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29 April 2013

Clerk to Subcommittee on
Residential Properties (First-hand Sales) Ordinance
(Commencement Notice)
Legislative Council Complex
1 Legislative Council Road
Central
Hong Kong
(Attn: Ms Miranda Hon)

Dear Ms Hon,

Residential Properties (First-hand Sales) Ordinance

At a meeting of the Bills Committee on Residential Properties (First-hand Sales) Bill, the Administration has undertaken to provide a set of the published guidelines in connection with the Residential Properties (First-hand Sales) Ordinance (Cap. 621) to the Legislative Council for information. I herewith enclose the relevant documents at **Annex**.

Yours sincerely,

(Original Signed)

(Miss Sharon Ko)
for Secretary for Transport and Housing

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

General

1. Sales brochures made available for the purpose of section 25 of the Residential Properties (First-hand Sales) Ordinance (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 Sales of First-hand Residential Properties Authority (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 for the development (the designated website).
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 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 an electronic 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/revised 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 an electronic copy should be provided to the SRPE according to sections 25(4) and (9) of the Ordinance. The vendor should also arrange to have an electronic 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 designated 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. A 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 Notes 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. Generally speaking, that the owners of residential properties are required to make contribution of expenses is one of the considerations as to whether the relevant land grant conditions would be regarded as onerous. 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; and
- (c) ground settlement.

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. An example 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 is “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”.

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

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) and (c) 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 (i) the environmental assessment of the building that has been submitted to the Building Authority; and (ii) information on the estimated energy performance or consumption for the common parts of the development. 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 and information on the estimated energy performance or consumption for the

common parts of this development were 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. *Reference may also be made to Practice Notes No. PN05/13 and No. PN06/13.*

For enquires, please contact us via the following -

Telephone : 2817 3313

Email : enquiry_srpa@hd.gov.hk

Fax : 2219 2220

5 April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

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.

Notes to Purchasers of First-hand Residential Properties

You 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.
- Check with the vendor or the estate agent the estimated management fee, the amount of management fee payable in advance (if any), special fund payable (if any), the amount of reimbursement of the deposits for water, electricity and gas (if any), and/or the amount of debris removal fee (if any) you have to pay to the vendor or the manager of the development.

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.

- Pay attention to the area plan annexed to the ASP which shows the total area which the vendor is selling to you. The total area which the vendor is selling to you is normally greater than the saleable area of the property.
- A preliminary deposit of **5%** of the purchase price is payable by you 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.
- You 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 your 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.
- 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

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.

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. You 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

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

5 April 2013

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

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

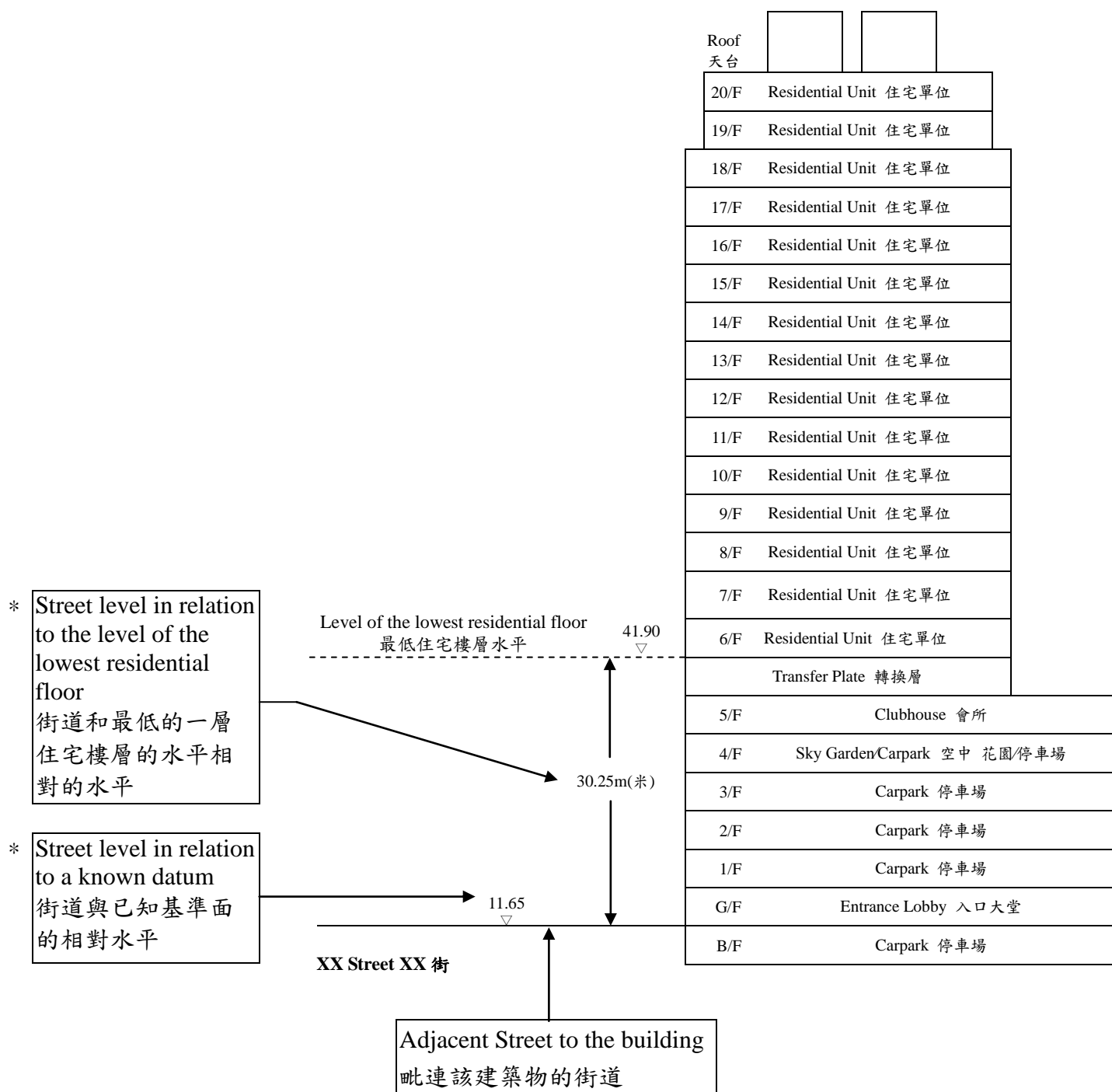
物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area) 平方米 (平方呎) sq. metre (sq. ft.)												
				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)

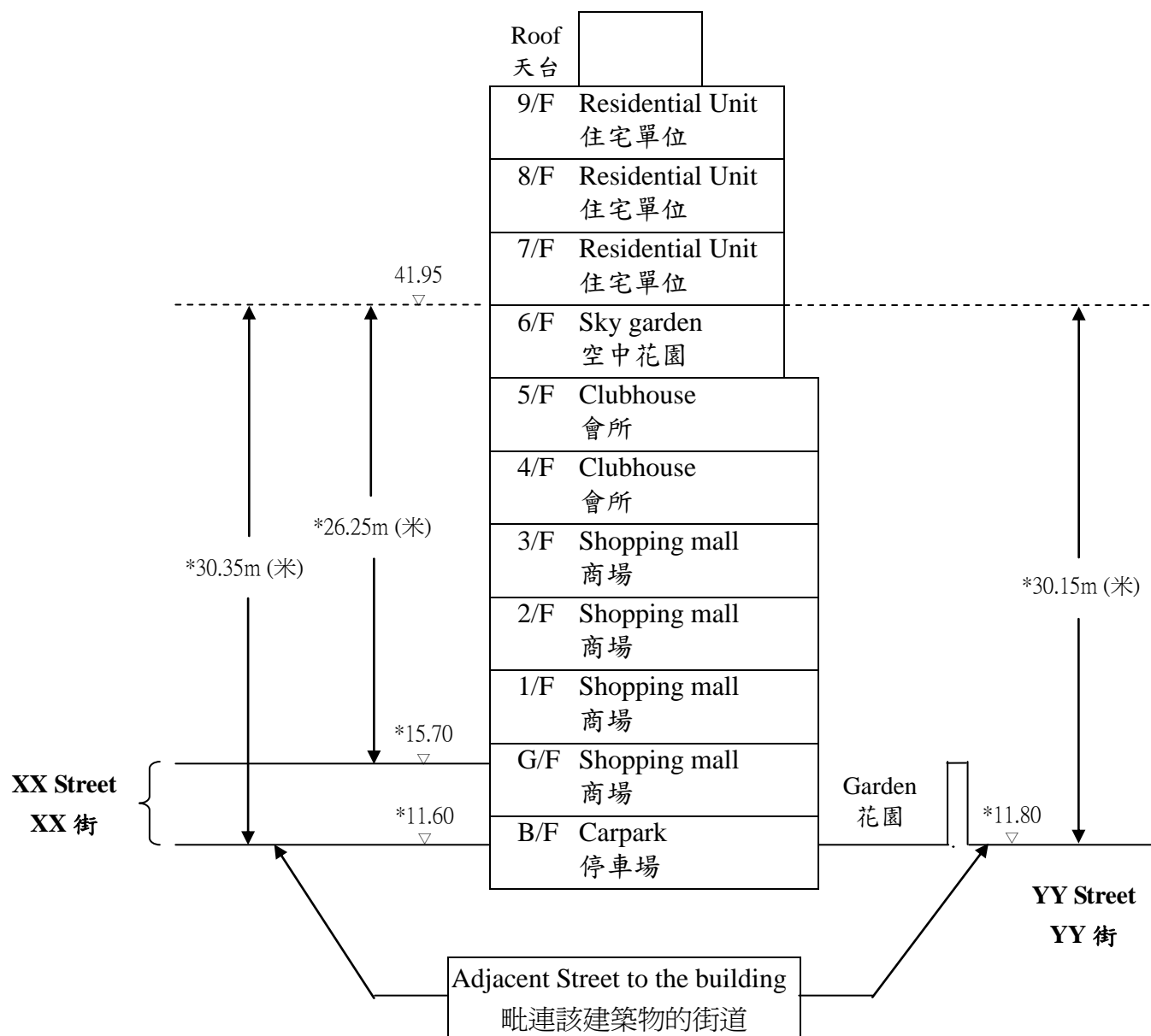


- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 2 (例子二)

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

橫截面圖 (建築物毗連兩條街道，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。

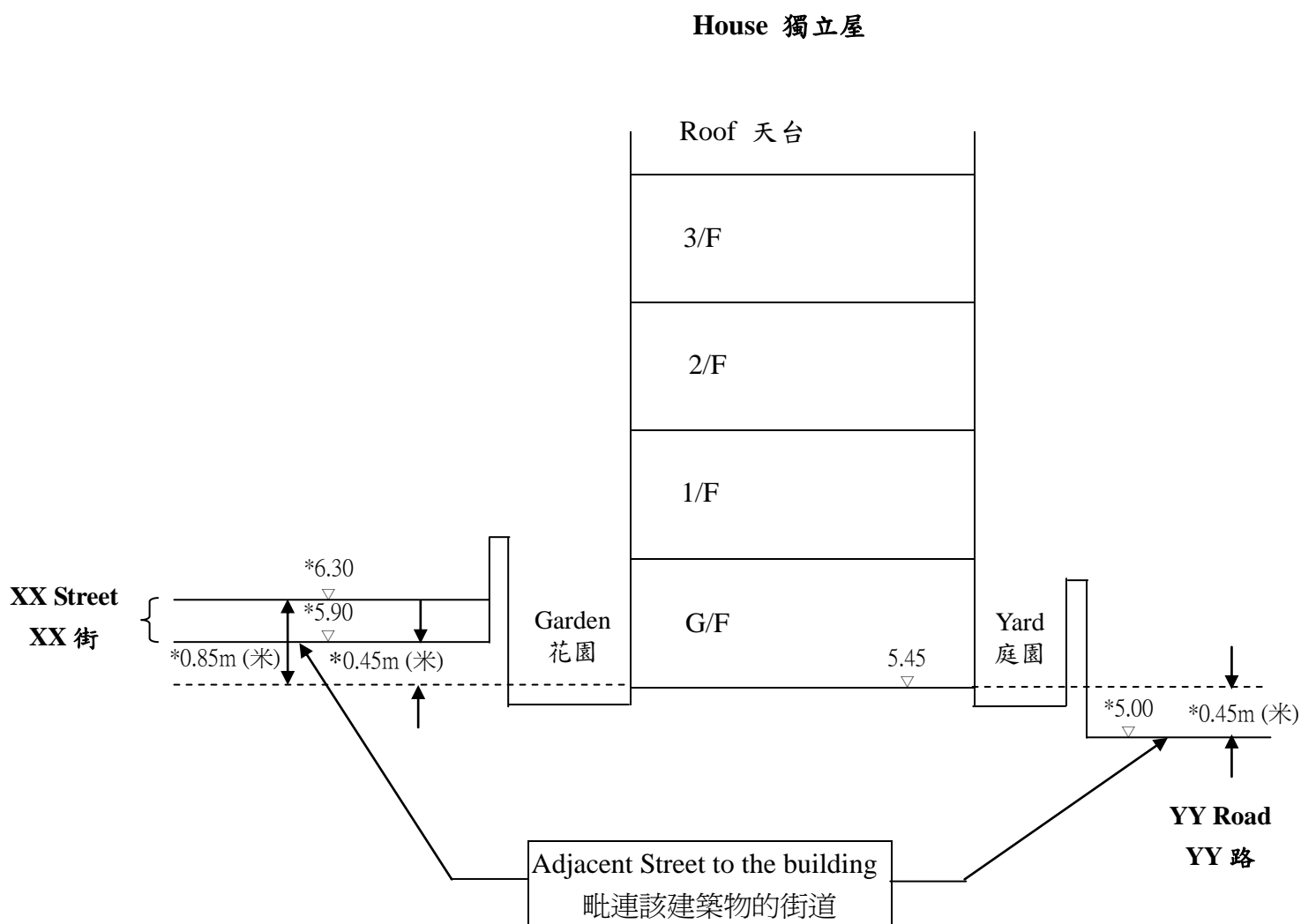
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。

* 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	

		Area (m ²)
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 for the Common Parts of the Development

Latest information on the estimated energy performance or consumption for the common parts of the development as submitted to the Building Authority 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 1)					
Location	Internal Floor Area Served (m ²)	Annual Energy Use of Baseline Building ^(Note 2)		Annual Energy Use of Proposed Building	
		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 3)					

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:

- 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.

- “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).
- “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.

Residential Properties (First-hand Sales) Ordinance

Guidelines on Price List

General

1. Price lists made available for the purpose of section 32 of the Residential Properties (First-hand Sales) Ordinance (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 for the purpose of the sale of specified residential property to (i) the general public, (ii) the Authority (i.e. the Sales of First-hand Residential Properties Authority (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 for the development (the designated website).
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 to the general public, SRPA and SRPE -

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 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 an electronic 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 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 does not involve changes to the prices of the residential properties, the Ordinance does not require that such a revised price list has to be made available according to the requirements under section 32 of the Ordinance. Vendors are still required to make available hard copies of such a revised price list to the general public and an electronic copy of the price lists on the designated website.

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 2013 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.

For enquires, please contact us via the following -

Telephone	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 April 2013

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

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 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 sections 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) 實用面積及屬該住宅物業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 residential property are calculated in accordance with section 8 and Part 2 of Schedule 2 to 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。

The vendor has appointed estate agents 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.)

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 Residential Properties (First-hand Sales) Ordinance (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 January	<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 January 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 designated website for inspection and in hard copies for collection by the general public. They may either do so by (i) issuing another document of sales arrangements; or (ii) making amendments to the previous document on sales arrangements¹.
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.

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

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 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.

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

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.

Transitional Arrangements

12. 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 Sales of First-hand Residential Properties Authority (SRPA)

13. Please refer to Guidelines No. G05/13 on how to provide information to the SRPA.

For enquires, please contact us via the following -

Telephone : 2817 3313

Email : enquiry_srpa@hd.gov.hk

Fax : 2219 2220

5 April 2013

Sales of First-hand Residential Properties Authority

Transport and Housing Bureau

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. the Sales of First-hand Residential Properties Authority (SRPA), as well as (iii) on the website designated by vendors for the development (the designated website).
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.
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<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 designated website irrespective of whether there is a transaction on a particular day. ● Send an electronic copy of the Register to SRPE as soon as practicable after the vendor has made an entry into the Register.
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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 the designated website should be the same version as the one sent to the SRPE¹.

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.

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 the Annex.

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 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 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. 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

11. 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

12. 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 (PASP) are signed on or after 29 April 2013².

² In a transaction which the vendor and the purchaser has not entered into a PASP but go straight to entering into an Agreement for Sale and Purchase (ASP), and if the ASP is entered into on or after 29 April 2013, the transaction information as set out in the ASP is required to be entered into the Register.

How to Provide Information to the SRPA and the SRPE

13. 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 : 2817 3313

Email : enquiry_srpa@hd.gov.hk

Fax : 2219 2220

5 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.

Residential Properties (First-hand Sales) Ordinance

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

Submission of Sales Brochure

1. Insofar as the requirement under section 25(4)(a) of the Residential Properties (First-hand Sales) Ordinance (the Ordinance) is concerned, two hard copies of the sales brochure should reach the Sales of First-hand Residential Properties Authority (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 Unit E, 31/F, E-trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong 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 –

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.

- (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 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 15 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 in accordance with section 47(1) of the Ordinance (i.e. the three day requirement) (paragraph 12 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, for the purposes of continuing/commencing the sale of residential properties 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

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

security guards stationed at the ground floor of Blocks 1&2 of the Housing Authority Headquarters. The security guard will mark down the date and time of receipt on the cover of the documents.

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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 April 2013

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

Residential Properties (First-hand Sales) Ordinance

Guidelines on Submission of Documents 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, vendors should provide an electronic copy of the sales brochure to the SRPE on the first day on which vendors make copies of the sales brochure available for collection by the public (section 25(4)(b) of the Ordinance is relevant). The sales brochure should have been examined or examined and revised under section 17(1) of the Ordinance within the previous three months.

(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).
- (c) for a residential development or a phase of a development which resumes sale after a period of suspension of sale, even if revisions are not made to the price lists, vendors should provide electronic copies of such price lists to the SRPE on the first day on which

vendors make copies of such price lists available for collection by the public (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 documents 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.

Owners/Persons authorized by the owners have to open User Accounts with RVD

7. For a residential development or a phase of a development, the owners/persons authorized by the owners 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 users' confirmation. Owners/persons authorized by the owners 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. Owners/persons authorized by the owners may submit applications to RVD by post, by hand, by courier, or by e-mail (but not by fax). RVD accepts applications on Saturdays, Sundays and public holidays by e-mails ONLY.
9. To open the user account(s), owners/persons authorized by the owners 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. If the application is submitted by email, the original signed application form should be sent to RVD in due course as soon as practicable. Owners/persons authorized by the owners 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.

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

10. If a development is divided into two or more phases, owners/persons authorized by the owners 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 (with scanned copy of the original signed application form attached), 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 e-mail addresses of the owners/persons authorized by the owners 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 e-mail addresses of the owners/persons authorized by the owners 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/owners 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 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 users 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 documents 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 documents 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.一手住宅物業銷售資訊網.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 29 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 29 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 documents 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 2817 3737 between 09:00 and 18:00 from Mondays to Fridays except public holidays.
 - (b) The emergency hotline operated by SRPA at 9655 1611 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 vendors@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)”.

System Enhancements 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 system enhancements 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 enhancement 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 : 2817 3313 Email : enquiry_srpa@hd.gov.hk Fax : 2219 2220

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

System Requirements for Submissions to the Submission Website

Vendors should ensure that computers with system configuration not lower than the standards specified below are used for their access to the Submission Website of SRPE.

- (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 a web browser are required. The following items are recommended:

Operating Systems

Microsoft Windows XP
 Microsoft Windows Vista
 Microsoft Windows 7
 Microsoft Windows 8

Web Browsers

Internet Explorer 8, Firefox 3.5 - 19.0
 Internet Explorer 8 - 9, Firefox 3.5 - 19.0
 Internet Explorer 8 - 9, Firefox 3.5 - 19.0
 Internet Explorer 10, Firefox 3.5 - 19.0

For faster uploading of files, vendors are recommended to use Internet Explorer 10 or Firefox 18.0 or above.

Important Note: Vendors should update the software and install software fixes or patches for the operating systems and browsers in their computers which are designated for accessing the Submission Website from time to time.

**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
 (Chapter 621 of the laws of Hong Kong)
 (the “Ordinance”)**

Important Note: If a development is divided into two or more phases, owners ^(Note 1) are required to submit separate applications for the creation of individual online user account(s) for each and every phase of the development. The original signed copy of this form should reach the Commissioner of Rating and Valuation no less than 5 working days (Mondays to Fridays, excluding general holidays, black rainstorm warning days (as defined under section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1 of the laws of Hong Kong)), gale warning days (as defined under section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1 of the laws of Hong Kong) and section 2 of the Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Chapter 62 of the laws of Hong Kong)) and the date of receipt, the “**Working Days**”) immediately before the date on which the first sales brochure of a development (or a phase of a development) is to be submitted by the Owners electronically to the SRPE for uploading onto the SRPE for the purpose of compliance with the Ordinance. Please read the terms and conditions at the end of this application form.

The Rating and Valuation Department (“**RVD**”) expects that there will be very heavy caseload of applications from Owners for the creation of online user accounts during the period shortly before the Ordinance comes into operation. The RVD advises that 10 Working Days, instead of 5 Working Days, will be required by them for processing applications for the creation of online user accounts received on or before 29 April 2013.

Part I Particulars of Applicant	
Name of Applicant	
Please choose and tick the correct box : <input type="checkbox"/> I hereby declare that I am the Owner as shown in the records of the Land Registry of the residential properties of the development (or phase of development) as indicated in Part II of this application form. <input type="checkbox"/> I hereby declare that I am engaged by the Owner to represent and carry out all activities in relation to the SRPE on behalf of the Owner. An authorization letter# from the Owner is attached to this application form.	

Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

For applicant who is not the Owner and no authorization letter is accompanied with this application form, the electronic copy of all documents uploaded to the SRPE for the development (or phase of the development) cannot be inspected by the public on the SRPE until the authorization letter or the hard copy of the sales brochure under section 25(4)(a) of the Ordinance is received by the Sales of First-hand Residential Properties Authority.

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 Owner for the development for Part 2 of the Ordinance	

Part III Details of users (the “Users”) of the online user account^{##}		
	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 online user accounts may be created for a development (or a phase of development).

* Login names and passwords will be sent to the above Users by e-mail to the above e-mail addresses within 5 Working Days (or, for applications for the creation of online user accounts received on or before 29 April 2013, within 10 Working Days) 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 Owner shall ensure that all the Users fully understand and agree to the terms and conditions set out herein.
2. The Owner acknowledges that login names and passwords for access to and use of SRPE are confidential and must not be disclosed to any person(s) other than the Users under any circumstances. The Owner shall maintain confidentiality of the login names and passwords of all the Users and at no time and under no circumstances shall the Owner authorize any persons other than the User(s) to use the login names and passwords or allow any misuse of the login names or passwords. The Sales of First-hand Residential Properties Authority (“**SRPA**”), the RVD and the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (the “**Government**”) accept no liability whatsoever for improper use, misuse or loss of the login names or passwords for access to and use of SRPE. The Owner undertakes to notify the SRPA and the RVD of any unauthorized use of the login names and passwords for SRPE immediately when it becomes aware. The SRPA and the RVD reserve the right to close the online user account of any User set out in Part III of this application form without prior notice to the Owner.
3. The SRPA and the RVD reserve the right to modify, vary, suspend or discontinue any aspect and whether in whole or in part of the SRPE at their sole discretion.
4. The Owner agrees that electronic copies of sales brochure, price list and register of transactions provided by the Owner for the purposes of the SRPE is to be disclosed on the SRPE for free inspection and downloading by the general public and that the Owner is solely and fully responsible for the accuracy and completeness of the information contained in this application form and in the above-mentioned electronic copies of sales brochure, price list and register of transactions. While reasonable endeavors will be used to show or display the electronic copies of sales brochure, price list and register of transactions as provided by the Owner on the SRPE in the

way which the Owner has submitted to the SRPE, the SRPA, the RVD, the Government and their respective officers, employees, agents and contractors accept no liability for any loss or damage arising from or in connection with any errors, inaccuracies or omissions on the SRPE. The Owner shall indemnify and keep the SRPA, the RVD and the Government fully and effectively indemnified against all actions, costs, expenses, claims, demands, damages and expenses (whether direct or indirect and including without limitation the fees and disbursements of lawyers, agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings (where that settlement has first been proposed or approved in writing by or on behalf of the Owner) and liabilities of whatsoever nature howsoever arising as a result of any allegation, claim, complaint or investigation whatsoever (and including internal costs of staff time) in connection with the electronic copies of sales brochure, price list and register of transactions as provided by the Owner and disclosed on the SRPE or otherwise in connection with these terms and conditions. The indemnity provision of this clause shall survive the suspension or discontinuance of the SRPE (howsoever occasioned) and shall continue in full force and effect notwithstanding such suspension or discontinuance.

5. The SRPA, the RVD and the Government do not guarantee the availability or reliability of the on-line network through which information is submitted to the SRPE. Neither the SRPA, the RVD, the Government, nor their officers, employees, agents or contractors shall be responsible for any delays, interruptions and failure in communication, transmission, retrieval or receipt of information or execution of instructions howsoever caused or for any loss or damage arising therefrom or connected therewith.
6. The personal data provided by the Owner in this application form and that provided by the Users in the SRPE will be used for the following purposes: (a) the processing of the application in this form and related activities; (b) the maintenance of the SRPE and any other electronic database that may be established under the Ordinance; (c) facilitating communication between the SPRA and the Owner; and (d) matters relating to the implementation of the Ordinance. It is obligatory for

the Owner to provide the personal data as required in this application form, failing which the application may be refused. The personal data may be disclosed to (a) other Government departments, bureaux and relevant organizations for the purposes aforesaid and (b) any person for the purpose of maintenance of the SRPE and any other electronic database that may be established under the Ordinance. The individual to whom the personal data belong has a right to request access to and to request the correction of the personal data provided in this application form. Enquiries concerning the personal data collected under this application, including the making of request for data access and data corrections, should be addressed to the Chief Executive Officer of the Administration & Public Education Unit of the SRPA, who is the Data and Access to Information Coordinator of SRPA.

7. The SRPA and the RVD reserve the right to amend, insert, delete and/or vary the terms and conditions in relation to the use of the SRPE by the Owner. The Owner and the User(s) will be notified of any changes to these terms and conditions by email to the email addresses set out in Part I and Part III of this application form (or any email addresses subsequently updated by the Owner or the User(s) in the SRPE). The access to or use of the SRPE by the Owner or the User(s) thereafter will constitute their agreement to be bound by the changes made to the terms and conditions. The Owner acknowledges that it has not relied on or been induced to enter into these terms and conditions by any warranty, representation, forecast, estimate, or projection given by the SRPA, the RVD or the Government.
8. These terms and conditions shall be governed in all respects by the laws of Hong Kong Special Administrative Region of the People's Republic of China. The Owner agrees to submit to the jurisdiction of the Hong Kong courts.

**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 Applicant	
Name of Applicant	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	
Please choose and tick the correct box :	
<input type="checkbox"/> I hereby declare that I am the Owner as shown in the records of the Land Registry of the residential properties of the development (or phase of development) as indicated in Part II of this application form.	
<input type="checkbox"/> I hereby declare that I am engaged by the Owner to represent and carry out all activities in relation to the SRPE on behalf of the Owner. An authorization letter# from the Owner is attached to this application form.	

For applicant who is not the Owner and no authorization letter is attached to this application form, the user accounts will not be terminated until the authorization letter is received by the Sales of First-hand Residential Properties Authority.

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

1 FILE SUBMISSION (PDF FILES)

This Annex sets out the specifications and requirements for submitting the electronic copies of sales brochures, price lists and registers of transactions in respect of a development or a phase of development in portable document format (PDF) onto the SRPE for public access.

Specifications for PDF Files

For PDF files to be submitted, vendors should ensure that these files are virus-free, document printable and not protected by password. The file size of each of the file to be submitted should be less than 40 mega-bytes.

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 should not 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.

File Requirements for Sales Brochures

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.

If an examination record (whether set out on a supplementary sheet or not) is to be submitted, the 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.

File Requirements for Price Lists

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. Vendors are advised to submit a price list in bilingual versions.

File Requirements for Registers of Transactions

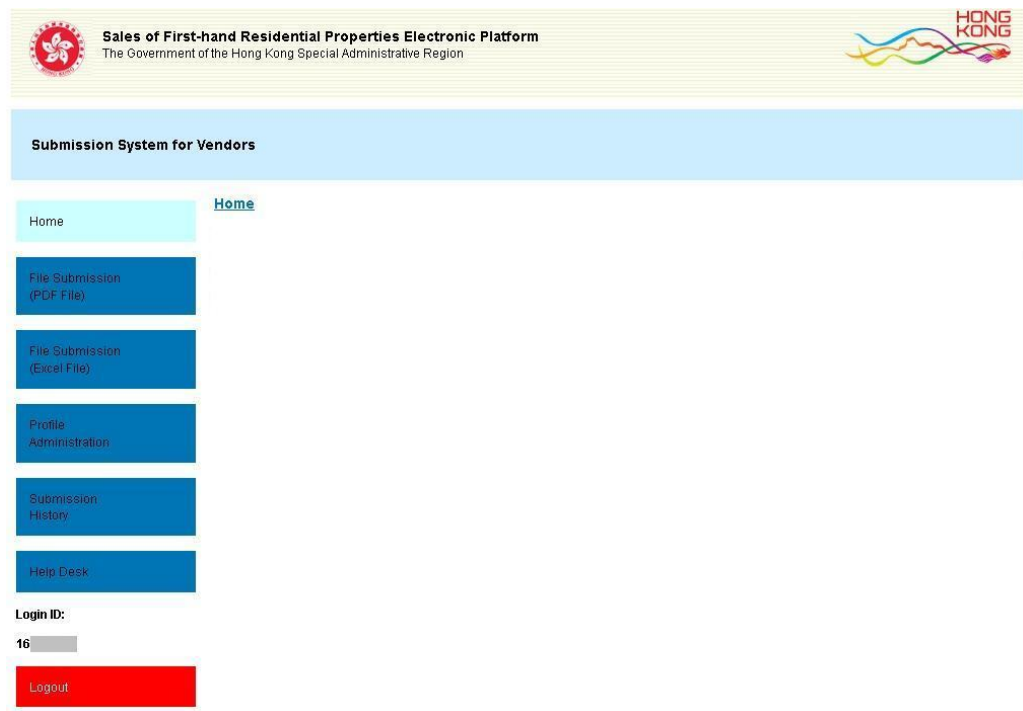
The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted. Vendors are advised to submit a register of transactions in bilingual versions.

1.1 SUBMISSION OF SALES BROCHURE

Vendors should follow the steps set out in Section 1.1.1 (for single file for a complete copy of Sales Brochure) or Section 1.1.2 (for multiple files for a complete copy of Sales Brochure) below when they submit the First Sales Brochure to SRPE. For each subsequent submission of Sales Brochure to SRPE after each examination, vendors should follow the steps set out in Section 1.1.3 (for single file for a complete copy of Sales Brochure) or Section 1.1.4 (for multiple files for a complete copy of Sales Brochure) below.

1.1.1 Submission of First Sales Brochure (Single File)

1. Click the “File Submission (PDF File)” button on the left navigation panel.



- Note the relevant “Development Information”, input the four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Continue

- Press the “Continue” button.
- Select “Single File for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

- Press the “Browse” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* : Browse...

Examination Record (if any) : Browse...

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

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

*Mandatory fields

Point to note:

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

Cancel Next

- A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* : name: XYZ Brochure 1.pdf, size: 340 KB

Examination Record (if any) :

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

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

*Mandatory fields

Point to note:

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

- Repeat steps 5 – 7 to upload the Examination Record, if any.
- Input the “Date of Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Press the “Next” button to continue.
- Check the uploaded file(s) and related information pending for submission. The uploaded file(s) pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 一		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of First Printing of the Sales Brochure : 01 Mar 2013
Date of Examination of the Sales Brochure :

(1) Document:
Sales Brochure

Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
--	-----------------------------

[Preview](#)

Enter First Password to Confirm File Submission:

First Password:

- If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file(s) and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

- After successful submission of the file(s) and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328001PSB
Date/Time of Submission	: 28 Mar 2013 11:20:15 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Submitted:	
Date of First Printing of the Sales Brochure : 01 Mar 2013	
Date of Examination of the Sales Brochure :	
(1) Document: Sales Brochure	
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
System Assigned File Name for Public Viewing: 1678913032800100.pdf	



- Press the “Print/Save” button to print or save the “Confirmation of Submission page”, if necessary.
- Press the “Finish” button.

1.1.2 Submission of First Sales Brochure (Multiple Files)

1. Click “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the top header with the Hong Kong Government logo and the text "Sales of First-hand Residential Properties Electronic Platform". Below this is a navigation menu with the following items: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. At the bottom of the menu, there is a "Login ID:" field with the value "16" and a "Logout" button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

The screenshot shows the "File Submission (PDF files)" form. It includes a "Development Information" table with the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a text input field for the four-block code. The image shows the code "5FC" with a "Refresh" button. Below the input field, there are radio buttons for the type of information to be uploaded:

- Sales Brochure
- Price List
- Register of Transactions

A "Continue" button is located at the bottom right of the form.

3. Press the “Continue” button.

4. Select “Multiple Files for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

5. Select the “Number of Files for Sales Brochure” to be uploaded from pull down menu.

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

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

Number of Files for Sales Brochure : ▼

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record (if any) :

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

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.

6. Press the “Browse” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.**

First Submission of Sales Brochure

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

Number of Files for Sales Brochure : 2

Select Files for Uploading:

Part 1* : Browse...

Part 2* : Browse...

Examination Record (if any) : Browse...

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

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

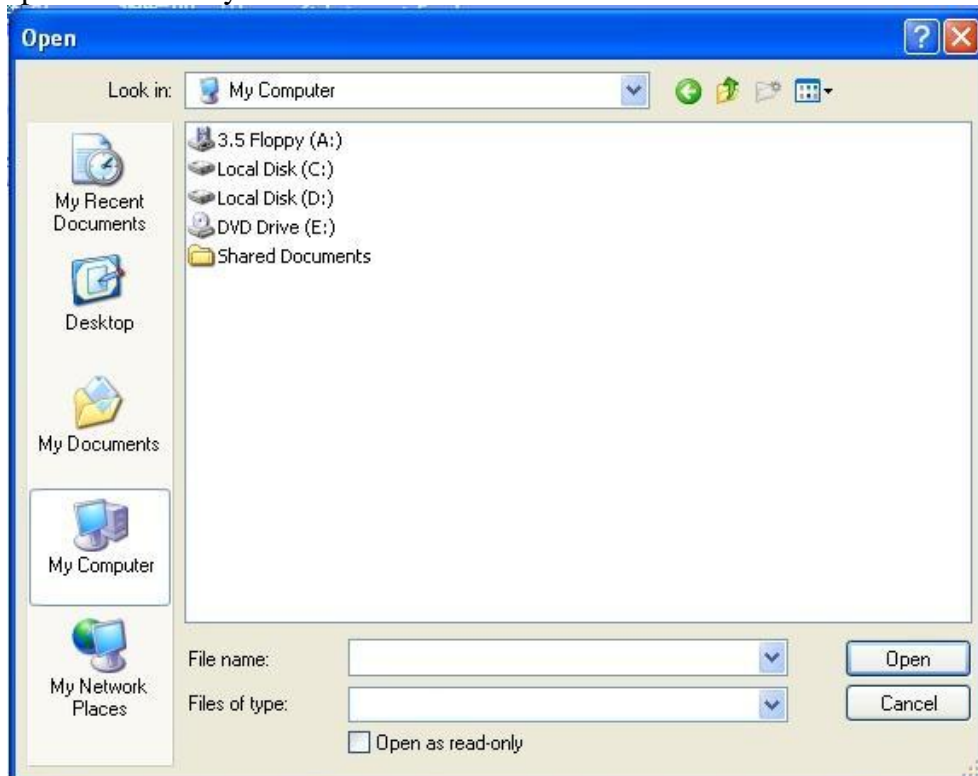
*Mandatory fields

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.

Cancel Next

7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select Files for Uploading:

Part 1*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Part 2*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Part 3*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Examination Record (if any)	:	<input type="text"/>	<input type="button" value="Browse..."/>
Date of First Printing of the Sales Brochure*	:	<input type="text"/>	<input type="button" value="(dd/mm/yyyy)"/>
Date of Examination of the Sales Brochure (if applicable)	:	<input type="text"/>	<input type="button" value="(dd/mm/yyyy)"/>

*Mandatory fields

Point to note:

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

- Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record, if any.
- Input the “Date of Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Press the “Next” button to continue.
- Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:	
Date of First Printing of the Sales Brochure : 08 Mar 2013	
Date of Examination of the Sales Brochure :	
(1) Document: Sales Brochure (Part 1)	
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview	
(2) Document: Sales Brochure (Part 2)	
Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB
Preview	
(3) Document: Sales Brochure (Part 3)	
Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB
Preview	
Enter First Password to Confirm File Submission:	
First Password:	<input type="text"/>

Cancel

Back

Confirm to Submit

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
15. Press the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328003PSB
Date/Time of Submission	: 28 Mar 2013 11:44:48 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

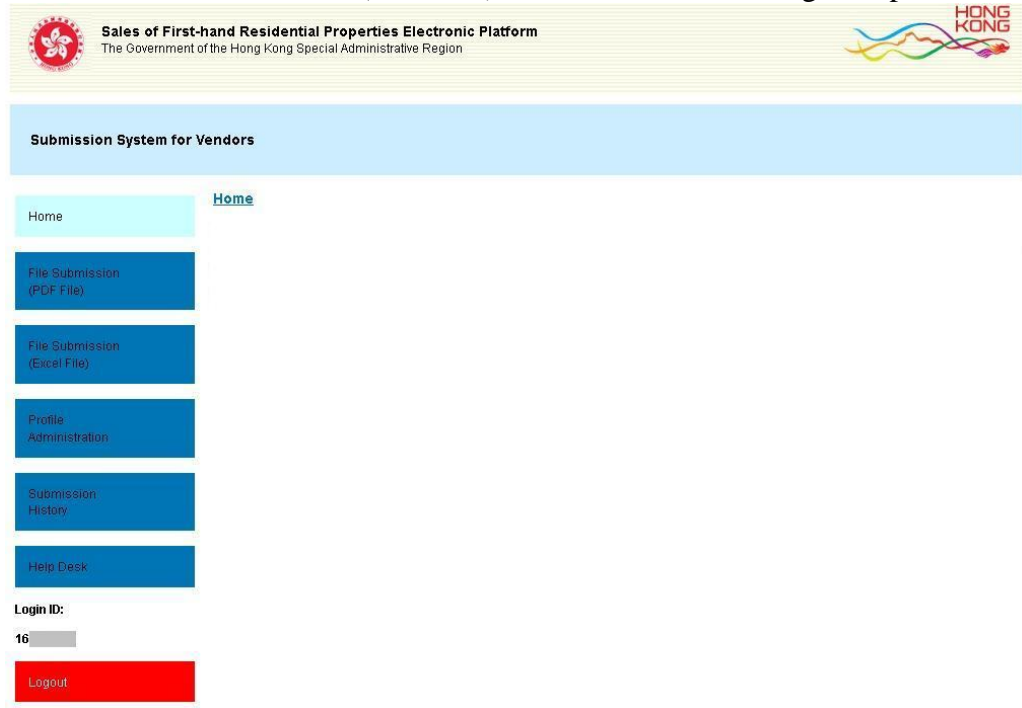
File(s) and Related Information Submitted:							
Date of First Printing of the Sales Brochure : 08 Mar 2013							
Date of Examination of the Sales Brochure :							
(1)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 1)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 1.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800301.pdf</td> </tr> </table>	Document: Sales Brochure (Part 1)		Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800301.pdf	
Document: Sales Brochure (Part 1)							
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800301.pdf							
(2)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 2)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 2.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800302.pdf</td> </tr> </table>	Document: Sales Brochure (Part 2)		Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800302.pdf	
Document: Sales Brochure (Part 2)							
Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800302.pdf							
(3)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 3)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 3.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800303.pdf</td> </tr> </table>	Document: Sales Brochure (Part 3)		Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800303.pdf	
Document: Sales Brochure (Part 3)							
Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800303.pdf							

Print/Save	Finish
-------------------	---------------

17. Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
18. Press the “Finish” button.

1.1.3 Submission of Revised Sales Brochure after Examination (Single File)

1. Click the “File Submission (PDF File)” button on the left navigation panel.



2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission
(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure
 Price List
 Register of Transactions

3. Press the “Continue” button.

4. Select “Single File for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

5. Press the “Browse” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record* :

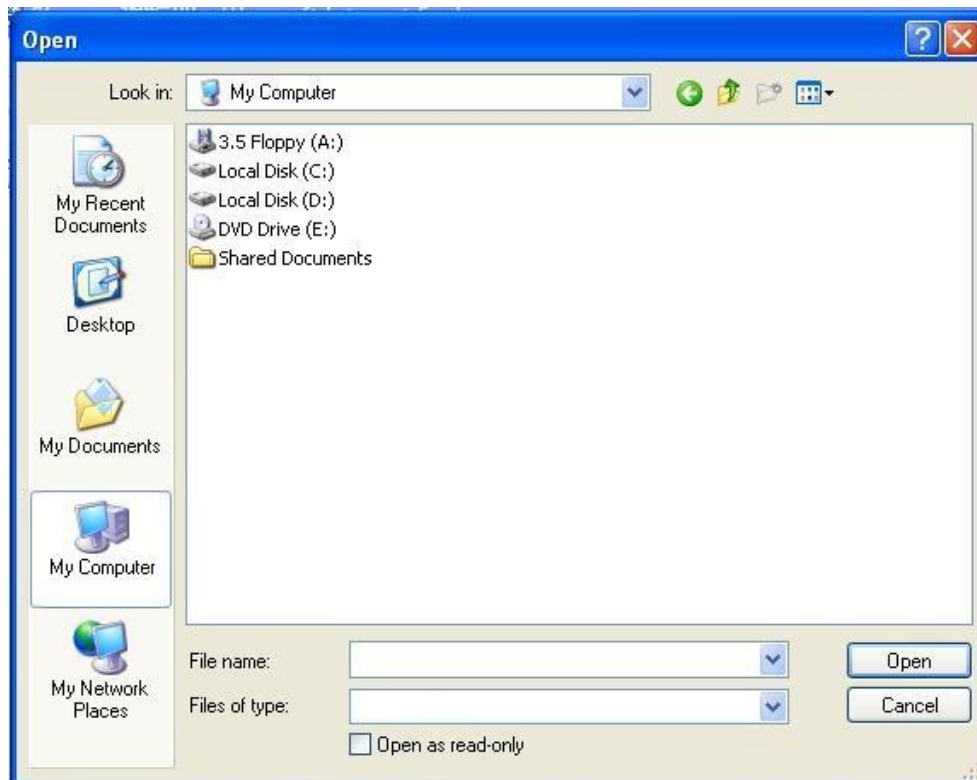
Date of Examination of the Sales Brochure* :

*Mandatory fields

Point to note:

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

6. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



7. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Examination Record*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Date of Examination of the Sales Brochure*	:	<input type="text"/>	<input type="button" value="(dd/mm/yyyy)"/>

*Mandatory fields

Point to note:

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

8. Repeat steps 5 – 7 to upload the Examination Record.
9. Input the “Date of Examination of the Sales Brochure”.
10. Press the “Next” button to continue.
11. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 15 Mar 2013

(1) Document:
Sales Brochure

Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview	

(2) Document:
Examination Record

Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB
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

Back

Confirm to Submit

12. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
14. Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

- After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328002PSE
Date/Time of Submission	: 28 Mar 2013 11:39:08 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:							
Date of Examination of the Sales Brochure : 15 Mar 2013							
(1)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 1.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800200.pdf</td> </tr> </table>	Document: Sales Brochure		Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800200.pdf	
Document: Sales Brochure							
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800200.pdf							
(2)	<table border="1"> <tr> <td colspan="2">Document: Examination Record</td> </tr> <tr> <td>Uploaded File Name: XYZ Price List.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 16789130328002ER.pdf</td> </tr> </table>	Document: Examination Record		Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 16789130328002ER.pdf	
Document: Examination Record							
Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 16789130328002ER.pdf							

Print/Save	Finish
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- Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
- Press the “Finish” button.

1.1.4 Submission of Revised Sales Brochure after Examination (Multiple Files)

1. Click the “File Submission (PDF File)” button on the left navigation panel.

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

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Continue

3. Press the “Continue” button.

4. Select “Multiple Files for a Complete Copy of Sales Brochure” and press the next button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

5. Select the “Number of Files for Sales Brochure” to be uploaded from pull down menu.

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record* :

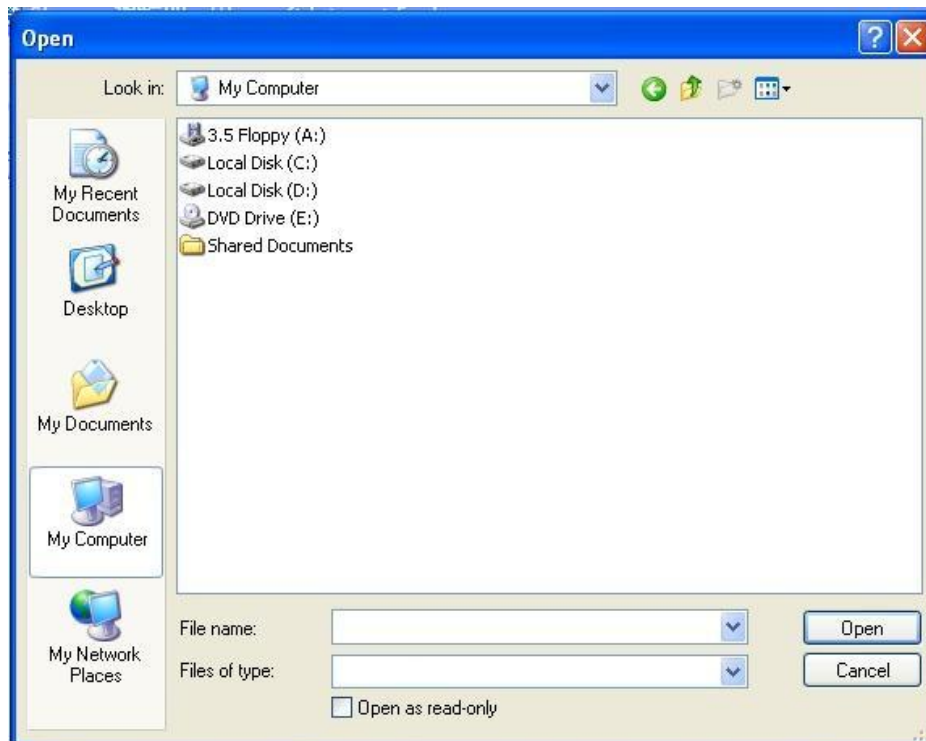
Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

*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.

6. Press the “Browse” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.**
7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure : 3

Select Files for Uploading:

Part 1*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Part 2*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Part 3*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Examination Record*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Date of Examination of the Sales Brochure*	:	<input type="text"/>	<input type="button" value="(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.

9. Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record.
10. Input the “Date of Examination of the Sales Brochure”.
11. Press the “Next” button to continue.
12. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 25 Mar 2013

(1)	Document: Sales Brochure (Part 1)	Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview			
(2)	Document: Sales Brochure (Part 2)	Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB
Preview			
(3)	Document: Sales Brochure (Part 3)	Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB
Preview			
(4)	Document: Examination Record	Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB
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

Back

Confirm to Submit

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
15. Press the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : 16789130328004PSE
Date/Time of Submission : 28 Mar 2013 11:48:53 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:

Date of Examination of the Sales Brochure : 25 Mar 2013

(1)	Document: Sales Brochure (Part 1)		
	Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800401.pdf		
(2)	Document: Sales Brochure (Part 2)		
	Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800402.pdf		
(3)	Document: Sales Brochure (Part 3)		
	Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800403.pdf		
(4)	Document: Examination Record		
	Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 16789130328004ER.pdf		

Print/Save

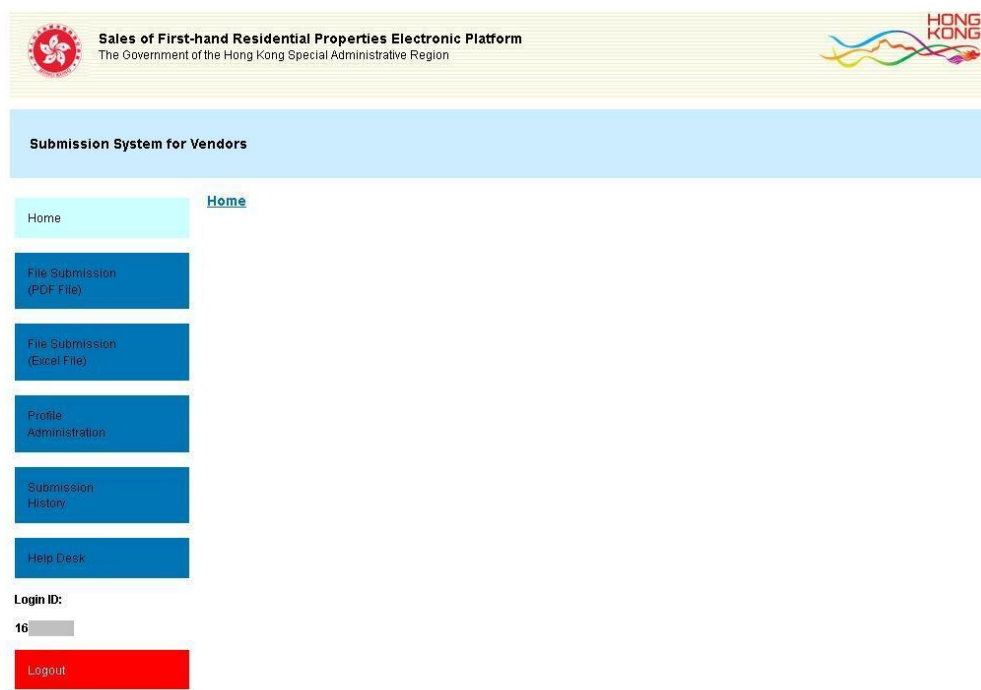
Finish

17. Press the “Print/Save” button to print or save the Confirmation of Submission page if, necessary.
18. Press the “Finish” button.

1.2 SUBMISSION OF PRICE LIST

1.2.1 Submission of New Price List

1. Click the “File Submission (PDF File)” on the left navigation panel.



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

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout


2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

File Submission
(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

- Press the “Continue” button.
- Select “New Price List” and press the “Next” button.

File Submission - Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

New Price List
 Revision to Existing Price List

- Input the “Serial Number of Price List” and its “Date of Printing”.

File Submission - New Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* :

Date of Printing* :

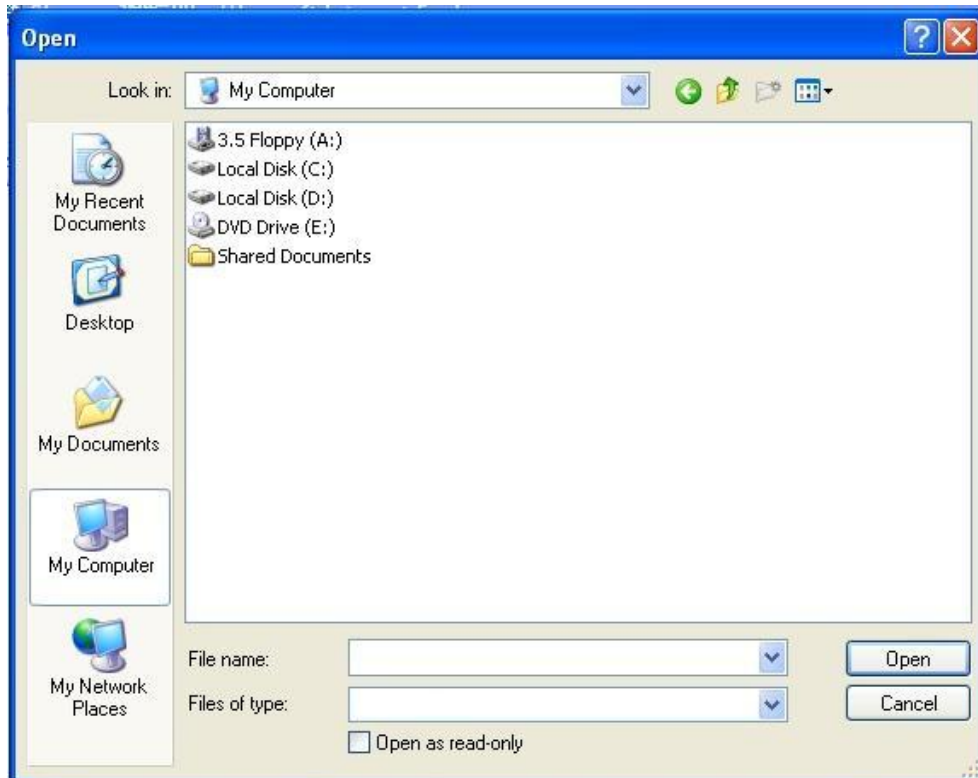
*Mandatory fields

Point to note:

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

- Press the “Browse” button and select the file of the New Price List for uploading.

7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* : name: XYZ Price List.pdf, size: 340 KB

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

*Mandatory fields

Point to note:

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

9. Press the “Next” button to continue.

- Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:

(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 10 Mar 2013
	File Name: XYZ Price List.pdf	File Size: 340 KB	
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.

- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the New Price List will be uploaded automatically onto the SRPE for public access.

14. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

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.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : 16789130328005PPO
Date/Time of Submission : 28 Mar 2013

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 10 Mar 2013
	File Name: XYZ Price List.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328005PO.pdf		

Print/Save

Finish

15. Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
16. Press the “Finish” button.

1.2.2 Submission of Revision to Existing Price List

1. Click “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the top header of the platform with the Government of the Hong Kong Special Administrative Region logo and the 'HONG KONG' logo. Below the header is a blue bar labeled 'Submission System for Vendors'. A navigation menu on the left includes: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. Below the menu is a 'Login ID:' field with the value '16' and a red 'Logout' button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image and, select “Price List”.

The screenshot shows the 'File Submission' page for PDF files. It features a 'Development Information' table with the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table is a security challenge: 'Please enter the four Block English Letter(s) and/or Number(s) shown below:' followed by a text input field. The challenge image shows a blue airplane, the number '5', the letter 'F', and the letter 'C'. Below the image is a 'Refresh' button and the text: 'Please click Refresh to refresh the image if it is unclear.'

At the bottom, there is a section 'Please click on the type of information to be uploaded:' with three radio button options: 'Sales Brochure', 'Price List', and 'Register of Transactions'. A red 'Continue' button is located at the bottom right of the page.

3. Press the “Continue” button.

- Select “Revision to Existing Price List” and press the “Next” button.

File Submission - Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

New Price List
 Revision to Existing Price List

- Select the existing price list to be revised.

File Submission - Revision to Existing Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please select the existing price list to be revised:

	Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
<input type="radio"/>	1	10 Mar 2013	28 Mar 2013 12:02:17 PM
<input type="radio"/>	2	11 Mar 2013	28 Mar 2013 12:04:59 PM
<input type="radio"/>	3	12 Mar 2013	28 Mar 2013 12:05:39 PM

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* :

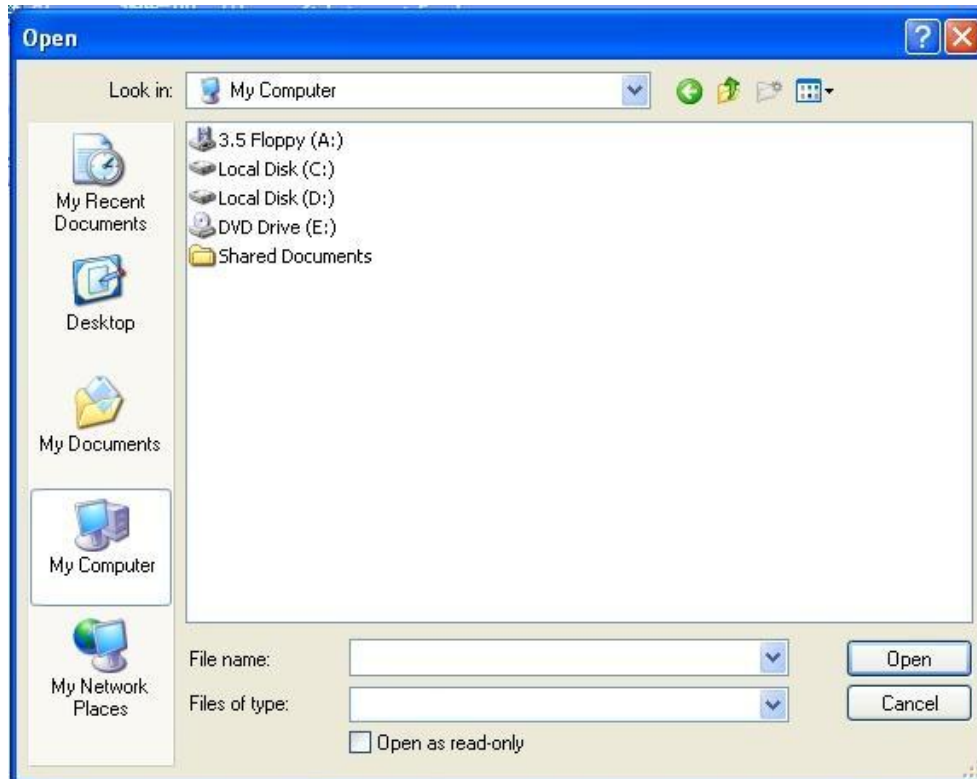
Date of Revision* :

*Mandatory fields

Point to note:

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

6. Input the “Serial Number of Revised Price List” and its “Date of Revision”.
7. Press the “Browse” button to select the file of the Revised Price List for uploading.
8. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



9. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* : name: XYZ Price List.pdf, size: 340 KB

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

*Mandatory fields

Point to note:

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

10. Press the “Next” button to continue.

- Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:			
(1)	Document: Revision to Existing Price List	Serial Number of Price List: 3A	Date of Printing/Revision: 14 Mar 2013
	File Name: XYZ Price List.pdf	File Size: 340 KB	
Preview			

Enter First Password to Confirm File Submission:	
First Password:	<input type="text"/>

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	Back	Confirm to Submit
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- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 7 – 9.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Revised Price List will be uploaded automatically onto the SRPE for public access.

- After successful submission of the file and related information, a “Confirmation of Submission” page will be shown the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

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.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328008PPR
Date/Time of Submission	: 28 Mar 2013

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:			
(1)	Document: Revision to Existing Price List	Serial Number of Price List: 3A	Date of Printing/Revision: 14 Mar 2013
	File Name: XYZ Price List.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328008PR.pdf		



- Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
- Press the “Finish” button.

1.3 SUBMISSION OF REGISTER OF TRANSACTIONS

1. Click “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the top header with the Hong Kong Government logo and the text "Sales of First-hand Residential Properties Electronic Platform". Below this is a blue navigation bar titled "Submission System for Vendors". A vertical menu on the left contains several options: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. Below the menu is a "Login ID:" field with the number "16" and a "Logout" button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Register of Transactions”.

The form is titled "File Submission (PDF files)". It contains a section for "Development Information:" with a table:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a text input field with the prompt "Please enter the four Block English Letter(s) and/or Number(s) shown below:". Below this is a CAPTCHA image showing the numbers 5, F, and C. A "Refresh" button is provided below the CAPTCHA.

At the bottom of the form, there is a section titled "Please click on the type of information to be uploaded:" with three radio button options: Sales Brochure, Price List, and Register of Transactions. A "Continue" button is located at the bottom right of the page.

3. Press the “Continue” button.

4. Press the “Browse” button to select the file of the Register of Transactions for uploading.

File Submission - Register of Transactions

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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

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:

- The file to be uploaded should be in pdf format and the file size should be less than 40 MB.
- New entry (entries) refer(s) to new transaction(s). Or in case there is already information of PASP for a property in the Register and the vendor has just signed an ASP, the information of that ASP is regarded as a new entry but not a revision in this case.

5. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



6. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed

Select File(s) for Uploading:

Select File to be Uploaded* : name: XYZ Register.pdf, size: 340 KB

Date of Update :

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

***Mandatory fields**

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 40 MB.
2. New entry (entries) refer(s) to new transaction(s). Or in case there is already information of PASP for a property in the Register and the vendor has just signed an ASP, the information of that ASP is regarded as a new entry but not a revision in this case.

7. Input the “Date of Update”, “Time of Update” and select “am/pm” for the Register of Transactions to be uploaded.
8. Select whether the Register of Transactions to be uploaded (a) *is the first register*, (b) *involves addition(s) of new entry (entries)*, (c) *involves revision(s) to existing entry (entries)* or (d) *involves addition(s) of new entry (entries) and revision(s) to existing entry (entries)*.

Note: New entry (entries) refer(s) to new transaction(s). If there is already information of Preliminary Agreement for Sales & Purchase for a property entered in the Register of Transactions and if the vendor is just entering information on the Agreement for Sales & Purchase (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.

9. Press the “Next” button to continue.

- Check the file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:

(1)	Document: Register of Transactions	Date of Update: 12 Mar 2013	Time of Update: 10:30 AM
	File Name: XYZ Register.pdf	File Size: 340 KB	
Preview			

The register of transactions is the first register.

Enter First Password to Confirm File Submission:

First Password:

Important Note:
Upon confirmation of submission, the previous version of the register of transactions, if any, will be removed from SRPE for public viewing.

Cancel
Back
Confirm to Submit

- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 4 – 6.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Register of Transactions will be uploaded automatically onto the SRPE for public access.

14. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Register of Transactions, if any, will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328009PRT
Date/Time of Submission	: 28 Mar 2013 12:11:25 PM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:			
(1)	Document: Register of Transactions	Date of Update: 12 Mar 2013	Time of Update: 10:30 AM
	File Name: XYZ Register.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328009RT.pdf		

The register of transactions is the first register.

Print/Save	Finish
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15. Press “Print/Save” button to print or save the “Confirmation of Submission page”, if necessary.
16. Press the “Finish” button.

**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 for the development (the designated website).

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 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>The vendor is advised to inform the SRPA in writing at the same time –</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 electronic 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 an electronic 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 an electronic copy should be provided to the SRPE according to sections 25(4) and (9) of the Ordinance. The vendor should also arrange to have an electronic 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 designated 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. A 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 and Termination 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, or all the units that have been announced in the documents containing the sales arrangements have been sold (i.e. termination of sale), he is advised to, as soon as practicable, inform*

the SRPA in writing about the suspension or termination of sale. The purpose of requiring vendors to notify the SRPA about the suspension and termination of sale is that the SRPA will then know in the first instance the suspension and termination of sale. 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). This is because the obligations under section 25 of the Ordinance arise where there is a date of sale. If there is no date of sale, the vendor is not required to provide a sales brochure according to section 25 of the Ordinance and there will be no need to examine the sales brochure.

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, or all the units that have been announced in the documents containing the sales arrangements have been sold, 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].”

OR

“The vendor of [name of development] informed SRPA on [date] that all units that have been announced in the documents containing the sales arrangements have been sold since [date].”

If the vendor has not informed the SRPA on the aforesaid situations, 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, or all the units that have been announced in the documents containing the sales arrangements have been sold, 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 Notes 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 and the date on which the aerial photograph was taken in the same page where the photograph is provided in the sales brochure². They are also advised to include*

¹ SMO has issued a Practice Note relating to purchasing aerial photographs from SMO. Please refer to SMO's website (<http://www.landsd.gov.hk/mapping/en/publications/index.htm>) for details.

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 provided by the SMO.

an acknowledgement of copyright of the aerial photograph according to the Practice Note issued by SMO. If the vendor so wishes, a boundary line of the development may be marked on the aerial photograph to identify the location of the development.

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. If the vendor so wishes, a boundary line of the development may be marked on the plan to identify the location of the development.*

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. Generally speaking, that the owners of residential properties are required to make contribution of expenses is one of the considerations as to whether the relevant land grant conditions would be regarded as onerous. 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; and
- (c) ground settlement.

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.

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

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. An example 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 is “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”.

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 HKGBC⁴ 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) and (c) 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 (i) the environmental assessment of

⁴ For the guidelines issued by HKGBC, please visit HKGBC's website: - <http://www.hkgbc.org.hk/eng/beamplus-certlabel.aspx>

the building that has been submitted to the Building Authority; and (ii) information on the estimated energy performance or consumption for the common parts of the development. 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 and information on the estimated energy performance or consumption for the common parts of this development were 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 April 2013

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

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.

Notes to Purchasers of First-hand Residential Properties

You 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.
- Check with the vendor or the estate agent the estimated management fee, the amount of management fee payable in advance (if any), special fund payable (if any), the amount of reimbursement of the deposits for water, electricity and gas (if any), and/or the amount of debris removal fee (if any) you have to pay to the vendor or the manager of the development.

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.

- Pay attention to the area plan annexed to the ASP which shows the total area which the vendor is selling to you. The total area which the vendor is selling to you is normally greater than the saleable area of the property.
- A preliminary deposit of **5%** of the purchase price is payable by you 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.
- You 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 your 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.
- 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

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.

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. You 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

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

5 April 2013

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

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

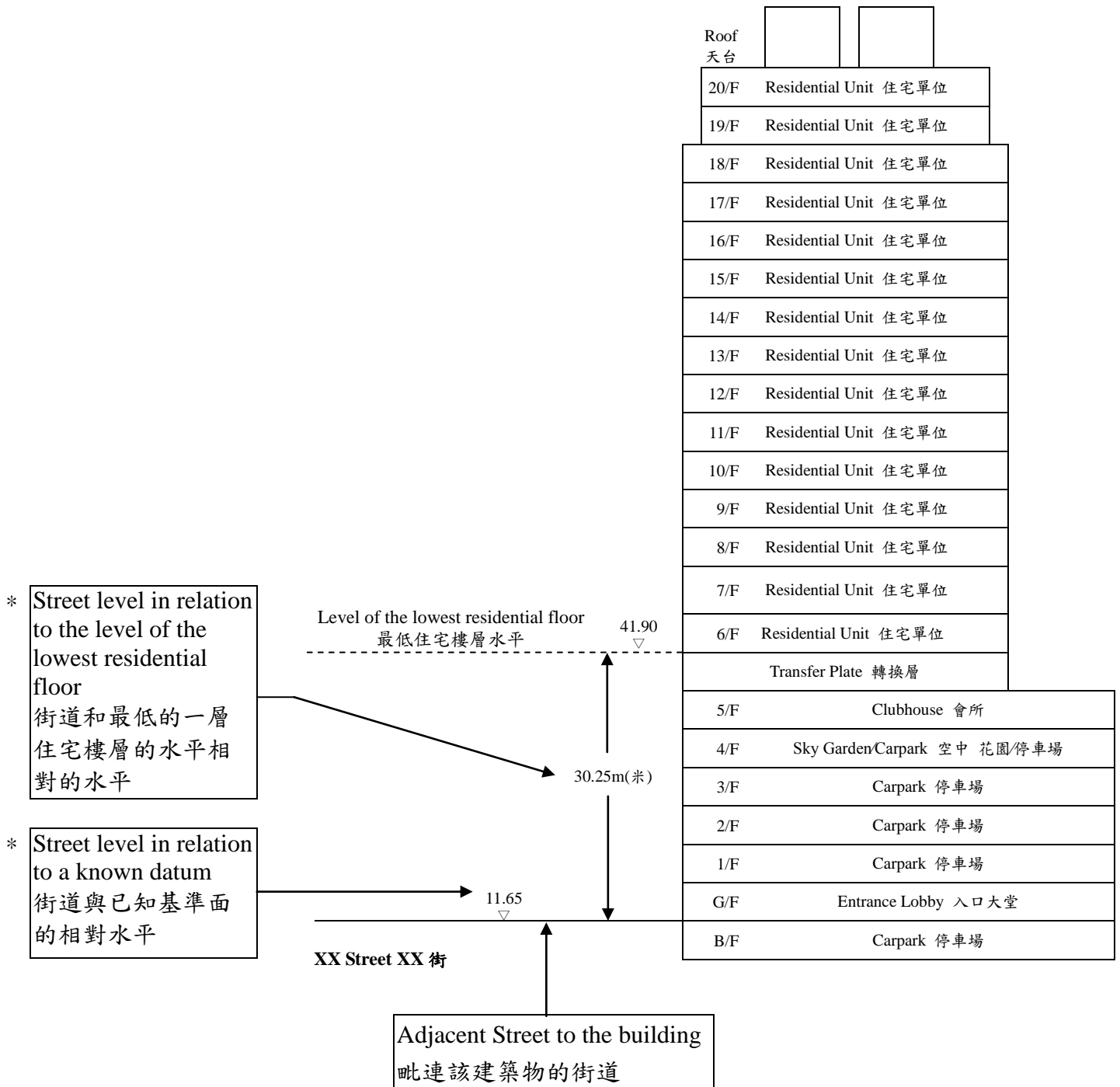
物業的描述 * Description of Residential Property *			實用面積 (包括露台, 工作平台及陽台 (如有)) 平方米(平方呎) Saleable Area (including balcony, utility platform and verandah, if any) sq. metre (sq. ft.)	其他指明項目的面積 (不計算入實用面積) Area of other specified items (Not included in the Saleable Area) 平方米 (平方呎) sq. metre (sq. ft.)												
				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)

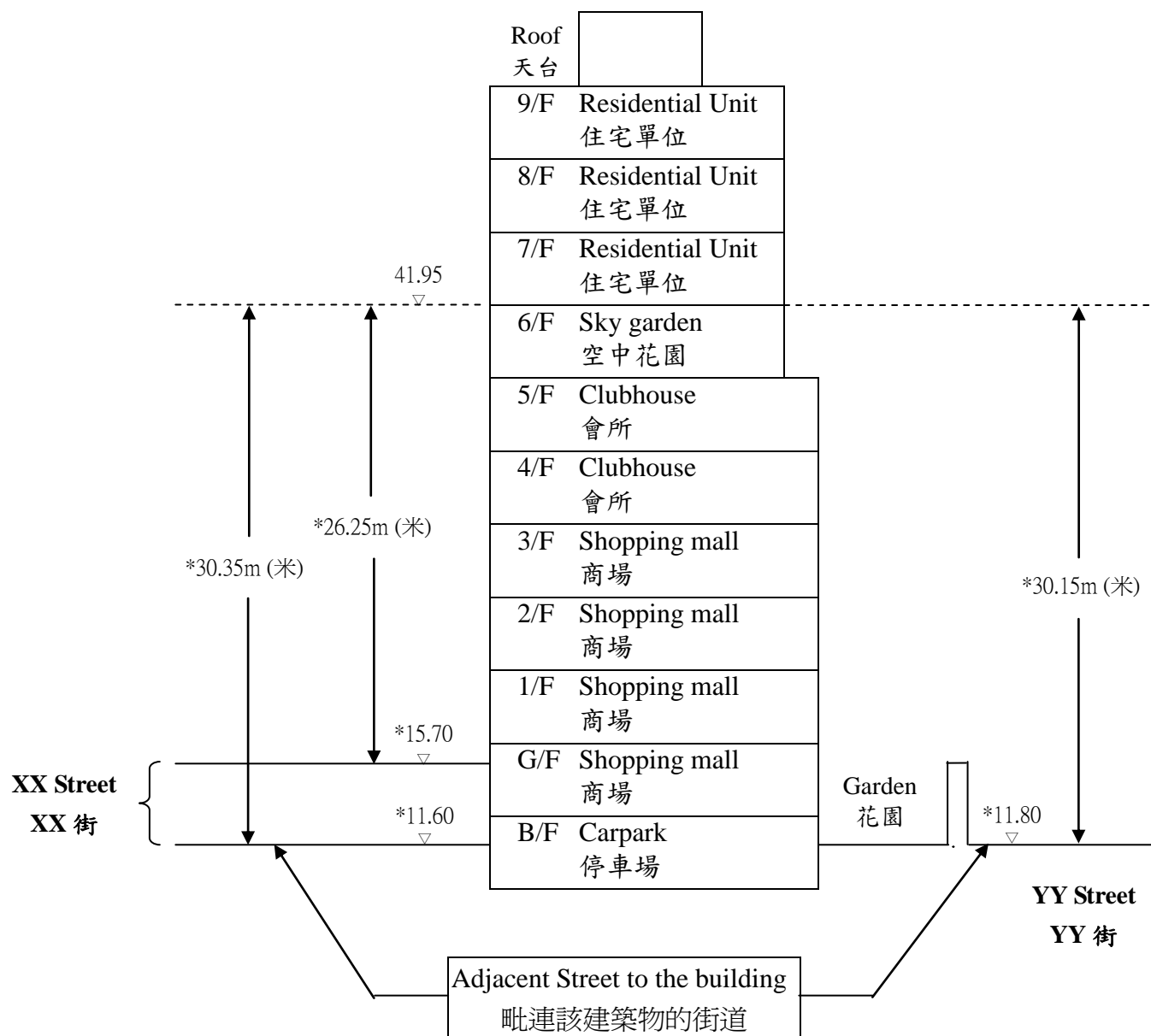


- * Mandatory Information to be provided in sales brochure according to Section 18 of Schedule 1 to the Residential Properties (First-hand Sales) Ordinance (Cap. 621).
根據《一手住宅物業銷售條例》(第 621 章) 附表一第 18 條為必須於售樓說明書內提供的資料。

Example 2 (例子二)

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

橫截面圖 (建築物毗連兩條街道，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。

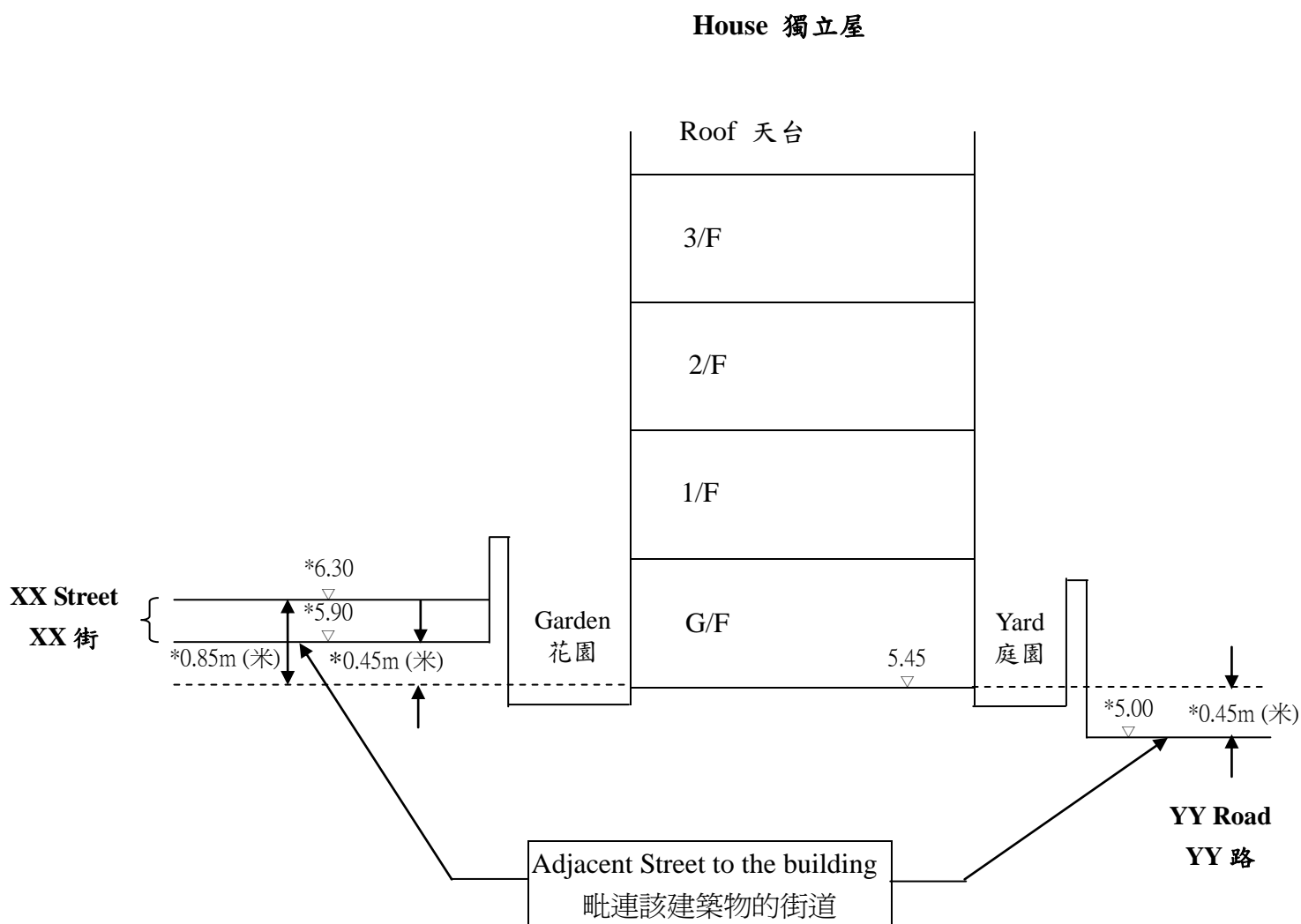
- Dotted line denotes the lowest residential floor.
虛線為最低住宅樓層水平。

* 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	

		Area (m²)
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 for the Common Parts of the Development

Latest information on the estimated energy performance or consumption for the common parts of the development as submitted to the Building Authority 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 1)					
Location	Internal Floor Area Served (m ²)	Annual Energy Use of Baseline Building ^(Note 2)		Annual Energy Use of Proposed Building	
		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 3)					

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:

- 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.

- “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).
- “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.

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 for the purpose of the sale of 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. SRPA, as well as (iv) on the website designated by vendors for the development (the designated website).

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 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 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 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 electronic copies are made available for collection and on the designated website respectively.</i> ● 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 an electronic 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 does not involve changes to the prices of the residential properties, the Ordinance does not require that such a revised price list has to be made available according to the requirements under section 32 of the Ordinance. Vendors are still required to make available hard copies of such a revised price list to the general public and an electronic copy of the price lists on the designated website. *However, vendors are not required to wait for three days before the property can be sold. When making change(s) to a price list which are not related to the price(s) of residential properties, vendors are advised to make the change 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. The vendors are advised to inform the SRPA at the same time in writing the place/places where the public can obtain a hard copy of the revised price list and the time when the hard copies and electronic copies are made available for collection and on the designated website respectively.*

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 2013 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 April 2013

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

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 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 sections 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) 實用面積及屬該住宅物業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 residential property are calculated in accordance with section 8 and Part 2 of Schedule 2 to 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。

The vendor has appointed estate agents 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.)

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 document is made available 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 January</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** 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 designated website for inspection and in hard copies for collection by the general public. They may either do so by (i) issuing another document of sales arrangements; or (ii) making amendments to the previous document on sales arrangements¹.
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

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

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, vendors 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 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 designated website. *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.*

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.

Vendor's Information Form (VIF)

- 15. 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

16. 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

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

For enquires, please contact us via the following -

Telephone	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 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：	
<p>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</p> <p>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</p>	
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：	
<p>First come first served 先到先得</p>	

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 designated website the location(s) where hard copies setting out the sales arrangement can be collected.)

(註：我們建議賣方在其指定網頁提供可供領取載有銷售安排的資料的文件的地點。)

Date of issue (發出日期): _____

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 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 (the designated website).

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 designated website 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 designated 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 designated 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 the designated 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 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. *If vendors wish to rectify an error on the Register, 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.*
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. *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

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 (PASP) are signed on or after 29 April 2013².

² In a transaction which the vendor and the purchaser has not entered into a PASP but go straight to entering into an Agreement for Sale and Purchase (ASP), and if the ASP is entered into on or after 29 April 2013, the transaction information as set out in the ASP is required to be entered into the Register.

14. *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

15. 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 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 PASP 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)

Residential Properties (First-hand Sales) Ordinance

Practice Note on Submission of Documents to the Sales 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 are made available for collection and on the website designated by vendors for the development (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 does not involve changes to the prices of the residential properties 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 involves changes to the prices of the residential properties) 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: 2219 2220) or by email (email address: submission_srpa@hd.gov.hk). 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 Unit E, 31/F, E-trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong 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. Vendors are advised to take into account the size of the opening of the collection box, which is 150mm x 460mm, in packing the documents.*

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 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

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.

2013 in accordance with section 32 of the Ordinance (i.e. the three day requirement) (paragraph 15 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 in accordance with section 47(1) of the Ordinance (i.e. the three day requirement) (paragraph 12 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, for the purposes of continuing/commencing the sale of residential properties on 29 April 2013, from 15 April 2013. *The SRPA will also start receiving from vendors copies of the documents containing the sales arrangements by e-mail, fax or in hard copy 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 date and 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	: 2817 3313
Email	: enquiry_srpa@hd.gov.hk
Fax	: 2219 2220

5 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 designated 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.

* 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.

Name of the vendor : _____

Name of the Authorized Person : _____

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

Date: : _____

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 designated 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: : _____

Residential Properties (First-hand Sales) Ordinance

Practice Note on Submission of Documents 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 Documents 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, vendors should provide an electronic copy of the sales brochure to the SRPE on the first day on which vendors make copies of the sales brochure available for collection by the public (section 25(4)(b) of the Ordinance is relevant). The sales brochure should have been examined or examined and revised under section 17(1) of the Ordinance within the previous three months.

(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 which does not involve a change in the price of the residential property, 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)*
- (c) for a residential development or a phase of a development which resumes sale after a period of suspension of sale, even if revisions are not made to the price lists, vendors should provide electronic copies of such price lists to the SRPE on the first day on which vendors make copies of such price lists available for collection by the public (section 32(4)(b) of the Ordinance is relevant).

(III) Register of Transactions

- (a) *vendors are advised to provide an electronic copy of the register of transactions to the SRPE on the same day when the register is made available at the sales office and on the vendor's designated website, with Part 1 of the register completed.*
- (b) 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
- (c) 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 documents 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.*

Owners/Persons authorized by the owners have to open User Accounts with RVD

8. For a residential development or a phase of a development, the owners/persons authorized by the owners 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 users' confirmation. Owners/persons authorized by the owners 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. Owners/persons authorized by the owners may submit applications to RVD by post, by hand, by courier, or by e-mail (but not by fax). RVD accepts applications on Saturdays, Sundays and public holidays by e-mails ONLY.
10. To open the user account(s), owners/persons authorized by the owners 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. If the application is submitted by email, the original signed application form should be sent to RVD in due course as soon as practicable. Owners/persons authorized by the owners 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.
11. If a development is divided into two or more phases, owners/persons authorized by the owners 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 (with scanned copy of the original signed application form attached), 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

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

- receipt. For applications sent to RVD by post, RVD will send an acknowledgement reply, showing the date of receipt, by e-mail to the e-mail addresses of the owners/persons authorized by the owners 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 e-mail addresses of the owners/persons authorized by the owners 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/owners 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 users 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 documents to the Submission Website in PDF files are detailed at **Annex C**. Steps of making submissions of documents 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 documents 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: submission_srpa@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.一手住宅物業銷售資訊網.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 29 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 29 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 documents 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 2817 3737 between 09:00 and 18:00 from Mondays to Fridays except public holidays.
 - (b) The emergency hotline operated by SRPA at 9655 1611 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 vendors@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)”.

System Enhancements 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 system enhancements 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 enhancement 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 : 2817 3313 Email : enquiry_srpa@hd.gov.hk Fax : 2219 2220

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

System Requirements for Submissions to the Submission Website

Vendors should ensure that computers with system configuration not lower than the standards specified below are used for their access to the Submission Website of SRPE.

- (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 a web browser are required. The following items are recommended:

Operating Systems

Microsoft Windows XP
Microsoft Windows Vista
Microsoft Windows 7
Microsoft Windows 8

Web Browsers

Internet Explorer 8, Firefox 3.5 - 19.0
Internet Explorer 8 - 9, Firefox 3.5 - 19.0
Internet Explorer 8 - 9, Firefox 3.5 - 19.0
Internet Explorer 10, Firefox 3.5 - 19.0

For faster uploading of files, vendors are recommended to use Internet Explorer 10 or Firefox 18.0 or above.

Important Note: Vendors should update the software and install software fixes or patches for the operating systems and browsers in their computers which are designated for accessing the Submission Website from time to time.

**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
 (Chapter 621 of the laws of Hong Kong)
 (the “Ordinance”)**

Important Note: If a development is divided into two or more phases, owners ^(Note 1) are required to submit separate applications for the creation of individual online user account(s) for each and every phase of the development. The original signed copy of this form should reach the Commissioner of Rating and Valuation no less than 5 working days (Mondays to Fridays, excluding general holidays, black rainstorm warning days (as defined under section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1 of the laws of Hong Kong)), gale warning days (as defined under section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1 of the laws of Hong Kong) and section 2 of the Judicial Proceedings (Adjournment During Gale Warnings) Ordinance (Chapter 62 of the laws of Hong Kong)) and the date of receipt, the “**Working Days**”) immediately before the date on which the first sales brochure of a development (or a phase of a development) is to be submitted by the Owners electronically to the SRPE for uploading onto the SRPE for the purpose of compliance with the Ordinance. Please read the terms and conditions at the end of this application form.

The Rating and Valuation Department (“**RVD**”) expects that there will be very heavy caseload of applications from Owners for the creation of online user accounts during the period shortly before the Ordinance comes into operation. The RVD advises that 10 Working Days, instead of 5 Working Days, will be required by them for processing applications for the creation of online user accounts received on or before 29 April 2013.

Part I Particulars of Applicant	
Name of Applicant	
Please choose and tick the correct box :	
<input type="checkbox"/> I hereby declare that I am the Owner as shown in the records of the Land Registry of the residential properties of the development (or phase of development) as indicated in Part II of this application form.	
<input type="checkbox"/> I hereby declare that I am engaged by the Owner to represent and carry out all activities in relation to the SRPE on behalf of the Owner. An authorization letter# from the Owner is attached to this application form.	

Contact Person	
Telephone No.	
E-mail Address	
Fax No.	

For applicant who is not the Owner and no authorization letter is accompanied with this application form, the electronic copy of all documents uploaded to the SRPE for the development (or phase of the development) cannot be inspected by the public on the SRPE until the authorization letter or the hard copy of the sales brochure under section 25(4)(a) of the Ordinance is received by the Sales of First-hand Residential Properties Authority.

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 Owner for the development for Part 2 of the Ordinance	

Part III Details of users (the “Users”) of the online user account^{##}		
	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 online user accounts may be created for a development (or a phase of development).

* Login names and passwords will be sent to the above Users by e-mail to the above e-mail addresses within 5 Working Days (or, for applications for the creation of online user accounts received on or before 29 April 2013, within 10 Working Days) 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 Owner shall ensure that all the Users fully understand and agree to the terms and conditions set out herein.
2. The Owner acknowledges that login names and passwords for access to and use of SRPE are confidential and must not be disclosed to any person(s) other than the Users under any circumstances. The Owner shall maintain confidentiality of the login names and passwords of all the Users and at no time and under no circumstances shall the Owner authorize any persons other than the User(s) to use the login names and passwords or allow any misuse of the login names or passwords. The Sales of First-hand Residential Properties Authority (“**SRPA**”), the RVD and the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (the “**Government**”) accept no liability whatsoever for improper use, misuse or loss of the login names or passwords for access to and use of SRPE. The Owner undertakes to notify the SRPA and the RVD of any unauthorized use of the login names and passwords for SRPE immediately when it becomes aware. The SRPA and the RVD reserve the right to close the online user account of any User set out in Part III of this application form without prior notice to the Owner.
3. The SRPA and the RVD reserve the right to modify, vary, suspend or discontinue any aspect and whether in whole or in part of the SRPE at their sole discretion.
4. The Owner agrees that electronic copies of sales brochure, price list and register of transactions provided by the Owner for the purposes of the SRPE is to be disclosed on the SRPE for free inspection and downloading by the general public and that the Owner is solely and fully responsible for the accuracy and completeness of the information contained in this application form and in the above-mentioned electronic copies of sales brochure, price list and register of transactions. While reasonable endeavors will be used to show or display the electronic copies of sales brochure, price list and register of transactions as provided by the Owner on the SRPE in the

way which the Owner has submitted to the SRPE, the SRPA, the RVD, the Government and their respective officers, employees, agents and contractors accept no liability for any loss or damage arising from or in connection with any errors, inaccuracies or omissions on the SRPE. The Owner shall indemnify and keep the SRPA, the RVD and the Government fully and effectively indemnified against all actions, costs, expenses, claims, demands, damages and expenses (whether direct or indirect and including without limitation the fees and disbursements of lawyers, agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings (where that settlement has first been proposed or approved in writing by or on behalf of the Owner) and liabilities of whatsoever nature howsoever arising as a result of any allegation, claim, complaint or investigation whatsoever (and including internal costs of staff time) in connection with the electronic copies of sales brochure, price list and register of transactions as provided by the Owner and disclosed on the SRPE or otherwise in connection with these terms and conditions. The indemnity provision of this clause shall survive the suspension or discontinuance of the SRPE (howsoever occasioned) and shall continue in full force and effect notwithstanding such suspension or discontinuance.

5. The SRPA, the RVD and the Government do not guarantee the availability or reliability of the on-line network through which information is submitted to the SRPE. Neither the SRPA, the RVD, the Government, nor their officers, employees, agents or contractors shall be responsible for any delays, interruptions and failure in communication, transmission, retrieval or receipt of information or execution of instructions howsoever caused or for any loss or damage arising therefrom or connected therewith.
6. The personal data provided by the Owner in this application form and that provided by the Users in the SRPE will be used for the following purposes: (a) the processing of the application in this form and related activities; (b) the maintenance of the SRPE and any other electronic database that may be established under the Ordinance; (c) facilitating communication between the SPRA and the Owner; and (d) matters relating to the implementation of the Ordinance. It is obligatory for

the Owner to provide the personal data as required in this application form, failing which the application may be refused. The personal data may be disclosed to (a) other Government departments, bureaux and relevant organizations for the purposes aforesaid and (b) any person for the purpose of maintenance of the SRPE and any other electronic database that may be established under the Ordinance. The individual to whom the personal data belong has a right to request access to and to request the correction of the personal data provided in this application form. Enquiries concerning the personal data collected under this application, including the making of request for data access and data corrections, should be addressed to the Chief Executive Officer of the Administration & Public Education Unit of the SRPA, who is the Data and Access to Information Coordinator of SRPA.

7. The SRPA and the RVD reserve the right to amend, insert, delete and/or vary the terms and conditions in relation to the use of the SRPE by the Owner. The Owner and the User(s) will be notified of any changes to these terms and conditions by email to the email addresses set out in Part I and Part III of this application form (or any email addresses subsequently updated by the Owner or the User(s) in the SRPE). The access to or use of the SRPE by the Owner or the User(s) thereafter will constitute their agreement to be bound by the changes made to the terms and conditions. The Owner acknowledges that it has not relied on or been induced to enter into these terms and conditions by any warranty, representation, forecast, estimate, or projection given by the SRPA, the RVD or the Government.
8. These terms and conditions shall be governed in all respects by the laws of Hong Kong Special Administrative Region of the People's Republic of China. The Owner agrees to submit to the jurisdiction of the Hong Kong courts.

**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 Applicant	
Name of Applicant	
Contact Person	
Telephone No.	
E-mail Address	
Fax No.	
Please choose and tick the correct box :	
<input type="checkbox"/> I hereby declare that I am the Owner as shown in the records of the Land Registry of the residential properties of the development (or phase of development) as indicated in Part II of this application form.	
<input type="checkbox"/> I hereby declare that I am engaged by the Owner to represent and carry out all activities in relation to the SRPE on behalf of the Owner. An authorization letter# from the Owner is attached to this application form.	

For applicant who is not the Owner and no authorization letter is attached to this application form, the user accounts will not be terminated until the authorization letter is received by the Sales of First-hand Residential Properties Authority.

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

1 FILE SUBMISSION (PDF FILES)

This Annex sets out the specifications and requirements for submitting the electronic copies of sales brochures, price lists and registers of transactions in respect of a development or a phase of development in portable document format (PDF) onto the SRPE for public access.

Specifications for PDF Files

For PDF files to be submitted, vendors should ensure that these files are virus-free, document printable and not protected by password. The file size of each of the file to be submitted should be less than 40 mega-bytes.

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 should not 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.

File Requirements for Sales Brochures

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.

If an examination record (whether set out on a supplementary sheet or not) is to be submitted, the 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.

File Requirements for Price Lists

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. Vendors are advised to submit a price list in bilingual versions.

File Requirements for Registers of Transactions

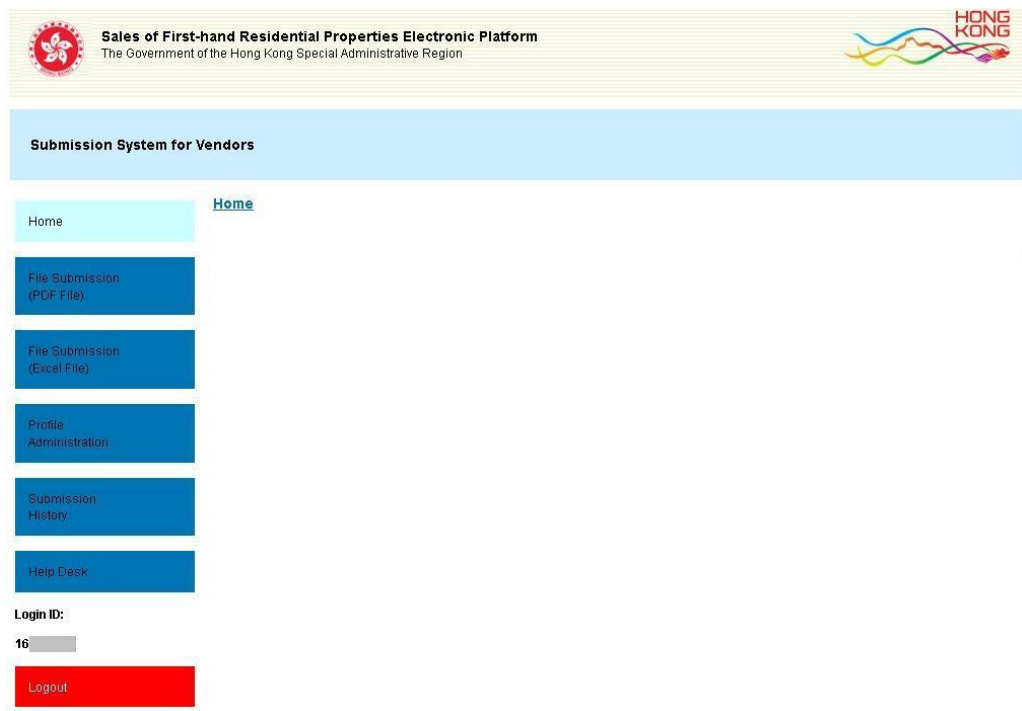
The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted. Vendors are advised to submit a register of transactions in bilingual versions.

1.1 SUBMISSION OF SALES BROCHURE

Vendors should follow the steps set out in Section 1.1.1 (for single file for a complete copy of Sales Brochure) or Section 1.1.2 (for multiple files for a complete copy of Sales Brochure) below when they submit the First Sales Brochure to SRPE. For each subsequent submission of Sales Brochure to SRPE after each examination, vendors should follow the steps set out in Section 1.1.3 (for single file for a complete copy of Sales Brochure) or Section 1.1.4 (for multiple files for a complete copy of Sales Brochure) below.

1.1.1 Submission of First Sales Brochure (Single File)

1. Click the “File Submission (PDF File)” button on the left navigation panel.



- Note the relevant “Development Information”, input the four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Continue

- Press the “Continue” button.
- Select “Single File for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

- Press the “Browse” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* : Browse...

Examination Record (if any) : Browse...

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

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

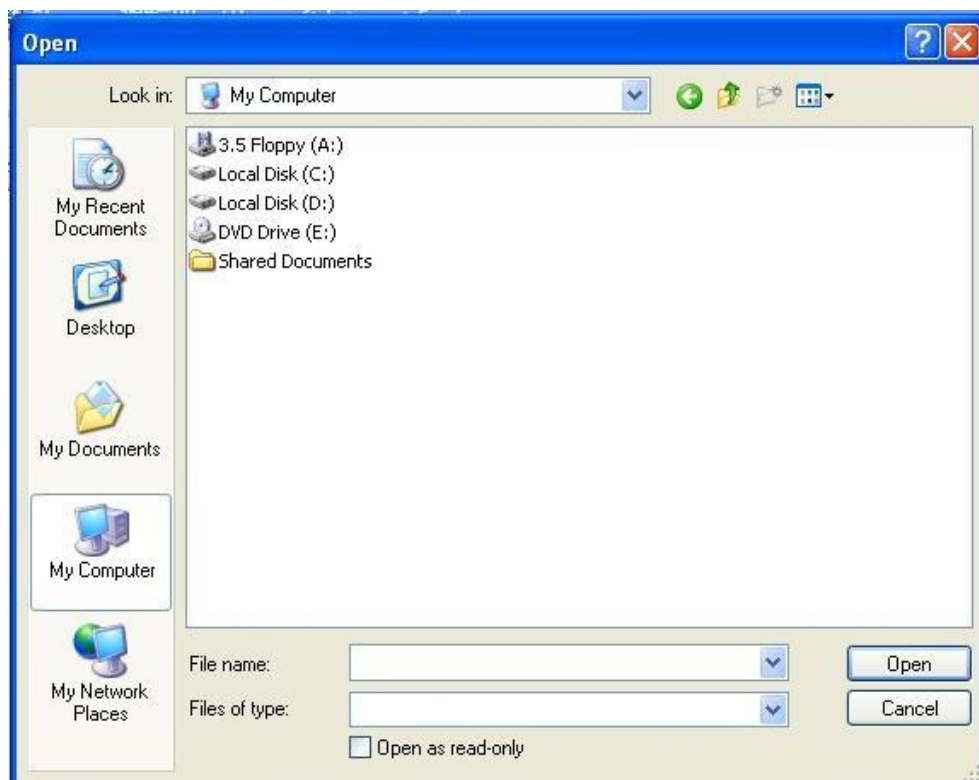
*Mandatory fields

Point to note:

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

Cancel Next

- A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* : name: XYZ Brochure 1.pdf, size: 340 KB

Examination Record (if any) :

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

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

*Mandatory fields

Point to note:

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

- Repeat steps 5 – 7 to upload the Examination Record, if any.
- Input the “Date of Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Press the “Next” button to continue.
- Check the uploaded file(s) and related information pending for submission. The uploaded file(s) pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of First Printing of the Sales Brochure : 01 Mar 2013
Date of Examination of the Sales Brochure :

(1) Document:
Sales Brochure

Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
---	----------------------

[Preview](#)

Enter First Password to Confirm File Submission:

First Password:

12. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded file(s) and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
14. Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

15. After successful submission of the file(s) and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328001PSB
Date/Time of Submission	: 28 Mar 2013 11:20:15 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Submitted:	
Date of First Printing of the Sales Brochure : 01 Mar 2013	
Date of Examination of the Sales Brochure :	
(1) Document: Sales Brochure	
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
System Assigned File Name for Public Viewing: 1678913032800100.pdf	



16. Press the “Print/Save” button to print or save the “Confirmation of Submission page”, if necessary.
17. Press the “Finish” button.

1.1.2 Submission of First Sales Brochure (Multiple Files)

1. Click “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the top header of the platform with the Hong Kong Government logo and the text "Sales of First-hand Residential Properties Electronic Platform". Below this is a navigation menu with the following items: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. A login section is visible with a "Login ID:" field containing "16" and a "Logout" button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

The screenshot shows the "File Submission (PDF files)" form. It includes a "Development Information" table with the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a text input field for the four-block code. The image shows the code "5FC" with a "Refresh" button. Below this, there are radio buttons for selecting the type of information to be uploaded: Sales Brochure, Price List, and Register of Transactions. A "Continue" button is located at the bottom right of the form.

3. Press the “Continue” button.

4. Select “Multiple Files for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

5. Select the “Number of Files for Sales Brochure” to be uploaded from pull down menu.

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

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

Number of Files for Sales Brochure : ▼

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record (if any) :

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

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.

6. Press the “Browse” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.**

First Submission of Sales Brochure

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

Number of Files for Sales Brochure : 2

Select Files for Uploading:

Part 1* : Browse...

Part 2* : Browse...

Examination Record (if any) : Browse...

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

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

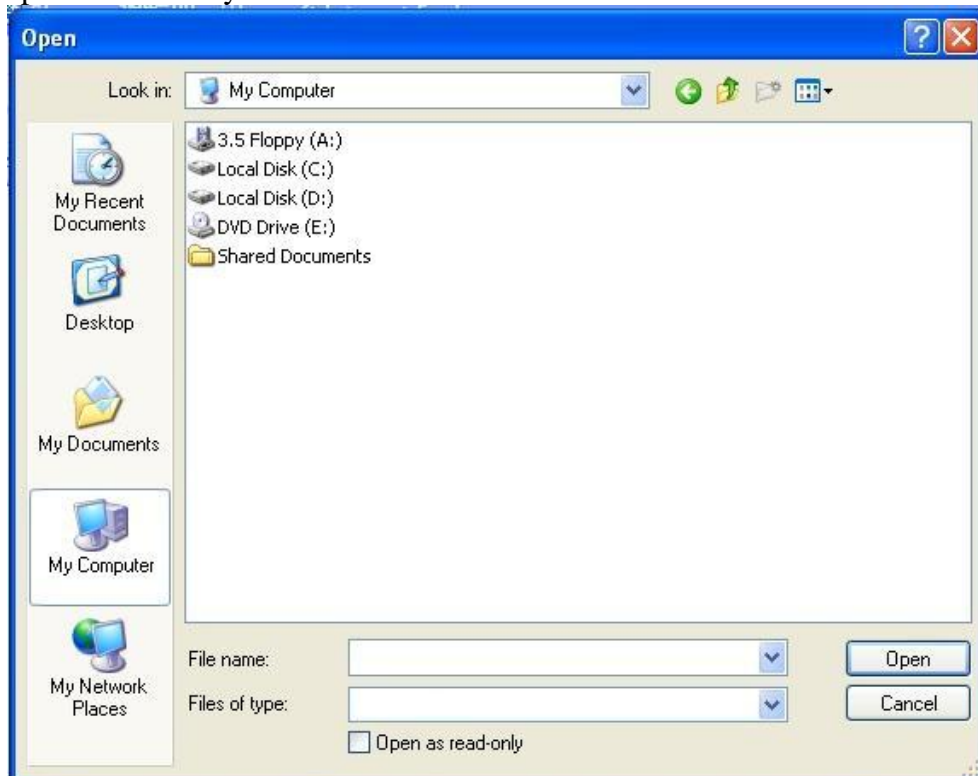
*Mandatory fields

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.

Cancel Next

7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select Files for Uploading:

Part 1*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Part 2*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Part 3*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Examination Record (if any)	:	<input type="text"/>	<input type="button" value="Browse..."/>

Date of First Printing of the Sales Brochure*	:	<input type="text"/>	<input type="button" value=""/>	(dd/mm/yyyy)
Date of Examination of the Sales Brochure (if applicable)	:	<input type="text"/>	<input type="button" value=""/>	(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.

9. Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record, if any.
10. Input the “Date of Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
11. Press the “Next” button to continue.
12. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:	
Date of First Printing of the Sales Brochure : 08 Mar 2013	
Date of Examination of the Sales Brochure :	
(1) Document: Sales Brochure (Part 1)	
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview	
(2) Document: Sales Brochure (Part 2)	
Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB
Preview	
(3) Document: Sales Brochure (Part 3)	
Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB
Preview	
Enter First Password to Confirm File Submission:	
First Password:	<input type="text"/>

Cancel

Back

Confirm to Submit

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
15. Press the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328003PSB
Date/Time of Submission	: 28 Mar 2013 11:44:48 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

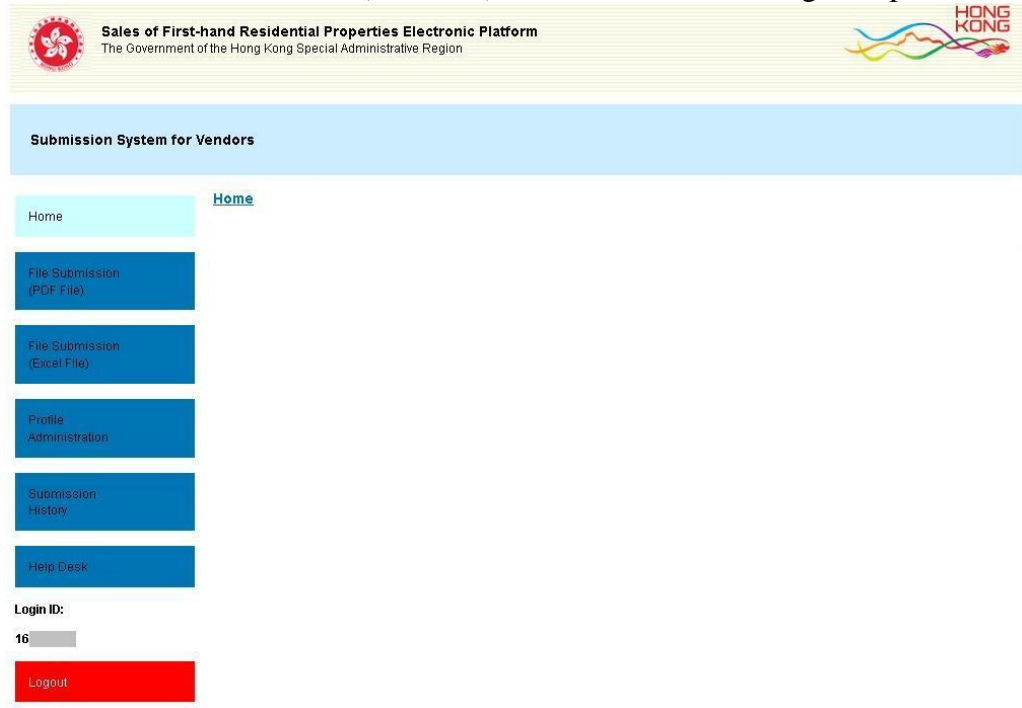
File(s) and Related Information Submitted:							
Date of First Printing of the Sales Brochure : 08 Mar 2013							
Date of Examination of the Sales Brochure :							
(1)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 1)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 1.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800301.pdf</td> </tr> </table>	Document: Sales Brochure (Part 1)		Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800301.pdf	
Document: Sales Brochure (Part 1)							
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800301.pdf							
(2)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 2)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 2.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800302.pdf</td> </tr> </table>	Document: Sales Brochure (Part 2)		Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800302.pdf	
Document: Sales Brochure (Part 2)							
Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800302.pdf							
(3)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 3)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 3.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800303.pdf</td> </tr> </table>	Document: Sales Brochure (Part 3)		Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800303.pdf	
Document: Sales Brochure (Part 3)							
Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800303.pdf							

Print/Save	Finish
-------------------	---------------

17. Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
18. Press the “Finish” button.

1.1.3 Submission of Revised Sales Brochure after Examination (Single File)

1. Click the “File Submission (PDF File)” button on the left navigation panel.



2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission
(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure
 Price List
 Register of Transactions

3. Press the “Continue” button.

4. Select “Single File for a Complete Copy of Sales Brochure” and press the “Next” button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

5. Press the “Browse” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record* :

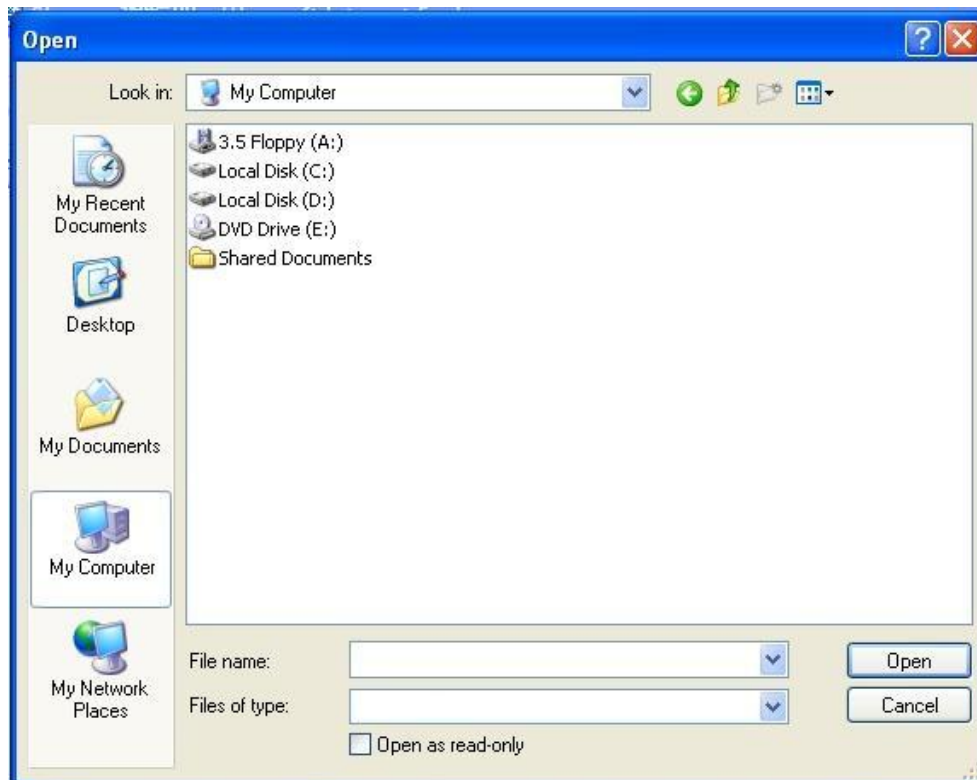
Date of Examination of the Sales Brochure* :

*Mandatory fields

Point to note:

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

6. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



7. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Examination Record*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Date of Examination of the Sales Brochure*	:	<input type="text"/>	<input type="button" value="(dd/mm/yyyy)"/>

*Mandatory fields

Point to note:

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

8. Repeat steps 5 – 7 to upload the Examination Record.
9. Input the “Date of Examination of the Sales Brochure”.
10. Press the “Next” button to continue.
11. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:	
Date of Examination of the Sales Brochure : 15 Mar 2013	
(1) Document: Sales Brochure	
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview	
(2) Document: Examination Record	
Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB
Preview	

Enter First Password to Confirm File Submission:	
First Password:	<input type="text"/>

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	Back	Confirm to Submit
------------------------	----------------------	-----------------------------------

12. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
14. Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

- After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328002PSE
Date/Time of Submission	: 28 Mar 2013 11:39:08 AM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:							
Date of Examination of the Sales Brochure : 15 Mar 2013							
(1)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 1.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 1678913032800200.pdf</td> </tr> </table>	Document: Sales Brochure		Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 1678913032800200.pdf	
Document: Sales Brochure							
Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 1678913032800200.pdf							
(2)	<table border="1"> <tr> <td colspan="2">Document: Examination Record</td> </tr> <tr> <td>Uploaded File Name: XYZ Price List.pdf</td> <td>File Size: 340 KB</td> </tr> <tr> <td colspan="2">System Assigned File Name for Public Viewing: 16789130328002ER.pdf</td> </tr> </table>	Document: Examination Record		Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB	System Assigned File Name for Public Viewing: 16789130328002ER.pdf	
Document: Examination Record							
Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB						
System Assigned File Name for Public Viewing: 16789130328002ER.pdf							

Print/Save	Finish
-------------------	---------------

- Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
- Press the “Finish” button.

1.1.4 Submission of Revised Sales Brochure after Examination (Multiple Files)

1. Click the “File Submission (PDF File)” button on the left navigation panel.

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

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission
(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

3. Press the “Continue” button.

- Select “Multiple Files for a Complete Copy of Sales Brochure” and press the next button.

File Submission - Sales Brochure

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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 file should be less than 40 MB.

- Select the “Number of Files for Sales Brochure” to be uploaded from pull down menu.

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record* :

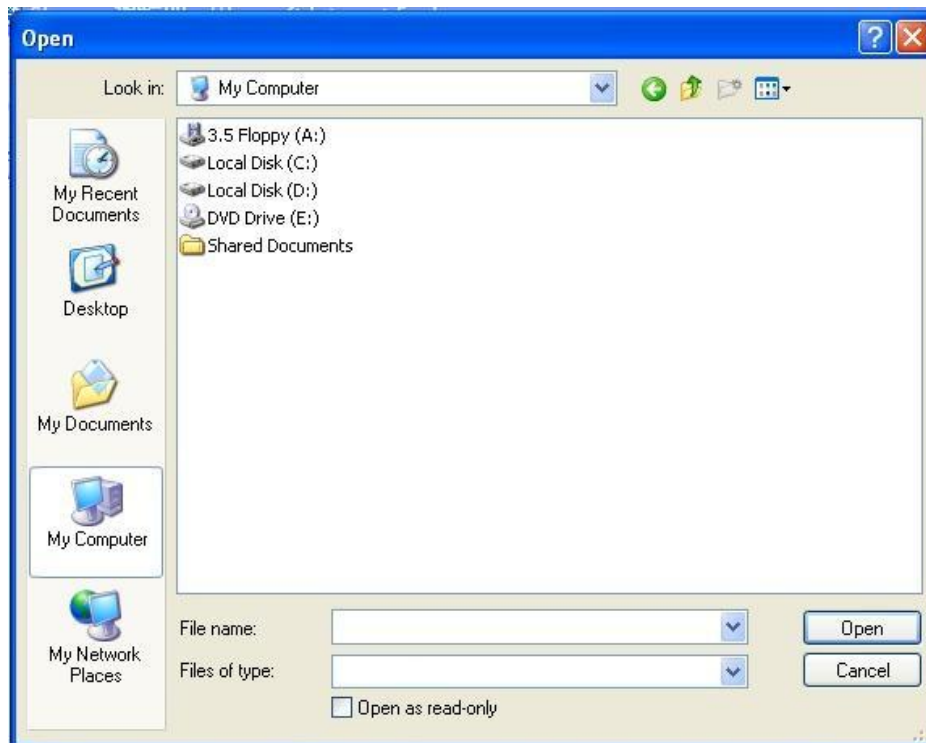
Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

*Mandatory fields

Point to note:

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

6. Press the “Browse” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.**
7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure : 3

Select Files for Uploading:

Part 1*	:	name: XYZ Brochure 1.pdf, size: 340 KB	<input type="button" value="Delete"/>
Part 2*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Part 3*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Examination Record*	:	<input type="text"/>	<input type="button" value="Browse..."/>
Date of Examination of the Sales Brochure*	:	<input type="text"/>	<input type="button" value="(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.

9. Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record.
10. Input the “Date of Examination of the Sales Brochure”.
11. Press the “Next” button to continue.
12. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 25 Mar 2013

(1) Document:
Sales Brochure (Part 1)

Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB
Preview	

(2) Document:
Sales Brochure (Part 2)

Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB
Preview	

(3) Document:
Sales Brochure (Part 3)

Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB
Preview	

(4) Document:
Examination Record

Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB
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.

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
15. Press the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : 16789130328004PSE
Date/Time of Submission : 28 Mar 2013 11:48:53 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:

Date of Examination of the Sales Brochure : 25 Mar 2013

(1)	Document: Sales Brochure (Part 1)		
	Uploaded File Name: XYZ Brochure 1.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800401.pdf		
(2)	Document: Sales Brochure (Part 2)		
	Uploaded File Name: XYZ Brochure 2.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800402.pdf		
(3)	Document: Sales Brochure (Part 3)		
	Uploaded File Name: XYZ Brochure 3.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 1678913032800403.pdf		
(4)	Document: Examination Record		
	Uploaded File Name: XYZ Price List.pdf	File Size: 340 KB	
	System Assigned File Name for Public Viewing: 16789130328004ER.pdf		

Print/Save

Finish

17. Press the “Print/Save” button to print or save the Confirmation of Submission page if, necessary.

18. Press the “Finish” button.

1.2 SUBMISSION OF PRICE LIST

1.2.1 Submission of New Price List

1. Click the “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the user interface of the Sales of First-hand Residential Properties Electronic Platform. At the top, there is a header with the Hong Kong Government logo and the text "Sales of First-hand Residential Properties Electronic Platform" and "The Government of the Hong Kong Special Administrative Region". Below the header is a navigation menu with the following items: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. Below the navigation menu is a login section with a "Login ID:" label, a text input field containing "16", and a "Logout" button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

The screenshot shows the "File Submission (PDF files)" page. It features a "Development Information:" section with a table containing the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a text input field with the prompt "Please enter the four Block English Letter(s) and/or Number(s) shown below:". To the left of the input field is an image showing the numbers 5, F, and C on a globe, along with a small airplane icon. Below the image is a "Refresh" button with the text "Please click Refresh to refresh the image if it is unclear." Below the input field and image is a section titled "Please click on the type of information to be uploaded:" with three radio button options: "Sales Brochure", "Price List", and "Register of Transactions". At the bottom right of the page is a "Continue" button.

- Press the “Continue” button.
- Select “New Price List” and press the “Next” button.

File Submission - Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

New Price List
 Revision to Existing Price List

- Input the “Serial Number of Price List” and its “Date of Printing”.

File Submission - New Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* :

Date of Printing* :

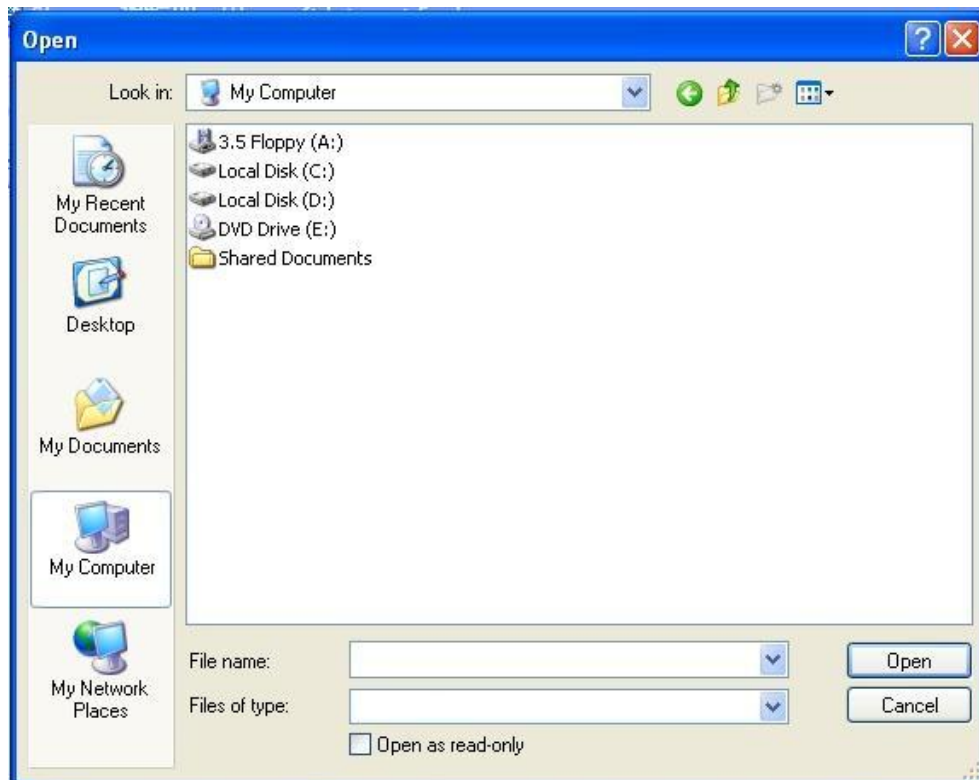
*Mandatory fields

Point to note:

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

- Press the “Browse” button and select the file of the New Price List for uploading.

7. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* : name: XYZ Price List.pdf, size: 340 KB

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

*Mandatory fields

Point to note:

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

9. Press the “Next” button to continue.

- Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:

(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 10 Mar 2013
	File Name: XYZ Price List.pdf	File Size: 340 KB	
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.

- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the New Price List will be uploaded automatically onto the SRPE for public access.

14. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

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.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:

Submission Number : 16789130328005PPO
Date/Time of Submission : 28 Mar 2013

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 10 Mar 2013
	File Name: XYZ Price List.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328005PO.pdf		

Print/Save

Finish

15. Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
16. Press the “Finish” button.

1.2.2 Submission of Revision to Existing Price List

1. Click “File Submission (PDF File)” on the left navigation panel.

The screenshot shows the top navigation bar of the platform, including the logo of the Government of the Hong Kong Special Administrative Region and the text "Sales of First-hand Residential Properties Electronic Platform". Below this is a light blue header for the "Submission System for Vendors". A vertical navigation menu on the left contains several buttons: "Home", "File Submission (PDF File)", "File Submission (Excel File)", "Profile Administration", "Submission History", and "Help Desk". Below the menu, there is a "Login ID:" field with the value "16" and a red "Logout" button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image and, select “Price List”.

The screenshot displays the "File Submission" page. It features a section for "Development Information" with a table containing the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a security challenge area that says "Please enter the four Block English Letter(s) and/or Number(s) shown below:" followed by a text input field. The challenge image shows a blue airplane, the number 5, the letter F, and the letter C, each on a small stand. Below the image is a "Refresh" button and the text "Please click Refresh to refresh the image if it is unclear."

At the bottom of the page, there is a section titled "Please click on the type of information to be uploaded:" with three radio button options: "Sales Brochure", "Price List", and "Register of Transactions". A red "Continue" button is located at the bottom right of the page.

3. Press the “Continue” button.

- Select “Revision to Existing Price List” and press the “Next” button.

File Submission - Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

New Price List
 Revision to Existing Price List

- Select the existing price list to be revised.

File Submission - Revision to Existing Price List

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please select the existing price list to be revised:

	Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
<input type="radio"/>	1	10 Mar 2013	28 Mar 2013 12:02:17 PM
<input type="radio"/>	2	11 Mar 2013	28 Mar 2013 12:04:59 PM
<input type="radio"/>	3	12 Mar 2013	28 Mar 2013 12:05:39 PM

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* :

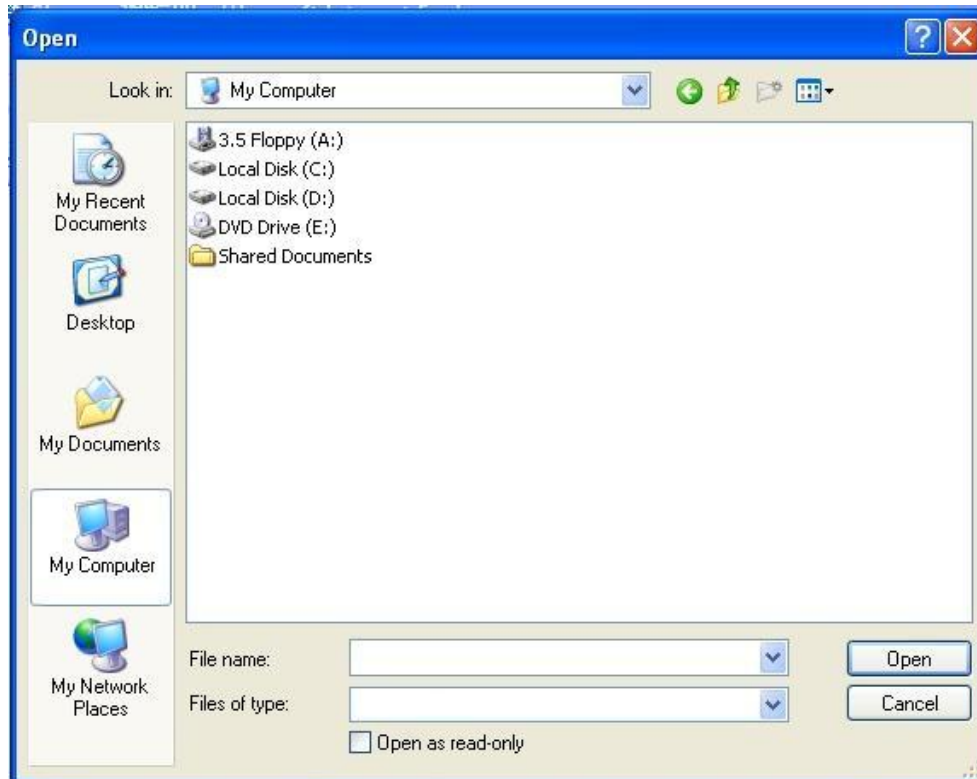
Date of Revision* :

*Mandatory fields

Point to note:

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

6. Input the “Serial Number of Revised Price List” and its “Date of Revision”.
7. Press the “Browse” button to select the file of the Revised Price List for uploading.
8. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



9. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* : name: XYZ Price List.pdf, size: 340 KB

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

*Mandatory fields

Point to note:

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

10. Press the “Next” button to continue.

- Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:			
(1)	Document: Revision to Existing Price List	Serial Number of Price List: 3A	Date of Printing/Revision: 14 Mar 2013
	File Name: XYZ Price List.pdf	File Size: 340 KB	
Preview			

Enter First Password to Confirm File Submission:	
First Password:	<input type="text"/>

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	Back	Confirm to Submit
--------	------	-------------------

- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 7 – 9.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Revised Price List will be uploaded automatically onto the SRPE for public access.

- After successful submission of the file and related information, a “Confirmation of Submission” page will be shown the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

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.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328008PPR
Date/Time of Submission	: 28 Mar 2013

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:			
(1)	Document: Revision to Existing Price List	Serial Number of Price List: 3A	Date of Printing/Revision: 14 Mar 2013
	File Name: XYZ Price List.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328008PR.pdf		

Print/Save	Finish
-------------------	---------------

- Press the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
- Press the “Finish” button.

1.3 SUBMISSION OF REGISTER OF TRANSACTIONS

1. Click “File Submission (PDF File)” on the left navigation panel.



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

Submission System for Vendors

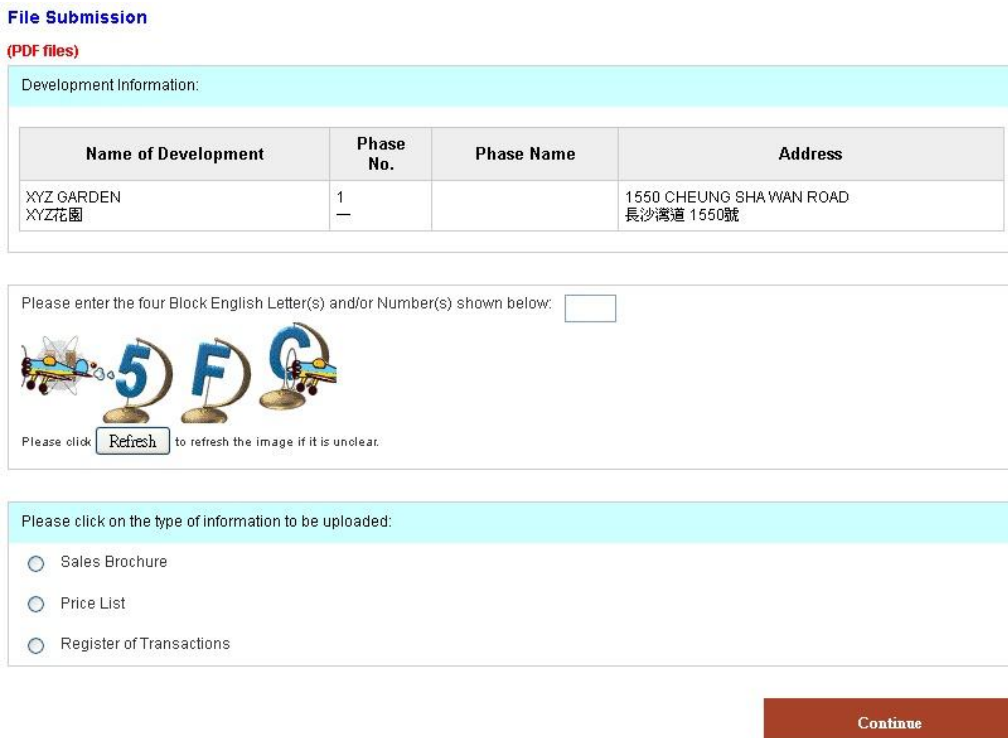
Home [Home](#)

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

Login ID:
16

Logout

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Register of Transactions”.




File Submission
(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

- Sales Brochure
- Price List
- Register of Transactions

3. Press the “Continue” button.

4. Press the “Browse” button to select the file of the Register of Transactions for uploading.

File Submission - Register of Transactions

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550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

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:

- The file to be uploaded should be in pdf format and the file size should be less than 40 MB.
- New entry (entries) refer(s) to new transaction(s). Or in case there is already information of PASP for a property in the Register and the vendor has just signed an ASP, the information of that ASP is regarded as a new entry but not a revision in this case.

5. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



6. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed

Select File(s) for Uploading:

Select File to be Uploaded* : name: XYZ Register.pdf, size: 340 KB

Date of Update : (dd/mm/yyyy)

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

*Mandatory fields

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 40 MB.
2. New entry (entries) refer(s) to new transaction(s). Or in case there is already information of PASP for a property in the Register and the vendor has just signed an ASP, the information of that ASP is regarded as a new entry but not a revision in this case.

7. Input the “Date of Update”, “Time of Update” and select “am/pm” for the Register of Transactions to be uploaded.
8. Select whether the Register of Transactions to be uploaded (a) *is the first register*, (b) *involves addition(s) of new entry (entries)*, (c) *involves revision(s) to existing entry (entries)* or (d) *involves addition(s) of new entry (entries) and revision(s) to existing entry (entries)*.

Note: New entry (entries) refer(s) to new transaction(s). If there is already information of Preliminary Agreement for Sales & Purchase for a property entered in the Register of Transactions and if the vendor is just entering information on the Agreement for Sales & Purchase (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.

9. Press the “Next” button to continue.

- Check the file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File Submission - Preview

(PDF files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Pending for Submission:

(1)	Document: Register of Transactions	Date of Update: 12 Mar 2013	Time of Update: 10:30 AM
	File Name: XYZ Register.pdf	File Size: 340 KB	
Preview			

The register of transactions is the first register.

Enter First Password to Confirm File Submission:

First Password:

Important Note:
Upon confirmation of submission, the previous version of the register of transactions, if any, will be removed from SRPE for public viewing.

- If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, press the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 4 – 6.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

- If the uploaded file and the related information pending for submission are in order, enter the First Password for confirmation of file submission.
- Press the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After pressing the “Confirm to Submit” button, the Register of Transactions will be uploaded automatically onto the SRPE for public access.

14. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Register of Transactions, if any, will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 16789130328009PRT
Date/Time of Submission	: 28 Mar 2013 12:11:25 PM

Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:			
(1)	Document: Register of Transactions	Date of Update: 12 Mar 2013	Time of Update: 10:30 AM
	File Name: XYZ Register.pdf		File Size: 340 KB
	System Assigned File Name for Public Viewing: 16789130328009RT.pdf		

The register of transactions is the first register.

Print/Save	Finish
-------------------	---------------

15. Press “Print/Save” button to print or save the “Confirmation of Submission page”, if necessary.
16. Press the “Finish” button.

Steps for Submission of Data files to the Submission Website for Access of the SRPA

Vendors are advised to make use of the Excel Template for Price List (at **Annex E**) and Excel Template for 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.

FILE SUBMISSION (EXCEL FILES)

This Annex sets out the specifications and requirements for submitting the electronic copies of price lists and registers of transactions in respect of a development or a phase of development in Microsoft Excel for Windows format onto the SRPE for internal reference by the Sales of First-hand Residential Properties Authority. The Excel files submitted will not be released to the public.

Specifications for Excel Files

For Excel files to be submitted, vendors should ensure that these files are virus-free and not protected by password. The file size of each of the file to be submitted should be less than 40 mega-bytes.

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 should not exceed 100 characters.

File Requirements for Price Lists

Price list, whether it is a new price list or a revised price list, is to be prepared as **one** Excel file. Vendors should download the “Excel Template for Price List” in the “Help Desk” section of the Submission Website of SRPE, fill in the information in the template and save the file in Microsoft Excel 2003 format. Splitting up one price list into multiple files is not accepted.

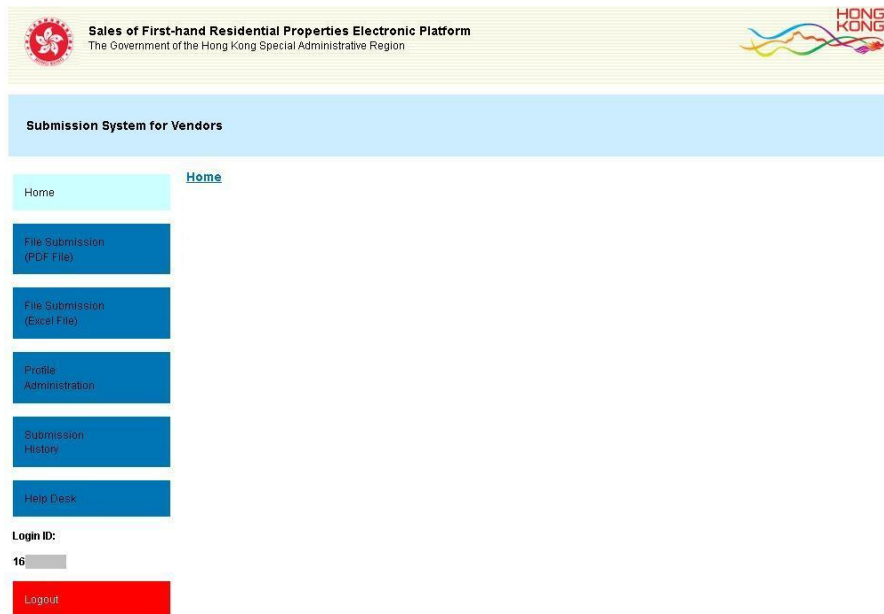
File Requirements for Registers of Transactions

The register of transactions is to be prepared as **one** Excel file. Vendors should download the “Excel Template for Register of Transactions” in the “Help Desk” section of the Submission Website of SRPE, fill in the information in the template and save the file in Microsoft Excel 2003 format. Splitting up the register into multiple files is not accepted.

SUBMISSION OF PRICE LIST

Submission of New Price List

1. Click the “File Submission (Excel File)” on the left navigation panel.



2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

File Submission
(Excel Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

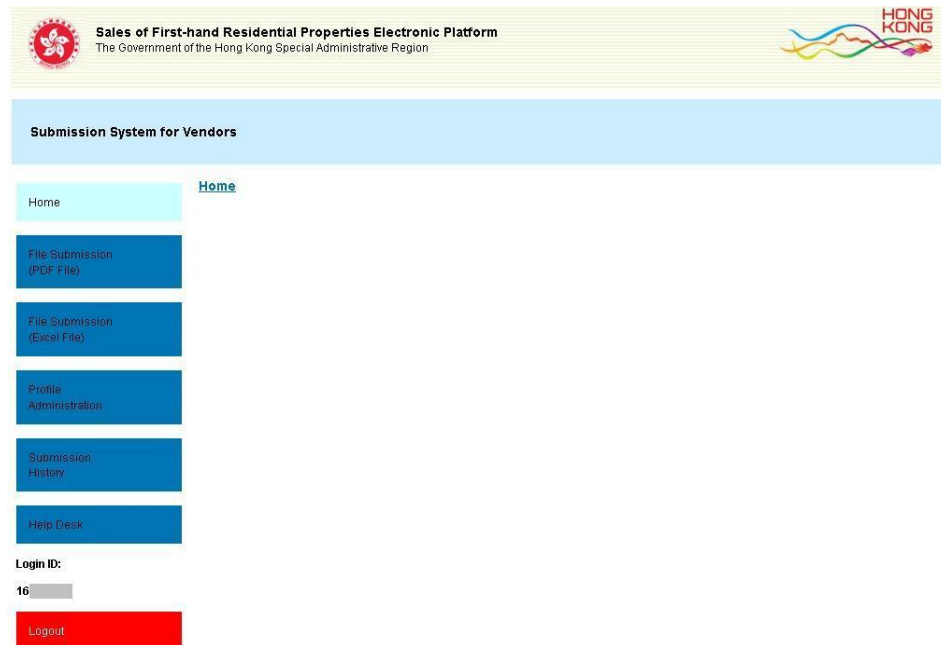
Price List

Register of Transactions

3. Follow the same steps in Section 1.2.1 of Annex C.

Submission of Revision to Existing Price List

1. Click the “File Submission (Excel File)” on the left navigation panel.



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

HONG KONG

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout


2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

File Submission
(Excel Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Price List

Register of Transactions

3. Follow the same steps in Section 1.2.2 of Annex C.

SUBMISSION OF REGISTER OF TRANSACTIONS

1. Click “File Submission (Excel File)” on the left navigation panel.

The screenshot shows the 'Submission System for Vendors' interface. At the top, there is a header with the Hong Kong Government logo and the text 'Sales of First-hand Residential Properties Electronic Platform' and 'The Government of the Hong Kong Special Administrative Region'. Below the header is a navigation menu with the following items: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. The 'File Submission (Excel File)' option is highlighted. Below the navigation menu, there is a 'Login ID:' field with the value '16' and a 'Logout' button.

2. Note the relevant “Development Information”, input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Register of Transactions”.

The screenshot shows the 'File Submission (Excel Files)' interface. It features a 'Development Information' section with a table containing the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a prompt: 'Please enter the four Block English Letter(s) and/or Number(s) shown below:' followed by an empty input box. Below this is a CAPTCHA image showing the letters 'Y', '7', and 'E' among other symbols. Below the CAPTCHA is a 'Refresh' button and the text: 'Please click Refresh to refresh the image if it is unclear.' Below the CAPTCHA section, there is a section titled 'Please click on the type of information to be uploaded:' with two radio button options: 'Price List' and 'Register of Transactions'. The 'Register of Transactions' option is selected. At the bottom right, there is a 'Continue' button.

3. Follow the same steps in Section 1.3 of Annex C.

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	Street No. and Name of Street	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.

Residential Properties within Multi-Unit Buildings in a Development
Points-to-Note on Data Format of the Input Sheet

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
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 yard
AH	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard

Houses 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	Street No. and Name of Street	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.

Houses in a Development

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 yard
AF	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard

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	Street No. & Name of Street	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	Street No. & Name of Street	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).

Residential Properties (First-hand Sales) Ordinance

Frequently Asked Questions and Answers (FAQs)

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

General

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, the information should be set out in the order as specified in sections 19 to 21 of the Ordinance. Also, vendors 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 If more than one authorized person (AP) or building contractor has been hired for the building works of a development at different time points, should the names of all such APs and building contractors be provided in the sales brochure under section 2(2) in Part 1 of Schedule 1 to the Ordinance?

A3 If more than one AP or building contractor has been hired for a development at different time points, vendors are only required to state the name of the person holding such capacity as at the date of printing of the sales brochure.

However, if the vendors so wish, they may provide the names of all the APs or building contractors that have been hired for the development in the past, provided that the period of appointment in relation to each of such persons is clearly indicated.

Q4 Can the name of the development be set out in a sales brochure? Can the district of the development be set out in a sales brochure?

A4 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.

Vendors should only provide the street name and the street number of the development as allocated by the Commissioner of Rating and Valuation, but not the district of the development, in the sales brochure.

Q5 The Ordinance requires various mandatory information be set out 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?

A5 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.

Q6 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”?

A6 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” 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.

For the scenarios as set out in the FAQs which we consider that vendors may use an explanatory note or remark to provide information in a sales brochure (e.g. information on features in a residential property to be mentioned in a floor plan of the residential properties in a development, information to be mentioned in a floor plan of parking spaces in a development, information on the fittings, finishes and appliances in residential properties which are no longer owned by the vendor, and information on the name of any authorized institution that has made a loan or has undertaken to provide finance for the construction of a development), we will not consider them as a “qualifier”. FAQs 8, 27, 31, 65 are relevant.

Q7 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?

A7 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 in 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.

Measurements of a residential property

Q8 Apart from the “saleable area” as stipulated in section 8 of the Ordinance and the areas of any of those 10 items as specified in Part 1 of Schedule 2 to the Ordinance, there may be other types of areas which form part of a specified residential property and which the vendors are selling to the purchaser. How and where in a sales brochure can the vendors describe and set out those areas?

A8 Information required to be provided in a sales brochure and a price list is stipulated in the Ordinance. In respect of the area schedule in a sales brochure and a price list, vendors should only provide (i) saleable area and (ii) the area of the 10 items specified in Part 1 of Schedule 2 to the Ordinance which forms part of the residential property. These requirements are set out in section 11 in Part 1 of Schedule 1 to the Ordinance (sales brochure) and

section 31(2) of the Ordinance (price list). Provision of additional area information in the area schedule in sales brochure and price list is not allowed under sections 23(1) and 31(9) of the Ordinance. Vendors must not add additional information on their own.

While vendors must not add additional information to the area schedule in a sales brochure and a price list, if there is any feature of a residential property to which the vendors would like to draw the purchaser's attention, information such as dimensions and areas of the features may be marked on the relevant floor plan or provided in an explanatory note or remark for the relevant floor plans in the sales brochure.

Q9 Under section 10(2)(c)(i) in 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?

A9 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.

Q10 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?

A10 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) in Part 1 of Schedule 1 to the Ordinance.

Q11 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?

A11 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 the 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 dimensions and area of the swimming pool may also be indicated in that note or remark (FAQ 8 is relevant).

Q12 Whether the bay window of a residential property should be measured up to the external edges of the window frames or the window glass surfaces?

A12 According to Part 2 of Schedule 2 to the Ordinance, the area of a bay window is to be measured from the exterior of the enclosing walls or glass windows of the bay window. If a bay window is to be measured from the exterior of the glass windows, it can be measured up to the external edges of the window frames.

Q13 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?

A13 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.

Q14 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?

A14 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.

Q15 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?

A15 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.

Q16 Can the area of filtration plant room and private lift lobby be counted as saleable area of a residential property?

A16 Whether an item can be considered as part of the saleable area of a residential property will depend on whether it falls within the definition of “saleable area” under section 8 of the Ordinance, which question turns on the particular facts of an individual case.

Q17 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?

A17 A carport is primarily for use by vehicle(s) and, in general, comprises area(s) for parking purposes and maneuvering area(s) for vehicles.

In a non-house type residential development, the maneuvering areas 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, the area of the entire carport of a residential property may be taken into account in the measurement of parking space 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.

According to section 3 in Part 2 of Schedule 2 to the Ordinance, the area of a parking space is measured from the interior face of its enclosing walls where there are enclosing walls.

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 in Part 1 of Schedule 1 to the Ordinance. If the land grant of a house type residential property has designated an area to be used for parking purposes, which is to be located within a carport, 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, in order to distinguish it from the other area(s) of the carport .

Q18 Is the floor slab mentioned in section 10(2)(c)(i) in 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?

A18 The floor slab mentioned in section 10(2)(c)(i) in Part 1 of Schedule 1 to the Ordinance refers to the floor slab of the ceiling immediately above each residential property.

Q19 Under section 10(2)(c)(ii) in 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?

A19 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.

Q20 Section 10(2)(d) in 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?

A20 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) in 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. This also applies to the measurement of saleable area.

If the external dimensions and internal dimensions of the residential properties are provided in the approved building plans, the vendor must provide such information in the sales brochure according to the approved building plans.

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. The approved building plans however are not the source of information of those internal and external dimensions.

Q21 What is the meaning of “internal dimensions” and “external dimensions” of a residential property” under section 10(2)(d) in 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”?

A21 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 in 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 (FAQ 8 is relevant).

Q22 What is the meaning of “internal partitions” under section 10(2)(d)(iii) in Part 1 of Schedule 1 to the Ordinance? Does it include sliding partitions and glass partitions?

A22 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.

Q23 How to mark the dimensions of a residential property that is in irregular shape?

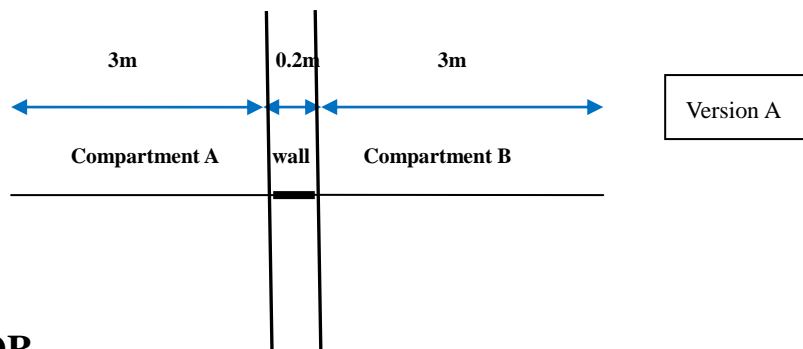
A23 When marking the external and internal dimensions of a residential property in the floor plan, reference should be made to the approved building plans for the development as required under section 10(3) in Part 1 of Schedule 1 of the Ordinance. If the residential property is in irregular shape, say for example, part of the enclosing wall is in curvilinear shape and no information on

the external and internal dimensions of that part is provided in the approved building plans, the internal and external arc length of that part of the enclosing wall should be marked on the floor plan.

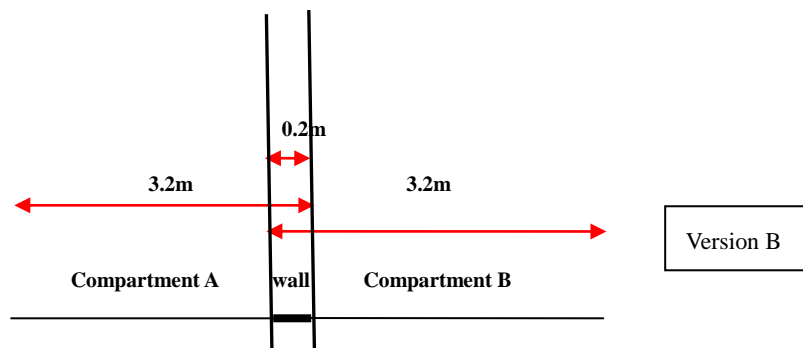
Q24 Section 10(2)(d)(iii) in Part 1 of Schedule 1 to the Ordinance requires the setting out of the thickness of internal partitions of each residential property in the floor plan. If 2 individual compartments are separated by a wall, will the external dimensions of the 2 compartments double count the thickness of the wall?

A24 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.

[Note: in the two diagrams below, we measure from the surface of the wall, NOT from the surface of any external wall finishes of the wall.]



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.

Floor plans

Q25 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) in Part 1 of Schedule 1 to the Ordinance?

A25 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) in 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.

Q26 What is the meaning of “furniture” in section 10(2)(b) in Part 1 of Schedule 1 to the Ordinance? Does “dimension” of furniture include height? Will “furniture” fall within some of the items of “fittings, finishes and appliances” under section 22 in Part 2 of Schedule 1 to the Ordinance?

A26 “Furniture” is different from “fittings, finishes and appliances”. “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) should be provided.

Q27 Section 12(2) in 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? Also, if the floor plan in question shows both the parking spaces as well as some area not for parking purpose, can the whole floor plan be shown in the sales brochure?

A27 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.

If there are parking spaces as well as areas not for parking purpose in a floor, the vendor can show the full floor plan but the area not for parking purpose should be blurred on the floor plan.

Q28 Can the sales brochure include floor plans showing the commercial parts of the development according to section 10 in Part 1 of Schedule 1 to the Ordinance?

A28 According to section 10 in 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 in Part 1 of Schedule 1 to the Ordinance.

If a floor of a development comprises both residential and commercial accommodation, the vendor can show the full floor plan but the commercial portion should be blurred on the floor plan.

As for a residential floor with no non-residential uses, the full floor plan including the common areas such as lift lobby and corridor can be shown.

Q29 Section 10(2) in Part 1 of Schedule 1 to the Ordinance requires the provision of floor plans of residential properties. If alteration to the residential properties have been made by way of minor works or exempted works under the Buildings Ordinance after completion of the development, should the floor plans be provided according to the approved building plans or the “as-is” layout of the properties?

A29 According to section 10 in 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. Information on thickness of the floor slabs and floor-to-floor height should be provided according to the approved building plans.

As regards the information required under section 10(2)(d) in Part 1 of Schedule 1 in the floor plan -

(a) where the information required under section 10(2)(d) in Part 1 of Schedule 1 is provided in the approved building plans, the floor plan must state the information as so provided in the approved building plans. A remark or explanatory note should be added to set out the alterations made; and

(b) where the information required under section 10(2)(d) in Part 1 of Schedule 1 is not provided in the approved building plans, the floor plan should show the “as-is” status of the properties.

Q30 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?

A30 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.

Fitting, finishes and appliances

Q31 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 in Part 2 of Schedule 1 to the Ordinance? What if the information in question is not available?

A31 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 in 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 according to section 22 in Part 2 of Schedule 1, e.g. interior fittings of bathroom and 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 after reasonable steps have been taken, 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.

Q32 Sales brochure should contain the floor plans (section 10 in Part 1 of Schedule 1 to the Ordinance) and information on fittings, finishes and appliances on residential properties in the development (section 22 in Part 2 of Schedule 1 to the Ordinance)? How should such information be provided if the residential property is held under a tenancy?

A32 For residential properties that are to be sold subject to an existing tenancy, or to be sold upon the expiry of an existing tenancy, vendors should provide information on the residential properties in the sales brochure that reflects the conditions of the properties (including the floor plan and the fittings, finishes and appliances) when they are being handed over to the purchasers.

Q33 Are vendors required to provide information on fittings, finishes and appliances of clubhouse in the sales brochure under section 22 in Part 2 of Schedule 1 to the Ordinance?

A33 Vendors are required to provide information on fittings, finishes and appliances according to the table under section 22 in Part 2 of Schedule 1 to the Ordinance. Information on clubhouse is not required to be provided under this section.

Cross section plan

Q34 According to section 18 in 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?

A34 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 in 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.

Q35 What is the meaning of the “lowest residential floor” in section 18(b) in Part 2 of Schedule 1 to the Ordinance? Is plaster on the floor slab included in determining the level?

A35 In accordance with section 18(b) in 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) in Part 2 of Schedule 1 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.

Location plan

Q36 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) if they are used principally as the items specified in section 6(4) in 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?

A36 The objective of the requirement to show the building, facilities or structure the principal use of which is set out under items (a) to (zq) of section 6(4) in Part 1 of Schedule 1 to the Ordinance is to provide prospective purchasers of first-hand residential properties of a development to be aware of those facilities near the development. Items set out in section 6(4) are likely to give rise to concerns on aspects such as traffic, noise level, air quality, odour, environment, hygiene, fire hazard, pedestrian flow, crowdedness, or tranquility, which affects the day-to-day living of residents in the development.

Vendors are expected to conduct field trips to identify those items under section 6(4), the majority of which are self-explanatory.

We set out below what SRPA expects vendors to include under the following items:

- A columbarium (item b): any public columbarium as shown on the list of public columbaria in the Food and Environmental Hygiene Department's (FEHD) website, and any private columbarium as shown on the list of private columbaria in the Development Bureau's website.
- A clinic (item y): any of the clinics run by the Hospital Authority and/or the Department of Health.
- A refuse collection point (item ze): any of the refuse collection points managed by FEHD.
- A market (including a wet market and a wholesale market) (item zg): a market, including a wet market and a wholesale market, but excluding a supermarket and a shopping centre –.
- A school (including a kindergarten) (item zn): a school, including a kindergarten, that is registered under the Education Ordinance (Cap. 279).
- Social welfare facilities (including an elderly centre and a home for the mentally disabled) (item zo): any of the social service facilities as set out in the Social Welfare Department's website.
- Sports facilities (including a sports ground and a swimming pool) (item zp): sports facilities, including a sports ground and a swimming pool, managed by the Leisure and Cultural Services Department.

As regards “a religious institution (including a church, a temple and a Tsz Tong)” (item zm), vendors are expected to show on the location plan those religious institutions that a member of the public will visually notice and recognize as a religious institution.

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.

Layout plan

Q37 Section 9 in Part 1 of Schedule 1 to the Ordinance requires the provision of a layout plan of the development and should state the estimated date of completion of the buildings or facilities that have not been completed. Are vendors only required to provide the estimated date of completion of those buildings as set out in the general building plans approved by the Building Authority? What should the vendor do if the development comprises many phases some of which are not yet planned?

A37 Section 9 in Part 1 of Schedule 1 to the Ordinance requires the provision of a layout plan of the development, which, if any of the buildings or facilities of the development are not yet completed, must state the estimated date of completion of these buildings or facilities, as provided by the authorized person (AP) for the development.

If the construction of a building or facility in the development is still at a stage where no building plans have been approved, the vendor may omit that building or facility in the layout plan. Once the building plans of such a building or facility have been approved by the Building Authority, SRPA expects vendors to include such information in the layout plan when the sales brochure is examined under section 17(1) of the Ordinance.

If a vendor has no planning as to the use of a particular phase in the development and no AP has been appointed in respect of that phase, the vendor may indicate such phase in the layout plan with a remark that the intended use of the phase has not been decided and no AP has been appointed.

Outline Zoning Plan

Q38 Can more than one outline zoning plan be provided in the sales brochure according to section 8 in Part 1 of Schedule 1 to the Ordinance if a single outline zoning plan cannot cover all the areas within 500m from the boundary of the development?

A38 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 should be shown in the sales brochure. Vendors are advised to provide the “title”, “plan number” and “gazette date” of all such plans in the same page where the plan is provided in the sales brochure.

Elevation plan

Q39 Section 19(3) in Part 2 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?

A39 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 a development is not available to do the certification, the vendor should still provide in the sales brochure an elevation plan in colour, on the basis of the approved building plans and in general accordance with the outward appearance of the development as at the date of print of the sales brochure, and state that the plan has not been certified by the AP for the development as required under section 19(3) in 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) in Part 2 of Schedule 1 to the Ordinance.

Q40 Section 19 in Part 2 of Schedule 1 to the Ordinance requires the provision of a plan showing all elevations in the sales brochure. If there is a fence wall outside the development, should the fence wall be included in the elevation plan? How many elevation plans should be shown?

A40 The elevation plan(s) should be prepared on the basis of the approved building plans for the development. In case there is a fence wall on any side of the development and the authorized person has shown in the approved building plans the elevations of the development both with and without the fence wall, the elevation plan(s) as required under section 19 in Schedule 2 to the Ordinance should be prepared on the same basis, i.e. the elevations of the developments with and without the fence wall.

Generally speaking, vendors are advised to make reference to the approved building plans when deciding the number of elevation plans of the development to be shown in the sales brochure under Section 19 in Part 2 of Schedule 1 to the Ordinance.

Plans and Photographs

Q41 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?

A41 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/500m 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.

Deed of Mutual Covenant (DMC)

Q42 Section 14(2)(f) in 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 DMC, has been allocated to the owner and the owner is entitled to dispose of it.

A42 As required under section 14(2) in 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.

Q43 Section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance requires that a summary of the provisions of the DMC 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) in Part 1 of Schedule 1 to the Ordinance?

A43 Vendors should, according to the DMC, 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.

Section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance requires that a sales brochure must contain a summary of the provisions of the DMC (or the draft DMC) which deal with various matters, one of which is the common parts of the development. If the relevant provision of the DMC refers to a plan attached to it which shows the common parts of the development, such plan may be included as part of the information to be provided in the sales brochure under section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance.

Q44 Section 14(2)(b) in 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?

A44 Apart from providing the number of undivided shares assigned to each residential property in a development, the number of undivided shares assigned 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, such information can be presented as “50/[total number of undivided shares for the development]” in the sales brochure. If vendors wish to let prospective purchasers know the total number of undivided shares of the development, they may set out the information in publications other than the sales brochure.

Q45 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?

A45 Section 14(2)(d) in 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 DMC, 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) in 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.

Land grant

Q46 Section 48(1)(d) in the Ordinance requires that a copy of the land grant should be made available for inspection by the general public free of charge at the place where the sale is to take place. Does such a land grant include “lease modification” and “extension” which relates to a portion of the lot which has no connection with the residential portion?

A46 Section 48 (1)(d) of the Ordinance provides that a copy of the land grant should be made available on a date of sale for inspection by the general public at the place where the sale is to take place. In this respect, “lease modification” and “extension” should form part of the land grant.

There could be cases where separate Government leases are deemed to have been issued for different sections of the lot, for example Government rent apportionment has been done in respect of different sections of the lot and the apportionment has been gazetted under section 22(1) of the Government Rent and

Premium (Apportionment) Ordinance (Cap. 125). In such case, only the “lease modification” with respect to the section on which the development is built needs to be disclosed.

Q47 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 in 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?

A47 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) but is still held under a single land grant 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.

In the above situation, as sections 15(2)(a), (c), (e) and (f) in Part 1 of Schedule 1 to the Ordinance refer specifically to the land on which the development is built, vendor is not required to provide the land grant conditions relating to the Remaining Portion.

Q48 Section 16(2)(b) in Part 1 of Schedule 1 to the Ordinance requires the provision in the sales brochure a description of any facilities that are required under the land grant to be managed, operated or maintained for public use at the expense of the owners of the residential properties in the development. If the maintenance costs are to be borne by the owners of the commercial accommodation only according to the deed of mutual covenant (DMC), should such information be set out under the aforesaid provision?

A48 Under section 16(2)(b) in Part 1 of Schedule 1 to the Ordinance, the sales brochure must contain a description of any facilities that are required under the land grant to be managed, operated or maintained for public use by the grantee (i.e. all owners of the lot and not just owners of residential properties). Under section 16(6) in Part 1 of Schedule 1 to the Ordinance, the sales brochure must set out the DMC provisions that concern those facilities.

If the DMC provides that the management expenses of those facilities will only be borne by the commercial owners, such DMC provision should be set out in the sales brochure under section 16(6) in Part 1 of Schedule 1 to the Ordinance.

Q49 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 in Part 2 of Schedule 1 to the Ordinance?

A49 Section 28 in 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.

Q50 Vendors are required to set out various information relating to land grant under sections 15 and 16 in Part 1 of Schedule 1 to the Ordinance. Should vendors provide such information according to the land grant, or should they also provide the related information contained in the waivers or no objection letters in relation to the land grant?

A50 Vendors are advised to set out various required information under sections 15 and 16 of Part 1 of Schedule 1 to the Ordinance according to the land grant as varied by say, waivers or no objection letter, if any.

Q51 Vendors are required under section 15(2)(e) in 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?

A51 According to section 15(2)(e) in 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 be set out under section 15(2)(e) in Part 1 of Schedule 1 to the Ordinance.

Q52 Section 15(2)(c) in 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?

A52 According to section 15(2) in 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.

Q53 Can the vendor provide information on “license, waivers, no-objection letter and approval letter” in the sales brochure under section 28 in Part 2 of Schedule 1 to the Ordinance?

A53 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.

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. Generally speaking, “waiver”, “no objection letter”, “approval letter” and “licence (say offensive trade licence)” may be included.

Common facilities

Q54 Section 20 (1) in 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?

A54 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 has 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.

Relevant information

Q55 Vendors are required to provide “relevant information” (which means any matter that is likely to materially affect the enjoyment of the residential property) 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?

A55 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) of the Ordinance 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.

Q56 Where and how should the “relevant information” required under section 20(1) of the Ordinance be provided in the sales brochure?

A56 The relevant information required under section 20 of the Ordinance should be provided after the information required under section 19 of the Ordinance.

All “relevant information” should be grouped under the heading “relevant information”. If no such information is provided in the sales brochure, there is NO NEED to state the heading of “relevant information” and insert “NA” in the sales brochure.

Miscellaneous

Q57 Section 23 in 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?

A57 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.

Q58 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 in Part 2 of Schedule 1 to the Ordinance?

A58 According to section 26 in 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.

Q59 Can the vendor state the particulars of a tenancy in the sales brochure for the property that is sold subject to tenancy?

A59 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.

Q60 Can the vendor state in the sales brochure that some properties are kept by the vendor for leasing purpose?

A60 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.

Q61 Section 2 in Part 1 of Schedule 1 to the Ordinance requires the provision of the name of the holding company of the vendor in the sales brochure. If there is no holding company within the meaning of the Companies Ordinance (Cap. 32), can the names of all the companies which hold shares in the vendor be given in the sales brochure?

A61 According to section 2 of the Ordinance, “holding company” means a holding company within the meaning of the Companies Ordinance. There will not be any holding company for the vendor of the development if no such company falls within the meaning of “holding company” as provided in the Companies Ordinance. In such circumstances, the company which holds shares in the vendor should not be described as a holding company in the sales brochure as part of the information required under section 2(2) of Part 1 of Schedule 1 to the Ordinance. The vendor may however, provide such information in the advertisements or other publications.

Q62 According to section 11 in 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?

A62 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.

Q63 If there are changes to the information contained in the sales brochure but the “3-month period” is yet to expire, does the vendor have any obligation to examine and revise the sales brochure?

A63 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. 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. In other words, vendors are obliged to make available a sales brochure that is printed/examined/revise within the previous 3 months.

While vendors have no obligation under the Ordinance to examine the sales brochure before the 3-month period is expired, they may wish to consider the need to examine and revise the sales brochure if there are substantial changes to the contents of the sales brochure taking into account public expectation.

Q64 Is it necessary for vendor to include a warning to purchasers which recommend purchasers to hire their own solicitors as set out under section 17 in Part 2 of Schedule 1 to the Ordinance if, separate legal representation has already been arranged by the vendor?

A64 The warning to purchasers as set out under section 17 in Part 2 of Schedule 1 to the Ordinance must be set out in the sales brochure. There is no exception arrangement.

Q65 According to section 2(2)(e) in Part 1 of Schedule 1 to the Ordinance, vendor is required to provide the name of any authorized institution that has made a loan, or has undertaken to provide finance, for the construction of the development? If the loan has been settled, or if the undertaking has been expired or terminated, should such information be provided in the sales brochure?

A65 According to section 2(2)(e) in Part 1 of Schedule 1 to the Ordinance, vendor is required to provide the name of any authorized institution that has made a loan, or has undertaken to provide finance, for the construction of the development. Even if the loan has been settled, or the undertaking has been expired or terminated, such information should still be provided in the sales brochure, but a remark or an explanatory note may be added to state the current status of the loan or the undertaking.

Price List

Q66 Can vendors provide an aggregate price for more than one residential property instead of providing the price for each residential property?

A66 Vendor should set out the price for each residential property on the price list, which means each residential property should be given a price. If the vendor would like to provide discount or financial advantage for the purchase of more than one residential property, such arrangements may be set out as discount or financial advantage as appropriate.

Sales Arrangements

Q67 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?

A67 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 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.

Q68 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, price list and sales arrangements respectively according to section 25, section 32 and section 47(1) of the Ordinance?

A68 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.

Revisions to Sales Brochure, Price List and Sales Arrangements

Q69 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?

A69 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 electronic 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

Q70 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?

A70 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.

Q71 Can “show flat” show only part of a residential property (e.g. kitchen)?

A71 Any structure that is intended to be used as a show flat in relation to a sale of specified residential properties in an uncompleted development/phase will be subject to the requirements under Division 4 of Part 2 of the Ordinance. As such, a “show flat” which only shows part of a residential property will be considered as not having complied with the relevant requirements under the Ordinance.

Q72 Can minor works or exempted works under the Buildings Ordinance (BO) be made to modified show flats?

A72 The minor works control system under the BO was introduced to facilitate members of the public to carry out certain minor works in private buildings lawfully through simplified procedures. The

carrying out of such minor works does not require prior approval of plans or consent for commencement of the works from the Building Authority, though the appointment of prescribed building professionals or prescribed registered contractors is required. Vendors are reminded that, if a modified show flat shows features which are minor works, vendors should consult their building professionals to ensure that the prospective purchasers will not be misled in any way regarding compliance with the BO and other relevant legislations.

Q73 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?

A73 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.

Q74 If the vendor has already provided one unmodified show flat for a particular first-hand uncompleted residential property, can he/she provide more than one modified show flat of that particular residential property?

A74 If a vendor has provided an unmodified show flat for a first-hand uncompleted residential property, one or more than one modified show flat of that residential property can be provided.

Viewing of Completed Properties

Q75 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”?

A75 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.

Q76 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”?

A76 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

Q77 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?

A77 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.

Q78 For a residential property of which its PASP is signed before 29 April 2013, whether the ASP signed in respect of that residential property after 29 April 2013 is required to include the mandatory provisions according to section 55 of the Ordinance?

A78 As provided in section 10(1) of the Ordinance, the Ordinance applies to any residential property in a development situated in Hong Kong in respect of which property neither a PASP nor ASP has ever been entered into and no assignment has ever been made. If a residential property in respect of which a PASP has been entered into before 29 April 2013, the property will not be subject to the requirements of the Ordinance, unless the PASP is to be disregarded under the situations described in section 11 of the Ordinance.

Advertisement

Q79 Vendors are required to set out various information in printed advertisements under section 73 of the Ordinance. Is an amendment to the advertisements required if the aforesaid information has been changed?

A79 If there are changes to the information set out in the advertisements, the vendor should update the advertisements as soon as practicable.

Q80 What does it mean by “printed advertisements” under section 73 of the Ordinance?

A80 The requirements for “printed advertisements” under section 73 of the Ordinance apply to the advertisements set out in section 73(1), which are, in general, advertisements that can be printed out. Items such as stickers and billboard on bus are within the scope of the advertisements set out in section 73(1).

Q81 A brochure which purports to promote the sale of specified residential properties is a form of “printed advertisement”. How to determine the size of a brochure for the purpose of complying with the requirements as stipulated under section 73(8) of the Ordinance on the size of the letters, characters or numbers of the mandatory statements?

A81 If a brochure is adopted and used as an advertisement to which Part 3 of the Ordinance applies, then the brochure will have to comply with the requirements applicable to an advertisement purporting to promote the sale of the concerned residential properties. When determining the size of an advertisement for the purpose of complying with the requirements as stipulated under section 73(8) of the Ordinance on the size of the letters, characters or numbers of the mandatory statements, the total area of the advertisement should be taken into account. For example,

in the case of a brochure used as an advertisement, if the total area of all the pages of the brochure is larger than 4155 square centimeters, the letters, characters and numbers of the mandatory statements (i.e. information required under section 73(2) and (5), and section 73(7), if applicable) must occupy at least 3% of the total area of the advertisement.

Information required to be provided under section 73(2), (5) and (7) of the Ordinance is only required to be provided once in an advertisement, hence the statements are not required to be contained in every page of the brochure.

Others

Q82 How to define a phase of a development under the Ordinance?

A82 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.

11 April 2013

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

Residential Properties (First-hand Sales) Ordinance

Frequently Asked Questions and Answers (FAQs)

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

Q83 Section 22 in Part 2 of Schedule 1 to the Ordinance requires the provision of information on fittings, finishes and appliances in sales brochure. What is the meaning of “appliances”?

A83 “Appliance” should generally refer to a device or piece of equipment used for a specific task. For the purposes of section 22 in Part 2 of Schedule 1 to the Ordinance, item 6 would cover electrical appliances that are commonly found and used in a residential unit, such as a cooker or washing machine.

Q84 The answer to FAQ 29 issued on 11 April 2013 states how section 10(2)(d) in Part 1 of Schedule 1 to the Ordinance can be complied with if alterations to the residential properties have been made by way of minor works or exempted works under the Buildings Ordinance after the completion of the development and the alterations are not reflected in the approved building plans. What may vendors do if a remark of explanatory note cannot present the alterations in a clear manner?

A84 If the information required under section 10(2)(d) in Part 1 of Schedule 1 to the Ordinance is provided in the approved building plans, the floor plan must state the information as so provided in the approved building plans. A remark or explanatory note should be added to set out the alterations made. Floor plans may be included as part of the remark or explanatory note to illustrate the alterations made.

If the information required under section 10(2)(d) in Part 1 of Schedule 1 is not provided in the approved building plans, the floor plan should show the “as-is” status of the properties.

Q85 The answer to FAQ 43 issued on 11 April 2013 states that if the relevant provision of the DMC refers to a plan attached to it which shows the common parts of the development, such plan may be included as part of the information to be provided in the sales brochure under section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance. If the relevant provision of the DMC refers to a plan attached to it which shows the commercial part of the development and if the plan shows a staircase which is the common part of the development, can that plan be provided in the sales brochure under section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance?

A85 If the relevant provision of the DMC refers to a plan attached to it showing a staircase which is a common part of the development, such plan may be included as part of the information to be provided in the sales brochure under section 14(2)(a) in Part 1 of Schedule 1 to the Ordinance.

Show Flat

Q86 Can a poster, picture or photograph which is purported to show the scenic view from a window of the residential property (such as a picture with blue sky) be shown in the window of the show flat of that residential property?

A86 There is no specific provision in the Ordinance which regulates the use of poster, picture or photograph in a show flat which purports to show the scenic view of a residential property when a person looks from that window of the residential property. However, vendor should ensure that the poster, picture or photograph will not amount to a misrepresentation or mislead visitors to the show flat that it is the actual view he/she will enjoy whenever he/she looks from the window of the relevant residential property.

Advertisements

Q87 Section 73(8) of the Ordinance has stipulated the size of the statements that are required to be provided under section 73(2), (5) and (7) of the Ordinance. If the size of the advertisement is larger than 4155 square centimeters, the statements must occupy at least 3% of the area of the advertisement. Whether the “3%” requirement applies to each or to all of the statements under section 73(2), (5) and (7) of the Ordinance?

A87 If the size of the advertisement is larger than 4155 square centimeters, the total area of the statements required under the section 73(2), (5) and (7) of the Ordinance should occupy at least 3% of the area of the advertisement, i.e. NOT each statement should occupy at least 3% of the area of the advertisement.

If an advertisement is to contain statements under section 73(2), (5) and (7) in both Chinese and English, the Chinese and English statements should respectively occupy at least 3% of the total area of the advertisement.

24 April 2013

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