part 1 of Schedule 1 to the Ordinance requires the vendor to set out the user restriction applicable to that land in the sales brochure. Should such provisions be set out in detail and in full?

A36 According to section 15(2) of Part 1 of Schedule 1 to the Ordinance, the sales brochure must contain a summary of the provisions of the land grant concerning various matters including the user restrictions applicable to the land. While there is no need to copy in full all the relevant provisions in the sales brochure, if there are specific user restrictions for different parts of the land or the building(s) erected or to be erected thereon as stipulated in the land grant (e.g. specific user restrictions for different floors of the building(s)), the summary should cover all such specific user restrictions.

Q37 Can the vendor provide information on “license, waivers, no-objection letter and approval letter” in the sales brochure under section 28 of Part 2 of Schedule 1 to the Ordinance?

A37 Section 28 of Part 2 of Schedule 1 to the Ordinance stipulates that where the owner has applied to the Government for a modification of the land grant, and the application is not yet granted, the sales brochure must state the nature of the modification sought and the condition sought to be modified.

Generally speaking, whether an application is for a modification of the land grant will depend on the contents and nature of the application, howsoever the application is named, which must be examined in each individual case. In general, if the application involves the issue of say, a licence pursuant to an express provision in the relevant land grant conditions, for example “licence” to carry out on the land any one of the offensive trades, namely oilman, tavern keeper, victualler, butcher and sugar maker contained in the land grant conditions, such application will not be taken as an application for a modification.

Q38 Are vendors required to provide information on fittings, finishes and appliances of clubhouse in the sales brochure under section 22 of Part 2 of Schedule 1 to the Ordinance?

A38 Vendors are required to provide information on fittings, finishes and appliances of the residential properties in the development under section 22 of Part 2 of Schedule 1 to the Ordinance.

As clubhouse is not regarded as “residential property” as defined under section 6 of the Ordinance, there is no need to, and vendors should not, provide information on fittings, finishes and appliances of clubhouse in the sales brochure.

According to section 23(1) of the Ordinance, a sales brochure for a development must not set out any information other than the information required or authorized by the Ordinance. If the vendor wishes to provide information on fittings, finishes and appliances of clubhouse to prospective purchasers, such information should be provided in a publication which is not a sales brochure of the development or via other channels.

Q39 Section 20 (1) of Part 2 of Schedule 1 to the Ordinance requires the provision of the area of residents’ clubhouse, communal sky garden and covered and landscaped play area in the sales brochure. How should such area be measured?

A39 The area of residents’ clubhouse, communal sky garden and covered and landscaped play area in the sales brochure should be measured according to the information set out in the building plans approved by the Building Authority under the Buildings Ordinance (Cap. 123). If the residents’ clubhouse, communal sky garden or communal garden have uncovered parts, even though the areas of those uncovered parts may not be set out in the building plans, information of those areas should be a matter of facts and the vendors should have those information.

Q40 Section 23 of Part 2 of Schedule 1 to the Ordinance requires setting out in the sales brochure information on any agreement with a utility company for providing utility service for the specified residential property. What exact information is required to be disclosed?

A40 It is quite common that the vendor may have signed agreements with specific utility companies for providing utility services for the development before the residential properties are offered to be sold. For example, if the vendor has signed an agreement with a company for the provision of tele-communication services to all the individual owners of the residential properties in the development, the name of the service provider and the major terms of the agreement which will directly affect the individual owners of the development (e.g. whether there are any restrictive terms such as the individual owners could not choose to use tele-communication services provided by other service providers, and the expiry date of the agreement) should be set out in the sales brochure.

Q41 If a vendor chooses to provide a defect liability warranty period that is longer than the period as stipulated in the agreement for sale and purchase, can such information be provided in the sales brochure under section 26 of Part 2 of Schedule 1 to the Ordinance?

A41 According to section 26 of Part 2 of Schedule 1 to the Ordinance, the sales brochure can only state the defect liability warranty period as provided in the agreement for sale and purchase.

Q42 The Ordinance requires various mandatory information be set in a sales brochure of the development. Can such information be set out in the sales brochure in the form of a remark or footnote?

A42 Information required to be set out in a sales brochure under sections 19 to 23 of the Ordinance is important information for prospective purchasers. The use of explanatory notes or remarks for the main text are allowed (but they should not impose condition(s) or restriction(s) to the information in the main text) in order to provide some flexibility as to the presentation of the requisite information in the sales brochure, which may be more readable as a result. There is no reason why information that should be set out in the main text is all placed in the explanatory notes or remarks. Inappropriate presentation of information in the sales brochure will cause confusion to readers, which should be avoided.

Q43 The Ordinance requires setting out different information relating to the development in the sales brochure (as set out in sections 19 to 23 of the Ordinance). What if the information is not yet confirmed and not yet available at the time of printing of the sales brochure?

A43 For information required to be provided in a sales brochure under sections 19(2) and Part 2 of Schedule 1 as applied by section 19(3) of the Ordinance, if the required information is not applicable to the development, a paragraph for such information with the appropriate heading should be provided in the sales brochure stating that such information is not applicable to the development. For example, if the information on “maintenance of slopes” under section 27 of Part 2 of Schedule 1 to the Ordinance is not applicable to the development, an appropriate heading (e.g. maintenance of slopes”) should be provided and “not applicable” should be stated. If the information required under a **subsection** of a section in Parts 1 and 2 of Schedule 1 is not applicable, vendor should state clearly which subsection is

not applicable.

If the required information is applicable to the development but is not yet confirmed at the time when the sales brochure is printed, the vendor should in their best endeavor provide in the sales brochure the latest information on those aspects known to him, though not yet confirmed. The accuracy of the information in question should be considered when the sales brochure is examined as provided under section 17 of the Ordinance and such information may be revised if necessary.

Q44 Vendors are required to provide “relevant information” (which means any matter that is likely to materially affect the enjoyment of the residential property/development) under section 20(1) of the Ordinance. Does “relevant information” include something that will likely bring positive and material impact to the enjoyment of the residential property/development?

A44 Section 20(1) of the Ordinance provides that the sales brochure must set out “relevant information” that is specific to a residential property in the development or “relevant information” that is specific to the development, if (a) the information is not otherwise required to be set out in the sales brochure; and (b) the information is known to the vendor but is not known to the general public.

“Relevant information” is defined in section 20(7) to mean (a) in relation to a residential property, information on any matter that is likely to materially affect the enjoyment of the residential property; or (b) in relation to a development, information on any matter that is likely to materially affect the enjoyment of any residential property of the development. In this respect, it is a question of degree whether, in a particular case, a matter is likely to materially affect the enjoyment of a property by enhancing or diminishing the enjoyment of the property.

Q45 Can the vendor state the particulars of a tenancy in the sales brochure for the property that is sold subject to tenancy?

A45 If some properties in a development are to be sold subject to tenancy, vendors are advised to state in the documents containing the sales arrangements which properties are to be sold subject to tenancy. Vendors may also include particulars of the tenancy in such documents, or in other publications.

Vendors should consider whether, in relation to a residential property, the existence of a tenancy and the particulars of such tenancy constitute information on matters that are likely to materially affect the enjoyment of the residential property and hence should be set out in the sales brochure as required by section 20 of the Ordinance.

Q46 Can the vendor state in the sales brochure that some properties are kept by the vendor for leasing purpose?

A46 A vendor's decision to offer to sell which of the properties in the development is reflected in the documents containing the sales arrangement in which the vendor is required to state a description of the residential properties that would be offered to be sold.

Q47 Can the name of the development be set out in the sales brochure?

A47 While there are various requirements under Division 2 of Part 2 of the Ordinance on the contents of sales brochure for a development, there is no requirement as to how a development is to be identified in the sales brochure. Thus, the development may be referred to in the sales brochure by its name.

Q48 According to section 11 of Part 1 of Schedule 1 to the Ordinance, vendors are required to provide information on saleable area and the area of the 10 items as specified in Part 1 of Schedule 2 to the Ordinance in the sales brochure in square feet and in square metres. What conversion formula should be adopted?

A48 Vendors are free to adopt their own conversion formula. In this respect, vendors may wish to add an explanatory note or remark in the sales brochure under the section of “area of residential properties in the development” to set out the conversion formula.

Sales Arrangements

Q49 In the documents setting out the sales arrangements according to section 47 of the Ordinance, can more than one method be set out for determining the order of priority?

A49 Section 47(2)(d) and (e) of the Ordinance requires a vendor to specify in the document containing the sales arrangements the respective methods to determine the order of priority in which a person may select among the properties one that he wishes to purchase and, where there are two or more persons interested in a particular property, in which who may proceed with the purchase of that property. In determining the order of priority, vendors may wish to use different methods during different time periods or under different circumstances. In this respect, a vendor may need to specify in the document containing the sales arrangement more than one method for the purpose of section 47(2)(d) or (e). Sufficient details should be provided so that the public can be certain about which particular method is to be used and when it is to be used. For example, a vendor may state that for the first three days of sale, the order of priority will be determined by ballot whereas for some other specified dates, it will be on a first-come-first-served basis.

Q50 Assuming a vendor has suspended the sales of all unsold units the sales of which have been announced in the documents containing the sales arrangements, the SRPA has been informed of the suspension and such suspension has been made public on the SRPE. When the sale is resumed, is the vendor required to, make available the sales brochure according to section 25 of the Ordinance and make available the sales arrangements according to section 47(1) of the Ordinance again and wait for three days before the properties can be offered to be sold?

A50 If a vendor has suspended the sales of all unsold units the sales of which have been announced in the documents containing the sales arrangements, the SRPA has been informed of the suspension and such suspension has been made public on the SRPE, the vendor must make available to the public the sales brochure according to section 25 of the Ordinance, and make available to the public the price list according to section 32 of the Ordinance when the sales is resumed. Also, the vendor must make available to the public the sales arrangements according to section 47(1) of the Ordinance when the sales is resumed.

Revisions to Sales Brochure, Price List and Sales Arrangements

Q51 Under the Ordinance, vendors may revise the contents of sales brochure, price list and sales arrangements after their issuance. Whether the revised documents are subject to the timeframe requirements under sections 25, 32 and 47(1) respectively, i.e. whether the specified residential properties can only be offered to be sold after the revised sales brochure has been made available for a period of at least 7 days, and after the revised price list and sales arrangements have been made available for a period of at least 3 days?

A51 Sales brochure

According to section 25(9) of the Ordinance, the sales brochure made available for the public should be printed or examined under section 17(1) within the previous three months. Assuming a sales brochure is printed on 1 January (i.e. version A) and an examined sales brochure (i.e. version B) is made available on 1 April. There is no need for version B sales brochure to be made available for a period of at least 7 days in advance for the sale of the development to be continued on 1 April provided that for the 7-day period before 1 April, version A sales brochure is made available.

Price list

According to section 35 of the Ordinance, the owner may only sell, or offer to sell, the specified residential property –

- (i) at the price of that property, as set out in the price list copies of which have been made available under section 32(1), (2) and (3) of the Ordinance (i.e. for a period for at least 3 days immediately before the date of sale make available hard copies of the price list for collection by the public free of charge, on the date of sale make available hard copies of the price list for collection by the general public free of charge at the place where the sale is to take place, and make available soft copy of the price list on the vendor's website for inspection); or
- (ii) at the price revised under 29(4) of the Ordinance as set out in the price list copies of which have been made available under section 32(1), (2) and (3) of the Ordinance. Section 29(4) of the Ordinance deals with changes to the price of specified residential property as set out in a price list.

If there is a change to the price of a residential property as set out in a price list, the property in question can only be sold or offered to be sold after the revised price list has been made available

under section 32(1), (2) and (3) of the Ordinance (i.e. the revised price has to be made available for a period for at least 3 days immediately before the date of sale and on the date of sale of the property in question). As for the other properties the prices of which have also been set out on the same price list under revision but no changes to their prices have been made, there is no need for the owner to wait for another three days to offer to sell those properties.

Sales Arrangements

According to section 47(1) of the Ordinance, the vendor must make available hard copies of a document containing the information on sales arrangements for collection by the general public free of charge during a period of at least 3 days immediately before the date of sale. The same information must also be made available for inspection on the vendor's website according to the same timeframe.

If changes are made to the sales arrangements, the specified residential properties affected by the changes should only be sold or offered to be sold after the revised sales arrangements have been made available to the public for a period of at least three days. For example, if at the original document containing the sales arrangement, there is only one place (e.g. location A) where the specified residential property will be offered to be sold. After three days, the vendor adds another place (e.g. location B) where the specified residential property will be offered to be sold and issues a revised document setting out the new sales arrangements. In this case, the specified residential property can continue to be offered to be sold at location A, but can only be offered to be sold at location B after the revised sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance.

If, after issuing a document on the sales arrangements setting out residential properties to be offered for sale on a specific date,

owners wish to offer additional residential properties for sale, it may issue another document of sales arrangements to cover the arrangements for the sale of the additional residential properties, and follow the requirements under section 47(1) of the Ordinance. Alternatively, owners may announce the offer for sale of those additional residential properties by making amendments to the previous document on sales arrangements. If so, the additional residential properties can only be offered to be sold after the revised document of sales arrangements have been made available to the public for a period of at least three days immediately before the date of sale under section 47(1) of the Ordinance. As for the other properties on the amended document of sales arrangement to which there are no changes to their sales arrangements, there is no need for the owner to wait for another three days to offer to sell those properties.

Show Flats

Q52 Under section 36(1)(e) the Ordinance, the fittings, finishes and appliances in the unmodified show flat should be the same as those depicted in the sales brochure for the development. How about those appliances located in a hidden place such as above ceiling, and those located outside the property such as an outdoor unit of split-type air-conditioner?

A52 The fittings, finishes and appliances in the show flat should be the same as those depicted in the sales brochure for the development. Any difference should be stated on a notice posted in the show flats.

In the quoted examples, if the vendor chooses not to provide those hidden appliances and the outdoor unit of split-type air-conditioner in the show flat, a notice stating such facts should be posted in the show flat.

Q53 Is the vendor required to arrange the show flat viewer to view the unmodified show flat before the modified show flat of a residential property according to section 38(2) of the Ordinance?

A53 The Ordinance requires that if a modified show flat of an uncompleted residential property is provided, an unmodified show flat of the same property should also be provided. There is no requirement on the sequence of viewing those two types of show flats.

Viewing of Completed Properties

Q54 Section 44 of the Ordinance requires that before the specified residential property is sold to a person, the vendor must make the residential property available for viewing by the person. Does it mean that the vendor has to arrange the residential property be viewed by the public before the property is “offered to be sold”?

A54 If a vendor has, before the signing of the preliminary agreement for sale and purchase (PASP), arranged that particular purchaser to view the property in question, he is considered as having complied with the requirement under section 44(1) of the Ordinance.

If the vendor has offered to arrange the purchaser to view the property but the latter has declined the offer, the vendor may, to safeguard his interest, ask the purchaser to confirm in writing that he/she has declined the offer from the vendor to view the property.

Q55 According to section 44 of the Ordinance, if it is not reasonably practicable for the vendor to arrange the specified residential property to be viewed by the potential purchaser, he should arrange a comparable unit for viewing. What does it mean by “comparable”?

A55 The purpose of section 44 of the Ordinance is that a prospective purchaser should be able to view the subject property (or a comparable property) before signing the Preliminary Agreement for Sale and Purchase. The meaning of “comparable property” should be construed in that context. The size, the layout, the view and the floor at which the residential property is located should be taken into account in identifying the comparable unit.

Agreement for Sale and Purchase

Q56 Under the Ordinance, if the purchaser fails to execute an Agreement for Sale and Purchase (ASP) within 5 working days after the date on which he enters into a Preliminary Agreement for Sale and Purchase (PASP), can the vendor chooses not to forfeit the preliminary deposit?

A56 Under section 53(3) of the Ordinance, if a person does not execute an ASP within 5 working days after the date on which he enters into the PASP, the PASP is terminated and the preliminary deposit is forfeited.

Advertisement

Q57 Vendors are required to set out various information in the printed advertisements under section 73 of the Ordinance. Is amendment to the advertisements required if the aforesaid information has been changed?

A57 If there are changes to the information set out in the advertisements, the vendor should update the advertisements as soon as practicable.

Others

Q58 How to define a phase of a development under the Ordinance?

A58 The definition of a “development” is set out in section 3(1) of the Ordinance.

Having defined what constitutes a “development”, section 3(3) of the Ordinance further defines the factors for determining whether a development is divided into two or more phases. For the purposes of the Ordinance, whether a development is divided into two or more phases depends on the building plans approved under the Buildings Ordinance (Cap. 123).

Assuming Development A consists of 4 blocks of buildings. If building plans are submitted to the Building Authority (BA) in respect of all the four blocks of buildings as a whole and the plans are subsequently approved by the BA, Development A is regarded as a single development.

If two sets of building plans are submitted to the BA, each covering two blocks of buildings, and the plans are subsequently approved by the BA, the development is considered as having two phases.

If all four blocks of buildings are submitted to and approved by the BA in one set of plans including a phasing plan which demarcates the development as comprising two phases, the development is considered as having two phases.