《一手住宅物業銷售條例》

向一手住宅物業銷售資訊網遞交文件 指引

總論

- 由二零一五年七月一日起,一手住宅物業銷售監管局(下稱「銷售監管局」)會負責備存根據《一手住宅物業銷售條例》(下稱「條例」)第89(1)條設立的一手住宅物業銷售資訊網(下稱「銷售資訊網」)。由同日起,差餉物業估價署不再負責替銷售監管局備存銷售資訊網。
- 為備存銷售資訊網的目的,賣方必須按照該條例第25(4)(b)、 第32(4)(b)和第60(4)條的相關規定,向銷售監管局提供售樓 說明書、價單和成交紀錄冊。
- 扼要而言,賣方須按照下述訂明的時限,為銷售資訊網的目 的遞交售樓說明書、價單和成交紀錄冊:
 - (I) 售樓說明書
 - (a) 賣方須在提供發展項目或發展項目某一期的售樓說明書
 印本供公眾領取的首日,將該說明書的電子版本提供予 銷售資訊網(該條例第 25(4)(b)條載有相關規定);
 - (b) 賣方在檢視售樓說明書後,<u>不論有否對該說明書作出修改</u>,亦不論有否在附頁或以其他方式(包括印製售樓說明書修訂本)載列有關的檢視紀錄,都須在向公眾發布售樓說明書的檢視紀錄的首日,將該檢視紀錄的電子版本提供予銷售資訊網(該條例第 25(4)(b)條載有相關規定)。賣方應參照售樓說明書《指引第 G01/13 號》,將經檢視或經檢視並修改的售樓說明書(視屬何情況而定)的電子版本提供予銷售資訊網;及
 - (c)倘住宅發展項目或發展項目某一期在停售一段期間後恢 復出售,賣方須在提供售樓說明書印本供公眾領取的首 日,將該說明書的電子版本提供予銷售資訊網(該條例 第 25(4)(b)條載有相關規定)。該售樓說明書應已在之前 的 3 個月內,根據該條例第 17(1)條予以檢視或予以檢視 並修改。

(II) 價單

- (a) 賣方須在提供發展項目或發展項目某一期的價單印本供公眾領取的首日,將該價單的電子版本提供予銷售資訊網(該條例第 32(4)(b)條載有相關規定);
- (b) 就發展項目或發展項目某一期已根據該條例第 29(4)條 作出修改的價單,賣方須在提供該經修改價單的印本供 公眾領取的首日,將該經修改價單的電子版本提供予銷 售資訊網(該條例第 32(4)(b)條載有相關規定);及
- (c)倘某住宅發展項目或發展項目某一期在停售一段期間後恢復出售,即使賣方對部分或全部價單並無作出修改, 亦須在提供該等價單的印本供公眾領取的首日,將該等 價單的電子版本提供予銷售資訊網(該條例第 32(4)(b) 條載有相關規定)。
- (III) 成交紀錄冊
- (a) 賣方根據該條例第 59(2)(a)、(b)(i)或(c)條、第 59(3)條或 第 59(5)條在成交紀錄冊記入記項後,應在切實可行的範 圍內,盡快將該紀錄冊的電子版本提供予銷售資訊網(該 條例第 60(4)條載有相關規定);及
- (b) 倘有關該人是否賣方的有關連人士的交易詳情有任何改變(該條例第 59(2)(b)(ii)條),或住宅物業的售價根據該條例第 35(2)條作出修改(該條例第 59(4)條),賣方應在切實可行的範圍內,盡快將經修改的成交紀錄冊的電子版本提供予銷售資訊網(該條例第 60(4)條)。

如何為銷售資訊網的目的遞交文件

4. 銷售監管局將負責收取賣方為遵行該條例第 25(4)(b)、第 32(4)(b)和第 60(4)條而遞交的售樓說明書、價單和成交紀錄 冊的電子版本。該局已設立「遞交網站」,讓賣方遞交售樓說 明書、價單和成交紀錄冊的電子版本,以供上載銷售資訊網。 「遞交網站」的域名如下:

www.vendor.srpe.gov.hk(英文版) www.賣方.一手住宅物業銷售資訊網.政府.香港 (繁體版) www.賣方.一手住宅物业销售资讯网.政府.香港 (簡體版)

 「 遞交網站」接獲的文件,經用戶確認後,將自動上載銷售 資訊網,供公眾閱覽。

進入「遞交網站」的系統配置要求

6. 賣方使用的電腦,其系統配置不應低於附件 A 指明的標準, 以便進入「遞交網站」,上載售樓說明書、價單和成交紀錄冊 的電子版本。市面上的個人電腦應已符合附件 A 所載的資訊 科技要求。

擁有人/獲擁有人授權的人須向銷售監管局開設帳戶

- 7. 擁有人/獲擁有人授權的人須為住宅發展項目或發展項目某 一期向銷售監管局開設帳戶,方能遞交售樓說明書、價單及 成交紀錄冊的電子版本予「遞交網站」。經用戶確認後,所遞 交的資料會上載到銷售資訊網。就每個住宅發展項目或發展 項目每一期而言,擁有人/獲擁有人授權的人可開設的帳戶 數目以 10 個為限。
- 擁有人/獲擁有人授權的人可以郵寄或電郵方式遞交申請 表,亦可親身或用專遞服務將申請表送交銷售監管局,傳真 方式概不接受。星期六、星期日及公眾假期,只接受以電郵 方式遞交申請。
- 9. 擁有人/獲擁有人授權的人開設帳戶,須填妥載於附件 B1 的申請表¹(下稱「申請表」),以上文第8段提述的方式送交銷售監管局辦理。如以電郵方式提交,應在切實可行的情況下盡快把簽妥的申請表正本送交銷售監管局。擁有人/獲擁有人授權的人可在同一份申請表內就一個發展項目或發展項目某一期申請最多10個帳戶,亦可在一段時間內提出多於一次申請,惟開設的帳戶仍以10個為限。
- 10. 如發展項目分為 2 期或多於 2 期,擁有人/獲擁有人授權的 人開設帳戶,須就各期遞交個別申請,開設獨立帳戶。
- 11. 凡以電郵遞交的申請,如已夾附簽妥的申請表正本掃描副本,銷售監管局會以電郵發出認收通知書。凡親身/用專遞服務遞交的申請,銷售監管局會在申請表副本或發送表/派遞表上蓋上部門印章,顯示收件日期。凡屬郵寄的申請,銷售監管局會盡快把示明收件日期的認收通知書,電郵至擁有人/獲擁有人授權的人在申請表提供的電郵地址。
- 12. 銷售監管局收到填妥的申請表後,會在 5 個工作天(星期一 至星期五,公眾假期及收件當日除外)內,把登入名稱和密 碼電郵至擁有人/獲擁有人授權的人在申請表提供的電郵地 址。

¹ 如欲取消帳戶,請使用載於附件 B2 的申請表。

為發展項目或發展項目某一期設立網頁

13. 在賣方開設帳戶後,「遞交網站」會設立有關發展項目或發展 項目某一期的通用網頁,只供顯示從相關申請表收集的基本 資料(例如發展項目的名稱和地址)。這個為發展項目或發展 項目某一期設立的通用網頁,只有相關用戶才能進入。用戶 在輸入登入名稱和密碼後,即可進入該網頁。

在「 遞交網站」 遞交售樓說明書、 價單和成交紀錄冊所需的檔案類 別和步驟

- 14. 賣方在「遞交網站」遞交的售樓說明書、價單和成交紀錄冊, 須採用可攜式文件格式檔案,以便有關檔案經賣方確認後, 自動上載銷售資訊網,供公眾閱覽。在「遞交網站」以可攜 式文件格式檔案遞交文件的步驟,詳載於附件 C。
- 15. 就該條例規定的遞交文件時限,賣方應參閱有關售樓說明書、價單和成交紀錄冊的指引《指引第 G01/13、第 G02/13 及第 G04/13 號》。
- 16. 就時間而言,當「遞交網站」的屏幕顯示記錄,確認收到供 上載銷售資訊網的售樓說明書、價單和成交紀錄冊的可攜式 文件格式檔案後(詳情見附件 C),賣方可視為已按照該條 例第 25(4)(b)、第 32(4)(b)和第 60(4)條的規定,為銷售資訊 網的目的而提供該等文件的電子版本。
- 17. 重要事項:請賣方注意,文件上載「遞交網站」所需時間, 會視乎檔案大小而有分別。為符合該條例所訂遞交各種資料 予銷售資訊網的時限,賣方應預留足夠時間,以便完成有關 程序,將可攜式文件格式檔案上載「遞交網站」。
- 18. 重要事項:賣方遞交予銷售資訊網的所有價單(包括首份及 經修改的價單)的電子版本,公眾可在銷售資訊網閱覽。
- 19. 在上文第 14 段所述的確認程序完成後,「 遞交網站」會自動 將賣方遞交的售樓說明書、價單和成交紀錄冊的電子版本上 載銷售資訊網,供公眾閱覽。銷售資訊網的域名如下:

www.srpe.gov.hk(英文版) www.一手住宅物業銷售資訊網.政府.香港 (繁體版) www.一手住宅物业销售资讯网.政府.香港 (簡體版)

為用戶提供的協助

- 20. 為方便用戶在「遞交網站」順利遞交文件,賣方或用戶可以 下列方式聯絡我們,提出建議或要求協助:
 - (a) 致電銷售監管局熱線 2817 3737,該熱線的運作時間為星 期一至星期五上午九時至下午一時及下午二時至下午五 時四十五分(公眾假期除外)。
 - (b) 致電銷售監管局緊急事故熱線 9655 1611,該熱線的運 作時間為星期一至星期五下午五時四十五分至午夜十 二時(公眾假期除外),以及星期六、星期日及公眾假 期上午九時至午夜十二時。只有在緊急情況下(例如銷 售資訊網系統發生故障或未能正常運作),才應致電該 熱線。
 - (c) 發送電郵至 vendors@srpe.gov.hk(請提供聯絡電話號碼),或致函「香港柴灣利眾街 24 號東貿廣場 31 樓 E 室一手住宅物業銷售監管局」。

「遞交網站」和銷售資訊網的系統提升

- 21. 「遞交網站」和銷售資訊網每日 24 小時運作。網站會在進行 提升工程前約 24 小時,向所有賣方和用戶發出電郵,並在網 站公布,通知有關的系統提升。
- 22. 倘銷售資訊網和「遞交網站」的系統服務突然中斷,銷售監 管局的網站會發出公告和適當提示,讓賣方、用戶和公眾知 悉。在可行情況下,銷售資訊網和「遞交網站」也會發出公 告和適當提示。

如有查詢,請以下列方式與我們聯絡: 電話:2817 3313 電郵:enquiry_srpa@hd.gov.hk 傳真:2219 2220

一手住宅物業銷售監管局 2015 年 7 月

使用「遞交網站」遞交文件的系統要求

賣方須確保用以進入銷售資訊網「遞交網站」的電腦,其系統配置 不低於下述標準。

- (a) 建議的可用磁碟空間應有 500MB 或以上。如須儲存相關檔案, 則應預留更多儲存空間。
- (b) 建議採用每秒 100 兆比特(即 100Mbps)或以上傳輸速度的寬 頻上網,以便更快速地上載和下載檔案。
- (c) 必須啟動瀏覽器的 JavaScript, cookies 和 TLS(1.0 或以上版本) 功能。
- (d) 部分平台須使用香港增補字符集,以顯示特殊的香港中文字符。詳情請瀏覽以下網頁:
 http://www.gov.hk/tc/about/helpdesk/softwarerequirement/hkscs.htm
- (e) 須採用操作系統和網絡瀏覽器,其建議組合如下:

操作系統 網絡瀏覽器

微軟視窗XP Internet Explorer 8版本、Firefox 3.5至33.0版本
 微軟視窗Vista Internet Explorer 8至9版本、Firefox 3.5至33.0版本
 微軟視窗7 Internet Explorer 8至9版本、Firefox 3.5至33.0版本
 微軟視窗8 Internet Explorer 10至11版本、Firefox 3.5至33.0版本

建議賣方採用 Internet Explorer 10 或以上版本或 Firefox 18.0 或以上版本,以便更快速地上載檔案。

請注意: 賣方應不時為其用作進入「遞交網站」的電腦的操作系 統和瀏覽器更新軟件,並安裝軟件修補程式。

一手住宅物業銷售資訊網(下稱「銷售資訊網」)

根據《一手住宅物業銷售條例》

(香港法例第 621 章)(下稱「該條例」)

遞交售樓說明書、價單和成交紀錄冊電子版本的網上帳戶

開戶申請表

重要通知:如發展項目分為兩期或多於兩期,其擁有人^(ш1)須就該 發展項目的每一期數分別遞交個別申請,以開設獨立帳戶。申請表 正本經妥為簽署後,須在緊接有關的發展項目(或有關的發展項目 某一期)首份售樓說明書以電子方式送交「遞交網站」(以便根據 該條例將售樓說明書上載至銷售資訊網)之前最少 5 個工作天(即 星期一至星期五,但公眾假期、《釋義及通則條例》〔香港法例第 1章〕第 71(2)條所定義的黑色暴雨警告日、《釋義及通則條例》〔香 港法例第 1章〕第 71(2)條和《司法程序(烈風警告期間聆訊延期) 條例》〔香港法例第 62 章〕第 2 條所定義的烈風警告日,以及收 件當日除外),送達一手住宅物業銷售監管局。有關條款及細則載 於本申請表末尾,請仔細閱覽。

| 第 I 部分 申請人 | 資料 |
|----------------------|--|
| 申請人名稱 | |
| 請在適當的方格內均 | 真上剔號: |
| □ 本人謹此聲明, 項目期數)住宅 | 本人為本申請表第 II 部分所示的發展項目(或發展 的業在土地註冊處登記的擁有人。 |
| □ 本人謹此聲明, | 本人受擁有人委託,代表擁有人並代其進行一切有 |
| 關銷售資訊網的 |]事務。現隨本申請表夾附有關的授權信件 [#] 。 |
| 聯絡人 | |
| 電話號碼 | |
| 電郵地址 | |
| 傳真號碼 | |

"申請人如非擁有人,如亦沒有隨本申請表夾附授權信件,以上所示的發展項目(或發展項目期數)的所有文件的電子版本,即使已上載至銷售資訊網,公眾亦不能在該網上閱覽,直至一手住宅物業銷售監管局收到有關的授權信件,或收到按照該條例第 25(4)(a)條所須提供的售樓說明書印本為止。

| 第 II 部分 發展項目表 | 基本資料 |
|---------------|---------------------|
| 發展項目名稱 (中 | 1文) |
| (英 | 〔文〕 |
| 期數(註2) (中 | 1文) |
| (如適用者) (英 | (文) |
| 該期名稱 (註 2) (中 | 1文) |
| (如適用者) (英 | 至文) |
| 門牌號數(註3)及街道名 | 1稱 ^(註 4) |
| | |
| 地段編號(註5) | |
| | |
| | |
| | |
| | |
| | |
| | |
| 擁有人按該條例第2音 | ß 而 就 |
| 該發展項目指定的網站 | 5地址 |

| 第 III 部分 用戶詳細資料 ^{##} | | | | | |
|-------------------------------|--------|--------|--|--|--|
| | 網上帳戶1 | 網上帳戶 2 | | | |
| 用戶全名 | | | | | |
| 電話號碼 | | | | | |
| 電郵地址* | | | | | |
| | 網上帳戶 3 | 網上帳戶 4 | | | |
| 用戶全名 | | | | | |
| 電話號碼 | | | | | |
| 電郵地址* | | | | | |
| | 網上帳戶 5 | 網上帳戶 6 | | | |
| 用戶全名 | | | | | |
| 電話號碼 | | | | | |
| 電郵地址* | | | | | |
| | 網上帳戶 7 | 網上帳戶 8 | | | |
| 用戶全名 | | | | | |
| 電話號碼 | | | | | |
| 電郵地址* | | | | | |

| | 網上帳戶 9 | 網上帳戶 10 |
|-------|--------|---------|
| 用戶全名 | | |
| 電話號碼 | | |
| 電郵地址* | | |

每個發展項目(或發展項目每一期)可開設的帳戶以10個為限。

* 由收到已填妥的申請表當日起計,登入名稱和密碼將於5個工作天內, 按上述電郵地址發送予用戶。

授權簽署:

| (及公司印鑑) | 簽署人職銜: |
|---------|--------|
| 簽署人全名: | 日期: |

請將申請表交回: 香港柴灣利眾街 24號 東貿廣場 31樓 E 室 一手住宅物業銷售監管局

備註:

- 註 1: 請參閱該條例第7條,以及該條例附表1第2(2)(a)條。
- 註 2: 請參閱該條例第 3(3)條。
- 註 3: 請參閱該條例附表 1 第 1(2)(b)條。
- 註 4: 請參閱該條例附表 1 第 1(2)(a)條。
- 註 5: 請參閱該條例附表 1 第 15(2)(a)條。

(2015年7月版本)

條款及細則

- 1. 擁有人須確保所有用戶均完全同意並明白下列條款及細則。
- 2. 擁有人現確認,供接達並使用銷售資訊網的登入名稱及密碼屬 機密資料,無論在任何情況下均不得向有關用戶以外的任何人 (等)披露。擁有人必須把所有用戶的登入名稱及密碼保密。 無論在任何時間及情況下,擁有人均不得授權該(等)用戶以 外的任何人(等)使用有關的登入名稱及密碼,或容許任何人 (等)濫用有關的登入名稱或密碼。對於供接達並使用銷售資 訊網的登入名稱及密碼的不當使用、濫用或遺失,一手住宅物 業銷售監管局(下稱「銷售監管局」)及中華人民共和國香港 特別行政區政府(下稱「特區政府」)概不承擔任何法律責任。 擁有人現承諾,倘知悉任何未經授權而使用銷售資訊網登入名 稱及密碼的情況,須立即通知銷售監管局。銷售監管局有權關 閉本申請表第 III 部分所載列用戶的任何網上帳戶,無須事先 通知擁有人。
- 銷售監管局有權自行酌情決定修訂、更改、暫停或中止銷售資 訊網的任何方面,無論其全部或局部亦然。
- 4. 擁有人現同意,擁有人就用於銷售資訊網而提供的售樓說明 書、價單及成交紀錄冊電子版,均可於銷售資訊網上披露,以 供公眾免費閱覽並下載,而載於本申請表和上述售樓說明書、 價單及成交紀錄冊電子版的資料的準確性和完整性,均須由擁 有人負全責。有關方面會盡合理的努力,以擁有人遞交至銷售 資訊網的方式,在銷售資訊網上展示或顯示擁有人所提供的售 樓說明書、價單及成交紀錄冊電子版,但對於因銷售資訊網上 任何錯誤、不準確或遺漏所致或與此有關的任何損失或損害, 銷售監管局、特區政府,以及其相關官員、僱員、代理人及承 辦商概不承擔任何法律責任。在有關擁有人於銷售資訊網上所 提供並披露的售樓說明書、價單及成交紀錄冊電子版的事宜 上,以及在其他方面與本條款及細則有關的事宜上,擁有人須 就一切行動、費用、開支、申索、要求、損害及開支(不論是 否直接或間接,並包括但不限於律師、代理人及專家證人的費 用及墊支費用),以及就任何訴訟達成和解所議定支付的任何 賠償金和費用(而該項和解是由擁有人或由他人代表擁有人首 先以書面提出或批准者),以及就任何與此有關的一切指控、 申索、投訴或調查(包括員工工時的內部費用)所引致不論性 質為何的法律責任,向銷售監管局及特區政府作出彌償,並使 其全面而有效地持續得到彌償。即使銷售資訊網(不論何故)

暫停或中止,本條所訂明的彌償規定得繼續適用,且仍具十足 效力和作用。

- 5. 銷售監管局及特區政府並不保證供遞交有關資料至銷售資訊網的聯線網絡有否提供服務或可靠與否。倘有關資料在通訊、 傳送、檢索或接收,或執行指令上因任何原故而出現任何延遲、中斷及故障的情況,或出現因此而招致或與此有關的任何 損失或損害,銷售監管局、特區政府及其官員、僱員、代理人 或承辦商概不負責。
- 6. 擁有人在本申請表所提供的個人資料,以及用戶在銷售資訊網所提供的個人資料,均會作下列用途:(a)處理本表格內的申請及相關事宜;(b)維持銷售資訊網及根據該條例可能會設立的任何其他電子數據庫;(c)方便銷售監管局與擁有人之間的通訊;以及(d)與實施該條例有關的事宜。擁有人有責任遵照本申請表的要求提供個人資料,否則有關申請可能不獲批准。 有關的個人資料可披露予:(a)其他政府部門、政策局及相關機構,以達致上述目的;以及(b)為備存銷售資訊網的任何人 士,以及根據該條例而可能會設立的任何其他電子數據庫。有 關個人資料所屬的個別人士,有權要求查閱並要求改正在本申 請表所提供的個人資料。如欲查詢根據本申請所收集的個人資 料,包括要求查閱資料及改正資料,可向銷售監管局轄下行政 及公眾教育組總行政主任(亦即銷售監管局的資料及公開資料 統籌主任)提出。
- 7. 銷售監管局有權修改、增補、刪除及/或更改與擁有人使用銷售資訊網有關的條款及細則。倘有關條款及細則有所改動,擁有人及用戶均會獲得通知,而有關的通知電郵將發送到本申請表第 I 部分和第 III 部分所載列的電郵地址(或擁有人及用戶其後在銷售資訊網更新的任何電郵地址)。其後,倘擁有人或用戶繼續查閱或使用銷售資訊網,即表示其同意經改動的條款及細則。擁有人現確認,並非基於銷售監管局或特區政府所作的任何保證、陳述、預測、預算或推算誘使下訂立本條款及細則。
- 本條款及細則在各方面均受中華人民共和國香港特別行政區 的法律規管,擁有人亦同意受香港法院的司法管轄權管轄。

一手住宅物業銷售資訊網(下稱「銷售資訊網」)
 根據《一手住宅物業銷售條例》
 (香港法例第 621 章)(下稱「該條例」)
 遞交售樓說明書、價單和成交紀錄冊電子版本的網上帳戶

取消帳戶申請表

| 第 I 部分 申請人 | 資料 |
|---|---|
| 申請人名稱 | |
| 聯絡人 | |
| 電話號碼 | |
| 電郵地址 | |
| 傳真號碼 | |
| 請在適當的方格內均 | 真上剔號: |
| □ 本人謹此聲明, 項目期數)住宅 | 本人為本申請表第 II 部分所示的發展項目(或發展 物業的擁有人。 |
| □ 本人謹此聲明,關銷售資訊網的 | 本人受擁有人委託,代表擁有人並代其進行一切有 事務。現隨本申請表夾附有關的授權信件 [#] 。 |

* 申請人如非擁有人,如亦沒有隨本申請表夾附授權信件,帳戶將不會取 消,直至一手住宅物業銷售監管局收到有關的授權信件為止。

| 第 II 部分 發展項目基本資料 | |
|------------------|--|
| 發展項目名稱 | |
| | |
| 期數 | |
| (如適用者) | |
| 該期名稱 | |
| (如適用者) | |
| 門牌號數及街道名稱 | |
| | |

| 第 III 部分 取消 | 帳戶的資料 | | |
|-------------|-------|---------|------|
| | 登入名稱 | | 登入名稱 |
| 網上帳戶1 | | 網上帳戶 2 | |
| 網上帳戶 3 | | 網上帳戶 4 | |
| 網上帳戶 5 | | 網上帳戶 6 | |
| 網上帳戶 7 | | 網上帳戶 8 | |
| 網上帳戶 9 | | 網上帳戶 10 | |

由收到已填妥的申請表當日起計,以上帳戶將於5個工作天(即星期一至星 期五,但公眾假期及收件當日除外)內取消。

授權簽署:

| (及公司印鑑) | 簽署人職銜: | |
|---------|------------|--|
| 簽署人全名: | 日期: | |

請將申請表交回: 香港柴灣利眾街 24 號 東貿廣場 31 樓 E 室 一手住宅物業銷售監管局

於「遞交網站」提交可攜式檔案格式檔案的步驟 (以供上載至一手住宅物業銷售資訊網)

1 提交檔案(只限於可攜式檔案格式檔案)

為方便公眾利用「一手住宅物業銷售資訊網」(下稱「銷售資訊網」)查閱相關資訊,賣方現可透過「遞交網站」 提交發展項目或發展項目任何一期的電子售樓說明書、價 單和成交紀錄冊。惟有關檔案必須以可攜式檔案格式(下 稱「PDF」)儲存,並符合本附件所訂明的規格和要求。

<u>PDF 檔案的規格</u>

賣方須確保擬提交的 PDF 檔案沒有病毒和可供列印,而且 並未以密碼保護。此外,每個檔案必須少於 40 兆字節 (mega-bytes)。

賣方提交的所有檔案,必須以字母數字字元(即只限英文字母和數字)設定檔案名稱。字母數字之間只限使用以下 三種特殊字元:連字符、底線和空格。檔案名稱的首個字 元和最後字元均不得為特殊字元,而檔案名稱的長度不得 超過 100 個字元。所有上載至銷售資訊網的檔案,均會由 系統重新編訂檔案名稱,然後才在網站展示以供公眾查閱。

<u>售樓說明書檔案的要求</u>

賣方須提交完整的中文及英文售樓說明書。任何勘誤表會 視為售樓說明書的一部分,須納入同一 PDF 檔案內或分成 多個 PDF 檔案提交。任何單一檔案不得多於 40 兆字節。倘 檔案多於 40 兆字節,賣方須把檔案分割成多個檔案。一份 完整的售樓說明書最多可分成十個檔案。賣方若把售樓說 明書分成多個檔案提交,必須確保上載的檔案按適當的次 序排列,以方便公眾查閱。

倘擬提交檢視記錄,不論是否以附頁方式提供,都必須另 行製作一個獨立的 PDF 檔案,其檔案不得多於 40 兆字節。 不得將一份檢視記錄分成多個檔案提交。

<u>價單檔案的要求</u>

所有價單(包括新價單和經修改價單),均須儲存於<u>同一</u> PDF 檔案內,其檔案大小不得多於 40 兆字節。不得將一份 價單分成多個檔案提交。建議賣方同時提交中文及英文價 單。

成交紀錄冊檔案的要求

所有成交紀錄冊須儲存於<u>同一</u> PDF 檔案內,其檔案不得多於 40 兆字節。不得將一份成交紀錄冊分成多個檔案提交。 建議賣方同時提交中文及英文成交紀錄冊。

1.1 提交售樓說明書

賣方於銷售資訊網提交首份售樓說明書時,須按照下文第 1.1.1 段(適用於整份售樓說明書為同一檔案)或第 1.1.2 段 (適用於整份售樓說明書分成多個檔案)所載述的步驟。 其後,賣方每次於銷售資訊網提交經檢視的售樓說明書時, 須按照下文第 1.1.3 段(適用於整份售樓說明書為同一檔案) 或第 1.1.4 段(適用於整份售樓說明書分成多個檔案)所載 述的步驟。

1.1.1 提交首份售樓說明書(同一檔案)的步驟

1. 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of First The Government | -hand Residential Properties Electronic Platform of the Hong Kong Special Administrative Region | RUNG |
|----------------------------------|--|------|
| Submission System for | Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Profile Administration | | |
| Submission History | | |
| Help Desk | | |
| Login ID: 16 | | |
| Logout | ĺ | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「售樓說明書」("Sales Brochure")。

| lopment Information: | | | |
|--|--|------------------|--|
| Name of Development | Phase No. | Phase Name | Address |
| YZ GARDEN YZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| ease enter the four Block English Lette | er(s) and/or Number(| (s) shown below: | |
| ease enter the four Block English Lette | ir(s) and/or Number() if it is unclear. be uploaded: | (s) shown below: | |
| ease enter the four Block English Lette | er(s) and/or Number() if it is unclear. be uploaded: | (s) shown below: | |
| ease enter the four Block English Lette ease officesh to refresh the image ease click on the type of information to Sales Brochure Price List | rr(s) and/or Numberr | (s) shown below: | |

- 3. 點擊「繼續」("Continue")按鈕。
- 選擇「整份售樓說明書為同一檔案」("Single File for a Complete Copy of Sales Brochure"),並點擊「下一 步」("Next")按鈕。

| File Submission - Sales Brochure PDF Files) | | | | | |
|---|---|--------------------------------|--------------------------------------|------|--|
| Development Information: | | | | | |
| Name of Development | Phase No. | Phase Name | Addre | ss | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN RC 長沙湾道 1550號 | DAD | |
| Please select one of the following: Single File for a Complete Copy of Sales Multiple Files for a Complete Copy of Sales Point to note: 1. File(s) to be uploaded should to | s Brochure les Brochure pe in pdfformal | t and the size of each file sh | ould be less than 40 MB. | | |
| | | | | | |
| | | | Cancel | Next | |

5. 點擊「售樓說明書」("Sales Brochure")欄目的「瀏覽」("Browse")按鈕,然後選擇擬上載的售樓說明書檔案。

| Development Information: | | | | | |
|--|------------------|--------------------------|-------------------------------|------------|--|
| | | | | | |
| Name of Development | Phase No. | Phase Name | | Address | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SH/ 長沙湾道 1550號 | A WAN ROAD | |
| irst 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: 1. Corrigendum sheet(s), if any | must be included | in the sales brochure to |) be uploaded. | | |
| | | | | | |
| | | | | | |

此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| Open | | | | | | | | | | | ? |
|---|--|----------------------------------|---------|-----------|----|---|---|---|---|---|--------|
| Look in: | 😼 My Compu | ter | | | | ~ | 0 | 1 | D | • | |
| My Recent Documents Desktop My Documents | Uccal Disk (C Cocal Disk (C Cocal Disk (C DVD Drive (E Shared Doct | A:) :) :) ::) iments | | | | | | | | | |
| My Computer | | | | | | | | | | 1 | |
| Mu Network | File name: | | | | | | | | ~ | | Open |
| Places | Files of type: | | Open as | read-only | i. | | | | ~ | | Cancel |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| rst Submission of Sales Brochure | | | | |
|--|---|----------------|--------|------|
| Select File for Uploading: | | | | |
| Sales Brochure* | : name: XYZ Brochure 1.pdf, size: 340 KB Dele | te | | |
| 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, mu | st be included in the sales brochure to be uploaded | | | |
| | | | | |
| | | | Cancel | Next |

- 如須上載檢視紀錄("Examination Record"),請重複
 步驟 5 至 7。
- 9. 視乎適用情況,輸入「售樓說明書的印製日期」
 ("Date of Printing of the Sales Brochure"),以及「售
 樓說明書的檢視日期」("Date of Examination of the Sales Brochure")。
- 10. 點擊「下一步」("Next")按鈕,繼續提交程序。
- 11. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

| File PDF I | Submission - Preview | | | | | |
|---------------|--|---|------------|-----------------|-----------------------|-------------------|
| Dev | elopment Information: | | | | | |
| | Name of Development | Phase No. | Phase Name | | , | Address |
| XYZ XYZ | Z GARDEN Z花園 | 1 | | 1550 CH 長沙湾道 | IEUNG SHAW. [1550號 | AN ROAD |
| File Dat | (s) and Related Information Pending e of First Printing of the Sales Broch e of Examination of the Sales Broch | for Submission: ure : 01 Mar 2013 ıre : | | | | |
| (1) | Sales Brochure | | | | | |
| | Uploaded File Name: XYZ Brochure 1.pdf | | | | File Size: 340 KB | |
| | | | Preview | | | |
| Ent | er First Password to Confirm File Sub | mission: | | | | |
| | | | | Cancel | Back | Confirm to Submit |

12. 如發現上載了錯誤的檔案,以及/或有需要修改已輸 入的資料,可點擊「返回」("Back")按鈕(在「確 認提交」("Confirm to Submit")按鈕旁),以返回上 一頁並作所需修改。如欲以新檔案取代錯誤檔案,可 按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複 步驟5至7,重新上載正確檔案。

切勿使用瀏覽器的「上一頁」按鈕,此舉可 請注意: 能會遺失先前已上載/輸入的檔案/資料。

- 13. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 14. 點擊「確認提交」("Confirm to Submit") 按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,售樓說明書和檢 視紀錄(如有)會自動上載至銷售資訊網, 供公眾查閱。

15. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。 File Submission - Confirmation of Submission

| DF Files) | | | |
|---|----------------------------|------------|--|
| Submission Details: | | | |
| Submission Number : 1678913032 Date/Time of Submission : 28 Mar 2013 | 8001PSB 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 長沙湾道 1550號 |
| rst Submission of Sales Brochure File(s) and Related Information Submitte | d: | | |
| Date of First Printing of the Sales Broch Date of Examination of the Sales Broch | ure : 01 Mar 2013 ure : | | |
| (1) Document: Sales Brochure | | | |
| Uploaded File Name: XYZ Brochure 1.pdf | | | File Size: 340 KB |
| System Assigned File Name for Pul 1678913032800100.pdf | blic Viewing: | | |

Print/Save 16. 如須列印或儲存「確認提交」頁面,點擊「列印/儲

Finish

- 存」("Print/Save")按鈕。
- 17. 點擊「完成」("Finish") 按鈕。

1.1.2 提交首份售樓說明書(多個檔案)的步驟

 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of The Gover | First-hand Residential Properties Electronic Platform nment of the Hong Kong Special Administrative Region | |
|---------------------------------|---|--|
| Submission Syster | n for Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Profile Administration | | |
| Submission History | | |
| Help Desk | | |
| Login ID: 16 | | |
| Logout | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「售樓說明書」("Sales Brochure")。

| File Submission | le Submission | | | | | | | |
|---|--|----------|--|----------------------------------|--------|--|--|--|
| (PDF files) | | | | | | | | |
| Development Information | 11 | | | | | | | |
| Name of Dev | Name of Development Phase Name Address Address | | | | | | | |
| XYZ GARDEN XYZ花園 | | 1 | | 1550 CHEUNG SHA WA 長沙湾道 1550號 | N ROAD | | | |
| Please click Refresh to | refresh the image if it is e | unclear. | | | | | | |
| Please click on the type o | of information to be up | oloaded: | | | | | | |
| Sales Brochure | | | | | | | | |
| O Price List | O Price List | | | | | | | |
| Register of Transaction | Register of Transactions | | | | | | | |
| | | | | | | | | |

3. 點擊「繼續」("Continue")按鈕。

選擇「整份售樓說明書分為多個檔案」("Multiple Files for a Complete Copy of Sales Brochure"),並點 擊「下一步」("Next")按鈕。

| File Submission - Sales Brochure | | | | | | | |
|--|--|------------|---------------------------------------|------|--|--|--|
| (PDF Files) | | | | | | | |
| Development Information: | | | | | | | |
| | | | | | | | |
| Name of Development | Phase No. | Phase Name | Addres | s | | | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN RO. 長沙湾道 1550號 | AD | | | |
| | | | | | | | |
| Please select one of the following: | | | | | | | |
| Single File for a Complete Copy of Sales | Brochure | | | | | | |
| Multiple Files for a Complete Copy of Sa | 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. | | | | | | | |
| | | | | | | | |
| | | | Cancel | Next | | | |

5. 在下拉式選單中選擇擬上載的「售樓說明書檔案數目」 ("Number of Files for Sales Brochure")。

| evelopment Information: | | | |
|---|---------------------|---|---|
| Name of Development | Phase No. | Phase Name | Address |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| st Submission of Sales Brochure | | | |
| Please enter the number of file(s) for Sale | es Brochure | | |
| lumber of Files for Sales Brochure : 2 | ~ | | |
| | | | |
| Select Files for Uploading: | | | |
| art 1* | : | | Browse··· |
| art 2* | : | | Browse |
| xamination Record (if any) | : | | Browser |
| Date of First Printing of the Sales Brochurg | e* | : | (dd/mm/yyy) |
| Date of Examination of the Sales Brochure (if applicable) | | : | (dd/mm/yyy) |
| Mandatory fields | | | |
| ³ oint to note: 1. Corrigendum sheet(s), if an 2. For submissions of sales b | y, must be included | i in the sales brochure to e files, vendors should e | o be uploaded. ensure that the files they uploaded are in the sequence |
| they intend for viewing by the pu | blic. | | |

 點擊「第一部分」("Part 1")欄目的「瀏覽」 ("Browse")按鈕,然後選擇擬上載的售樓說明書第 一部分檔案。若把售樓說明書分成多個檔案提交,須 確保上載的檔案是按適當的次序排列,以方便公眾查 閱。

| Please enter the number of file(s) for Sales Br | ochure | | | |
|--|--|---|--|---|
| Number of Files for Sales Brochure : 2 💌 | | | | |
| Select Files for Uploading: | | | | |
| Part 1* | : | | Browse |] |
| Part 2* | ÷ | | Browse | j |
| 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, mu 2. For submissions of sales broch thev intend for viewing by the public. | ust be included in ures in multiple | n the sales broch files, vendors shi | ure to be uploaded ould ensure that the | files they uploaded are in the sequence |

此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| lpen | | | | | | ? |
|---|---|---|---|---|---|--------|
| Look in: | 😼 My Computer | * | 0 | | • | |
| My Recent Documents Desktop My Documents | 3.5 Floppy (A:) Local Disk (C:) Local Disk (D:) DVD Drive (E:) Shared Documents | | | | | |
| My Computer | File name: | | | ~ | | Open |
| My Network | Files of type: | | | ~ | | Connel |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| Select Files for Uploading: | |
|--|---|
| Part 1* | : name: XYZ Brochure 1.pdf, size: 340 KB Delete |
| Part 2* | : Browse… |
| Part 3* | : Browse |
| Examination Record (if any) | : Browse… |
| Date of First Printing of the Sales Brochure* Date of Examination of the Sales Brochure (if applicable) | : (dd/mm/yyyy) |
| *Mandatory fields | |
| Point to note: 1. Corrigendum sheet(s), if any, mus 2. For submissions of sales brochu they intend for viewing by the public. | st be included in the sales brochure to be uploaded. res in multiple files, vendors should ensure that the files they uploaded are in the sequence |

- 重複步驟 6 至 8,以上載售樓說明書其他部分和檢視紀錄(如有)("Examination Record")。
- 10. 視乎適用情況,輸入「售樓說明書的印製日期」
 ("Date of Printing of the Sales Brochure"),以及「售
 樓說明書的檢視日期」("Date of Examination of the Sales Brochure")。
- 11. 點擊「下一步」("Next")按鈕,繼續提交程序。
- 12. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

File Submission - Preview

| Name of Development Phase Name Address VZ GARDEN VZ GARDEN VZ GARDEN VZ TEB 1 – 1550 CHEUNG SHA WAN ROAD REVENSE 1550ge Submission of Sales Brochure 8 Submission of Sales Brochure 8 e(s) and Related Information Pending for Submission: ************************************ | evelopment Information: | | | | | |
|--|---|----------------------|------------|----------------|-----------------------|----------|
| NZZGBIN 1 1560 CHEUNO SHA WAN ROAD Hydrogeneric Hydrogeneric Hydrogeneric Isolated Information Pending for Submission: Hydrogeneric Hydrogeneric Image: Structure (Part 1) Uploaded File Name: File Size: VZ Brochure (Part 1) Uploaded File Name: Hile Size: VZ Brochure (Part 2) Uploaded File Name: File Size: VZ Brochure (Part 2) Uploaded File Name: Hile Size: VZ Brochure (Part 2) Uploaded File Name: Hile Size: VZ Brochure (Part 2) Uploaded File Name: Hile Size: VZ Brochure (Part 3) Uploaded File Name: Hile Size: VZ Brochure (Part 3) Hydrogeneric Hile Size: My Else Firechure (Part 3) Hile Size: Hile Size: My Else Firechure (Part 3) Hile Size: Hile Size: My Else Firechure (Part 3) Hile Size: <t< th=""><th>Name of Development</th><th>Phase No.</th><th>Phase Name</th><th></th><th></th><th>Address</th></t<> | Name of Development | Phase No. | Phase Name | | | Address |
| t Submission of Sales Brochure te(s) and Related Information Pending for Submission: tete of First Printing of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 ate of Examination of the Sales Brochure : 08 Mar 2013 Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2pdf Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure 3pdf Document Sales Brochure 3pdf File Size: YZ Brochure 3pdf File Size: | (Z GARDEN (Z花園 | 1 | | 1550 C 長沙湾新 | HEUNG SHAW 道 1550號 | IAN ROAD |
| e(s) and Related Information Pending for Submission: the of First Printing of the Sales Brochure : 08 Mar 2013 te of Examination of the Sales Brochure : Document: Sales Brochure (Part 1) Uploaded File Name: XYZ Brochure (Part 2) Uploaded File Name: XYZ Brochure 2,pdf Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure (Part 3) Uploaded File Name: XYZ Brochure 3,pdf Preview ter First Password to Confirm File Submission: rst Password: | Submission of Sales Brochure | | | | | |
| he of First Printing of the Sales Brochure : 08 Mar 2013 te of Examination of the Sales Brochure : Document: Sales Brochure (Part 1) Uploaded File Name: XYZ Brochure (Part 2) Uploaded File Name: XYZ Brochure 2,pdf Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2,pdf Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure 3,pdf File Size: Sales Brochure 3,pdf File Size: Treview ter First Password to Confirm File Submission: rst Password: Sales Confirm File Submission: Sales Prochure (Part 3) Sales Prochure 3,pdf Sales Sales File Size: Sales Prochure 3,pdf Sales Sal | e(s) and Related Information Pend | ing for Submission: | | | | |
| ate of Examination of the Sales Brochure : Document: Sales Brochure (Part 1) Uploaded File Name: XYZ Brochure 1.pdf Preview Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2.pdf File Size: 340 KB Preview Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2.pdf File Size: 340 KB Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure (Part 3) Uploaded File Name: YYZ Brochure 3.pdf Preview ter First Password to Confirm File Submission: rst Password: | te of First Printing of the Sales Br | ochure : 08 Mar 2013 | | | | |
| Document: Sales Brochure (Part 1) Uploaded File Name: File Size: XYZ Brochure 1.pdf Preview Document: Sales Brochure (Part 2) Uploaded File Name: File Size: XYZ Brochure 2.pdf File Size: Document: Sales Brochure 2.pdf Sales Brochure (Part 3) Uploaded File Name: Vploaded File Name: YZ Brochure 2.pdf Sales Brochure 1.pdf Sales Brochure 1.pdf Sales Brochure 2.pdf File Size: YZ Brochure 3.pdf File Size: YZ Brochure 3.pdf File Size: Sales Brochure 3.pdf File Size: YZ Brochure 3.pdf File Size: Sales Sales Sales Sales Sales Sales Sales Sales Brochure 3.pdf Sales Iter First Password to Confirm File Submission: Sales Iter First Password: Sales | te of Examination of the Sales Br | ochure : | | | | |
| Uploaded File Name: File Size: 340 KB Preview Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2.pdf File Size: 340 KB Preview Document: Sales Brochure 2.pdf Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure 3.pdf File Size: 340 KB | Document: Sales Brochure (Part 1) | | | | | |
| Preview Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2,pdf Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure (Part 3) Uploaded File Name: XYZ Brochure 3,pdf File Size: XYZ Brochure 3,pdf Preview Inter First Password to Confirm File Submission: irst Password: | Uploaded File Name: XYZ Brochure 1.pdf | | | | File Size: 340 KB | |
| b) Document: Sales Brochure (Part 2) Uploaded File Name: XYZ Brochure 2,pdf Size: 340 KB Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure 2,pdf File Size: 340 KB Preview Inter First Password to Confirm File Submission: Irst Password: | | | Preview | | | |
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| Preview Document: Sales Brochure (Part 3) Uploaded File Name: XYZ Brochure 3,pdf Preview | Uploaded File Name: XYZ Brochure 2.pdf | | | | File Size: 340 KB | |
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| Preview nter First Password to Confirm File Submission: | Uploaded File Name: XYZ Brochure 3.pdf | | | | File Size: 340 KB | |
| nter First Password to Confirm File Submission: | | | Preview | | | |
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| irst Password: | ter First Password to Confirm File | Submission: | | | | |
| | ret Paceword | | | | | |
| | Int Pasaworu. | | | | | |
| | | | | | | |

13. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟6至8,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 14. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 15. 點擊「確認提交」("Confirm to Submit")按鈕,以上 載檔案至銷售資訊網,供公眾查閱。
 - 請注意: 點擊「確認提交」按鈕後,售樓說明書和檢 視紀錄(如有)會自動上載至銷售資訊網, 供公眾查閱。

16. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

| File | Submission - Confirmation of S | ubmission | | | | |
|-------------------|--|-------------------------|------------|-----------------|----------------------------|--------|
| (PDF I | Files) | | | | | |
| Sub | omission Details: | | | | | |
| Sut Dat | omission Number : 167891303280 te/Time of Submission : 28 Mar 2013 11 | 003PSB :44:48 AM | | | | |
| Dev | velopment Information: | | | | | |
| | Name of Development | Phase No. | Phase Name | | Addre | :55 |
| XY. XY. | Z GARDEN Z花園 | 1 | | 1550 CH 長沙湾道 | HEUNG SHA WAN RC 直1550號 |)AD |
| First | Submission of Sales Brochure | | | | | |
| File | (s) and Related Information Submitted | | | | | |
| Dat Dat (1) | e of First Printing of the Sales Brochu e of Examination of the Sales Brochur Document: Sales Brochure (Part 1) | re : 08 Mar 2013 e : | | | | |
| | Uploaded File Name: XYZ Brochure 1.pdf | | | | File Size: 340 KB | |
| | System Assigned File Name for Publi 1678913032800301.pdf | c Viewing: | | | | |
| (2) | Document: Sales Brochure (Part 2) | | | | | |
| | Uploaded File Name: XYZ Brochure 2.pdf | | | | File Size: 340 KB | |
| | System Assigned File Name for Publi 1678913032800302.pdf | c Viewing: | | | | |
| (3) | Document: Sales Brochure (Part 3) | | | | | |
| | Uploaded File Name: XYZ Brochure 3.pdf | | | | File Size: 340 KB | |
| | System Assigned File Name for Publi 1678913032800303.pdf | c Viewing: | | | | |
| | | | | | | |
| | | | | | Print/Save | Finish |

- 17. 如須列印或儲存「確認提交」頁面,點擊「列印/儲存」("Print/Save")按鈕。
- 18. 點擊「完成」("Finish")按鈕。

1.1.3 提交經檢視的售樓說明書修訂本(同一檔案)的步驟

1. 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of Firs The Governmen | t-hand Residential Properties Electronic Platform of the Hong Kong Special Administrative Region | HONG |
|---------------------------------|---|------|
| Submission System for | Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Profile Agministration | | |
| Submission History | | |
| Help Desk | | |
| Login ID: 16 | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「售樓說明書」("Sales Brochure")。

| evelopment Information: | | | |
|--|---|------------------|--|
| Name of Development | Phase No. | Phase Name | Address |
| YYZ GARDEN YYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| lease enter the four Block English Lette | er(s) and/or Number | (s) shown below: | |
| lease enter the four Block English Lette | er(s) and/or Numberd if it is unclear. be uploaded: | (s) shown below: | |
| lease enter the four Block English Lette | er(s) and/or Numberd if it is unclear. be uploaded: | (s) shown below: | |
| lease enter the four Block English Lette | er(s) and/or Numberd if it is unclear. be uploaded: | (s) shown below: | |

3. 點擊「繼續」("Continue")按鈕。

 選擇「整份售樓說明書為同一檔案」("Single File for a Complete Copy of Sales Brochure"),並點擊「下一 步」("Next")按鈕。

| Development Information: | | | | |
|--|--|-----------------------------|--|--|
| Jevelopment Information. | | | | |
| Name of Development | Phase No. | Phase Name | Address | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | |
| Single File for a Complete Copy of S Multiple Files for a Complete Copy o Point to note: 1. File(s) to be uploaded sho | ales Brochure If Sales Brochure uld be in pdf format : | and the size of each file s | should be less than 40 MB. | |
| | | | | |
| | | | | |

5. 點擊「售樓說明書」("Sales Brochure")欄目的「瀏覽」("Browse")按鈕,然後選擇擬上載的售樓說明書檔案。

| File Submission - Sales Brochure | (Single File) | | | | |
|---|----------------------|--------------------------|---------------------------------------|--------|------|
| (PDF Files) | | | | | |
| Development Information: | | | | | |
| Name of Development | Phase No. | Phase Name | Addres | s | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROA 長沙湾道 1550號 | ۹D | |
| Submission of Revised Sales Brochure Select File for Uploading: | | | Provenue | | |
| Examination Record* | | : | Browse | | |
| Date of Examination of the Sales Brochure | 8* | : | 💷 (dd/mm/yyyy) | | |
| *Mandatory fields | | | | | |
| Point to note: 1. Corrigendum sheet(s), if an | ıy, must be included | in the sales brochure to | o be uploaded. | | |
| | | | | | |
| | | | | Cancel | Next |

此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| pen | | | | | | ? |
|------------------------|---|---|----|---|---|------|
| Look in: | 😼 My Computer | ~ | 00 | D | • | |
| My Recent Documents | 3.5 Floppy (A:) Local Disk (C:) Local Disk (D:) DVD Drive (E:) Shared Documents | | | | | |
| My Documents | | | | | | |
| My Computer | | | | | | |
| | | | | | | |
| S | File name: | | | ~ | | Open |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| Submission of Revised Sales Brochure | |
|--|---|
| Select File for Uploading: | |
| Sales Brochure* | ; name: XYZ Brochure 1.pdf, size; 340 KB Delete |
| Examination Record* | : Browse |
| 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. |

- 8. 重複步驟 5 至 7,以上載檢視紀錄("Examination Record")。
- 9. 輸入「售樓說明書的檢視日期」("Date of Examination of the Sales Brochure")。
- 10. 點擊「下一步」("Next")按鈕,繼續提交程序。
- 11. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

File Submission - Preview

| velopment Information: | | | |
|------------------------|--------------|------------|--|
| Name of Development | Phase No. | Phase Name | Address |
| Z GARDEN Z花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |

mission 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. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟5至7,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 13. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 14. 點擊「確認提交」("Confirm to Submit") 按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,售樓說明書和檢 視紀錄會自動上載至銷售資訊網,供公眾查 閱。

15. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

請注意: 在此之前上載的售樓說明書和檢視紀錄(如 有)會自銷售資訊網移除,公眾將不能查閱。

| PDF | Submission - Confirmation of S | Submission | | | |
|------------|---|--------------------------|------------|--|--|
| | Files) | | | | |
| Sul | mission Details: | | | | |
| Sul Da | mission Number : 16789130328 e/Time of Submission : 28 Mar 2013 1 | 002PSE 1:39:08 AM | | | |
| De | elopment Information: | | | | |
| | Name of Development | Phase No. | Phase Name | Address | |
| XY XY | Z GARDEN Z花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | |
| Dat (1) | e of Examination of the Sales Brochun Document: Sales Brochure | re : 15 Mar 2013 | | | |
| | Sales Di Ochure | | | | |
| | Uploaded File Name: | | | File Size: 340 KB | |
| | Uploaded File Name: XYZ Brochure 1.pdf System Assigned File Name for Publi 1678913032800200.pdf | c Viewing: | | File Size: 340 KB | |
| (2) | Uploaded File Name: XYZ Brochure 1.pdf System Assigned File Name for Publi 1678913032800200.pdf Document: Examination Record | c Viewing: | | File Size: 340 KB | |
| (2) | Uploaded File Name: XYZ Brochure 1.pdf System Assigned File Name for Publi 1678913032800200.pdf Document: Examination Record Uploaded File Name: XYZ Price List.pdf | c Viewing: | | File Size: 340 KB File Size: 340 KB | |
| (2) | Uploaded File Name: XYZ Brochure 1.pdf System Assigned File Name for Publi 1678913032800200.pdf Document: Examination Record Uploaded File Name: XYZ Price List.pdf System Assigned File Name for Publi 16789130328002ER.pdf | c Viewing: c Viewing: | | File Size: 340 KB File Size: 340 KB | |

- 16. 如須列印或儲存「確認提交」頁面,點擊「列印/儲存」("Print/Save")按鈕。
- 17. 點擊「完成」("Finish")按鈕。

1.1.4 提交經檢視的售樓說明書修訂本(多個檔案)的步驟

 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of The Govern | First-hand Residential Properties Electronic Platform ment of the Hong Kong Special Administrative Region | |
|---------------------------------|--|--|
| Submission System | for Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Protile Administration | | |
| Submission History | | |
| Help Desk | | |
| Login ID: 16 | | |
| Logout | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「售樓說明書」("Sales Brochure")。

| evelopment Information: | | | |
|---|--|------------------|--|
| Name of Development | Phase No. | Phase Name | Address |
| YYZ GARDEN YYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| lease enter the four Block English Let | er(s) and/or Number | (s) shown below: | |
| lease enter the four Block English Lett | er(s) and/or Number if it is unclear. | (s) shown below: | |
| lease enter the four Block English Let 5 5 5 5 lease click Refresh to refresh the image lease click on the type of information to Sales Brochure | er(s) and/or Numberr | (s) shown below: | |
| lease enter the four Block English Lett | er(s) and/or Numbere | (s) shown below: | |

3. 點擊「繼續」("Continue")按鈕。

選擇「整份售樓說明書分為多個檔案」("Multiple Files for a Complete Copy of Sales Brochure"),並點擊「下一步」("Next")按鈕。

| File Submission - Sales Brochure | | | | |
|--|------------------|--------------------------------|--------------------------------------|------|
| (PDF Files) | | | | |
| Development Information: | | | | |
| | | | | |
| Name of Development | Phase No. | Phase Name | Addre | ISS |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN RC 長沙湾道 1550號 | DAD |
| | | | | |
| Please select one of the following: | | | | |
| Single File for a Complete Copy of Sales | s Brochure | | | |
| Multiple Files for a Complete Copy of Sa | les Brochure | | | |
| Point to note: 1. File(s) to be uploaded should t | oe in pdf formal | t and the size of each file sh | ould be less than 40 MB. | |
| | | | | |
| | | | Cancel | Next |

5. 在下拉式選單中選擇擬上載的「售樓說明書檔案數目」 ("Number of Files for Sales Brochure")。

| OF Files) | | | |
|---|----------------------|--------------------------|---|
| Development Information: | | | |
| Name of Development | Phase No. | Phase Name | Address |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| ubmission of Revised Sales Brochure | | | |
| Please enter the number of file(s) for Sal | es Brochure | | |
| Number of Files for Sales Brochure : 2 | ~ | | |
| | | | |
| Select Files for Uploading: | | | |
| Part 1* | | : | Browse |
| Part 2* | | : | Browse |
| Examination Record* | | : | Browse |
| Date of Examination of the Sales Brochu | re* | : | iii (dd/mm/yyyy) |
| Mandatory fields | | | |
| Point to note: 1. Corrigendum sheet(s), if a | nv. must be included | in the sales brochure t | o be uploaded. |
| 2 For submissions of sales | rochuroc in multipl | e files vendors should a | ensure that the files they unloaded are in the sequence |

Cancel Next

- 點擊「第一部分」("Part 1")欄目的「瀏覽」 ("Browse")按鈕,並選擇擬上載的售樓說明書第一 部分的檔案。若把售樓說明書分成多個檔案提交,須 確保上載的檔案是按適當的次序排列,以方便公眾查 閱。
- 此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔 案會隨即上載至系統並同時檢查其檔案大小。

| pen | | | | | ? |
|-----------------------------------|---|---|-----|----------|------|
| Look in: | 😼 My Computer | ~ | 0 1 | 12 | |
| My Recent Documents Desktop | 3.5 Floppy (A:) Local Disk (C:) Local Disk (D:) DVD Drive (E:) Shared Documents | | | | |
| My Documents | | | | | |
| - | | | | | |
| My Computer | | | | | |
| My Computer | File name: | | | v | Open |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| 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 Delete |
| Part 2* | : Browse |
| Part 3* | : Browse |
| Examination Record* | : Browse |
| 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 included in | ie sales brochure to be uploaded. |
| For submissions of sales brochures in multiple file they intend for viewing by the public. | s, vendors should ensure that the files they uploaded are in the sequence |
| | |

- 重複步驟 6 至 8,以上載售樓說明書其他部分和檢視紀錄("Examination Record")。
- 10. 輸入「售樓說明書的檢視日期」("Date of Examination of the Sales Brochure")。
- 11. 點擊「下一步」("Next")按鈕,繼續提交程序。
- 12. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

| | alopment Information: | | | | | |
|------|---|--------------------------------------|------------|----------------|----------------------|----------|
| | Name of Development | Phase No. | Phase Name | | | Address |
| (YZ | GARDEN 花園 | 1 | | 1550 C 長沙湾派 | HEUNG SHA 首1550號 | WAN ROAD |
| əmi | ssion of Revised Sales Brochure | | | | | |
| ile(| s) and Related Information Pending | for Submission: ure : 25 Mar 2013 | | | | |
|) | 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 | | | |
| ŧ) | Document: Examination Record | | | | | |
| | Uploaded File Name: XYZ Price List.pdf | | | | File Size: 340 KB | |
| | | | Preview | | | |

13. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟6至8,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 14. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 15. 點擊「確認提交」("Confirm to Submit")按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,售樓說明書和檢 視紀錄會自動上載至銷售資訊網,供公眾查 閱。

16. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

請注意: 在此之前上載的售樓說明書和檢視紀錄(如 有)會自銷售資訊網移除,公眾將不能查閱。

| k | mission Details: | | | |
|----------|---|----------------------|------------|--|
| at | mission Number : 16789130328 e/Time of Submission : 28 Mar 2013 1 | 004PSE 1:48:53 AM | | |
| e. | elopment Information: | | | |
| | Name of Development | Phase No. | Phase Name | Address |
| KY KY | Z GARDEN Z花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號 |
| | | | | |
| bn | nission of Revised Sales Brochur (s) and Related Information Submitted | e | | |
| Jat | e of Examination of the Sales Bro | chure : 25 Mar 2013 | 3 | |
| 1) | Document: Sales Brochure (Part 1) | | | |
| | Uploaded File Name: XYZ Brochure 1.pdf | | | File Size: 340 KB |
| | System Assigned File Name for Pub 1678913032800401.pdf | lic Viewing: | | |
| 2) | Document: Sales Brochure (Part 2) | | | |
| | Uploaded File Name: XYZ Brochure 2.pdf | | | File Size: 340 KB |
| | System Assigned File Name for Pub 1678913032800402.pdf | lic Viewing: | | |
| 3) | Document: Sales Brochure (Part 3) | | | |
| | Uploaded File Name: XYZ Brochure 3.pdf | | | File Size: 340 KB |
| | System Assigned File Name for Pub 1678913032800403.pdf | lic Viewing: | | |
| 4) | Document: Examination Record | | | |
| | Uploaded File Name: XYZ Price List.pdf | | | File Size: 340 KB |
| | System Assigned File Name for Pub | lic Viewing: | | |

- 17. 如須列印或儲存「確認提交」頁面,點擊「列印/儲 存」("Print/Save")按鈕。
- 18. 點擊「完成」("Finish")按鈕。

1.2 提交價單

1.2.1 提交新價單的步驟

 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of The Govern | First-hand Residential Properties Electronic Platform ment of the Hong Kong Special Administrative Region | HENE |
|---------------------------------|--|------|
| Submission System | for Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Profile Administration | | |
| Submission History | | |
| Help Desk | | |
| Login ID: 16 | | |
| Logout | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「價單」("Price List")。

| Development Information: | | | |
|---|--|------------------|--|
| Name of Development | Phase No. | Phase Name | Address |
| XYZ GARDEN XYZ花園 | <u>1</u> | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| Please enter the four Block English Lette | rr(s) and/or Number(| (s) shown below: | |
| Please enter the four Block English Letter | rr(s) and/or Number() if it is unclear. be uploaded: | (s) shown below: | |
| Please enter the four Block English Letter | ir(s) and/or Number() if it is unclear. be uploaded: | (s) shown below: | |
| Please enter the four Block English Letter Please click Refiresh to refresh the image in Please click on the type of information to Sales Brochure Price List | r(S) and/or Number() if it is unclear. be uploaded: | (s) shown below: | |

- 3. 點擊「繼續」("Continue")按鈕。
- 選擇「新價單」("New Price List"),並點擊「下一步」("Next")按鈕。

| files) | | | | |
|------------------------------------|--------------|------------|--------------------------------------|------|
| evelopment Information: | | | | |
| Name of Development | Phase No. | Phase Name | Addre | ss |
| YZ GARDEN YZ花園 | 1 | | 1550 CHEUNG SHA WAN RO 長沙湾道 1550號 | AD |
| New Price List | e upidadeo. | | | |
| Revision to Existing Price List | | | | |
| | | | | |
| | | | Cancel | Next |

5. 輸入「價單序號」("Serial Number of Price List")及 其「印製日期」("Date of Printing")。

| evelopment Information: | | | | |
|--|---------------------|----------------------------|--|--|
| Name of Development | Phase No. | Phase Name | Address | |
| YZ GARDEN YZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | |
| elect File to be Uploaded* : ate of Printing* : landatory fields | | Browse | | |
| fandatory fields | | | | |
| 1 The file to be unloaded abo | uld be in ndf forma | t and the file size should | be less than 40 MB. | |

6. 點擊「瀏覽」("Browse")按鈕,然後選擇擬上載的 新價單檔案。 此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| pen | | | | | | ? |
|------------------------|---|---|---|------|---|--------|
| Look in: | 😼 My Computer | ~ | G | 1 10 | • | |
| My Recent Documents | 3.5 Floppy (A:) Local Disk (C:) Local Disk (D:) DVD Drive (E:) Shared Documents | | | | | |
| My Documents | | | | | | |
| My Computer | | | | | | |
| | File name: | | | ~ | | Open |
| My Network | Files of tupe: | | | ~ | | Connel |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| Serial Number of Price List* : 1 Select File to be Uploaded* : name: XYZ Price List.pdf, size: 340 KB Delete | |
|---|--------|
| Date of Printing* : 10/03/2013 (dd/mm/yyy) *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. 點擊「下一步」("Next")按鈕,繼續提交程序。

10. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

| File | Submission - Preview | | | | | | | |
|---------------------|--|----------------------------|-------------------------------|-----------------|---|------------------------|--|--|
| (PDF f | iles) | | | | | | | |
| Dev | elopment Information: | | | | | | | |
| | | | | | | | | |
| Name of Development | | Phase No. | Phase Name | | | Address | | |
| XYZ XYZ | Z GARDEN 花園 | 1 | | 1550 CH 長沙湾道 | HEUNG SHA\ 1550號 | WAN ROAD | | |
| | | | | | | | | |
| File | (s) and Related Information Per | iding for Submission: | | | | | | |
| (1) | Document: New Price List | Serial Number of Pric 1 | Number of Price List: | | Date of Printing/Revision: 10 Mar 2013 | | | |
| | File Name: XYZ Price List.pdf | | | | | File Size: 340 KB | | |
| | | | Preview | | | | | |
| | | | | | | | | |
| Ente | er First Password to Confirm Fil | e Submission: | | | | | | |
| Firs | t Password: | | | | | | | |
| | | | | | | | | |
| <u>Imp</u> All p | ortant Note: rice lists submitted, whether or | not they are new price | lists or revised price lists, | will be retai | ned on the SR | PE for public viewing. | | |
| | | | | | | | | |
| | | | | Cancel | Back | Confirm to Submit | | |

11. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟6至8,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 12. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 13. 點擊「確認提交」("Confirm to Submit")按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,新價單會自動上 載至銷售資訊網,供公眾查閱。

14. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

請注意: 銷售資訊網會保留賣方提交的所有價單(包 括新價單和經修改價單),供公眾查閱。

| | Files) | | | | | | |
|--|---|--|----------------|------------|--|--|--|
| Bul | bmission Details: | | | | | | |
| Gu Da | bmission Number : 167 te/Time of Submission : 28 I | 789130328005 Mar 2013 | PPO | | | | |
| De | velopment Information: | | | | | | |
| | Name of Developm | nent | Phase No. | Phase Name | Address | | |
| XY XY | Z GARDEN Z花園 | | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | | |
| File | e(s) and Related Information | Submitted: | umber of Price | List: | Date of Printing/Revision: | | |
| New Price List 1 File Name: XYZ Price List ndf | | 1 | | | 10 Mar 2013 File Size: 340 KB | | |
| | XYZ Price List.par | System Assigned File Name for Public 16789130328005PO.pdf | | | | | |

- 15. 如須列印或儲存「確認提交」頁面,點擊「列印/儲存」("Print/Save")按鈕。
- 16. 點擊「完成」("Finish")按鈕。

1.2.2 提交現有價單修改事項的步驟

 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of The Gover | First-hand Residential Properties Electronic Platform nment of the Hong Kong Special Administrative Region | |
|---------------------------------|---|--|
| Submission System | m for Vendors | |
| Home | Home | |
| File Submission (PDF File) | | |
| File Submission (Excel File) | | |
| Profile Administration | | |
| Submission History | | |
| Help Desk | | |
| 16 | | |
| Logout | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「價單」("Price List")。

| le Submission | | | | |
|--|-------------------|------------|--|--|
| DF files) | | | | |
| Development Information: | | | | |
| Name of Development | Phase No. | Phase Name | Address | |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | |
| Please click Refitsh to refresh the image | if it is unclear. | | | |
| Please click on the type of information to | be uploaded: | | | |
| Sales Brochure | | | | |
| O Price List | | | | |
| Register of Transactions | | | | |
| | | | | |

3. 點擊「繼續」("Continue")按鈕。

4. 選擇「現有價單修改事項」("Revision to Existing Price List"),並點擊「下一步」("Next")按鈕。

| DF files) | | | | |
|--|--------------|------------|--------------------------------------|------|
| Development Information: | | | | |
| Name of Development | Phase No. | Phase Name | Addre | :55 |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN RO 長沙湾道 1550號 | DAD |
| | | | | |
| Please click on the type of Price List to be i | uploaded: | | | |
| O New Price List | | | | |
| Revision to Existing Price List | | | | |
| | | | | |
| | | | Cancel | Next |

5. 選擇需要修改的價單。

File Submission - Revision to Existing Price List

| velopment Information: | | | |
|------------------------|-------|---------------|--|
| Name of Development | Phase | Dhana Namo | Address |
| Name of Development | No. | Fliase Mallie | Address |
| Z GARDEN Z花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |

| Please select the existing price list to be revised: | | | | | | |
|--|--------------------------|---------------------------|-------------------------|--|--|--|
| | Serial No. of Price List | Date of Printing/Revision | Date/Time of Submission | | | |
| 0 | 1 | 10 Mar 2013 | 28 Mar 2013 12:02:17 PM | | | |
| 0 | 2 | 11 Mar 2013 | 28 Mar 2013 12:04:59 PM | | | |
| 0 | 3 | 12 Mar 2013 | 28 Mar 2013 12:05:39 PM | | | |

| Select File(s) for Uploading: | | |
|---|-----------------------|---|
| Serial Number of Revised Price Select File to be Uploaded* Date of Revision* *Mandatory fields | List* : | Browse |
| Point to note: 1. The file to be uplo | aded should be in pdf | format and the file size should be less than 40 MB. |

Cancel Next

- 6. 輸入「經修改價單序號」("Serial Number of Revised Price List")及其「修改日期」("Date of Revision")。
- 7. 點擊「瀏覽」("Browse")按鈕,然後選擇擬上載的 經修改價單檔案。
- 此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| pen | | | | | | ? |
|-----------------------------------|--|---------------------------------|-----|----|------|--------|
| Look in: | 😼 My Comput | er | ~ | 00 | 19 🗉 |]- |
| My Recent Documents Desktop | 3.5 Floppy (/ Cocal Disk (C Cocal Disk (D DVD Drive (E Shared Docu | 4:) ;) ;) ;;) ments | | | | |
| My Documents My Computer | File name: | | | | ~ | (Doen |
| My Network Places | Files of type: | | | | ~ | Cancel |
| | | Open as read-or | nly | | | |

9. 完成上載程序後(此時檔案仍未正式提交),系統會顯示檔案資料(檔案名稱和大小)。

| Select File(s) for Uploading: | |
|---|--|
| Serial Number of Revised Price List* Select File to be Uploaded* | 3A name: XYZ Price List.pdf, size: 340 KB Delete |
| Date of Revision* *Mandatory fields | 14.03/2013 |
| Point to note: 1. The file to be uploaded a | should be in pdf format and the file size should be less than 40 MB. |

10. 點擊「下一步」("Next")按鈕,繼續提交程序。

11. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

| File ! | Submission - Preview | | | | | |
|------------|---|---------------|------------------------------------|--------------------|---|------------------------|
| (PDF f | iles) | | | | | |
| Dev | elopment Information: | | | | | |
| | Name of Development | Phase No. | Phase Name | | | Address |
| XYZ XYZ | 」GARDEN 花園 | 1 | | 1550 CHE 長沙湾道 1 | UNG SHA W 550號 | IAN ROAD |
| File | (s) and Related Information Pending for (| 3ubmission: | | | | |
| (1) | Document: Revision to Existing Price List | Ser 3A | Serial Number of Price List: 3A | | Date of Printing/Revision: 14 Mar 2013 | |
| | File Name: XYZ Price List.pdf | | | | File Size: 340 KB | |
| | | | Preview | | | |
| | | | | | | |
| Ente | er First Password to Confirm File Submis | sion: | | | | |
| Firs | it Password: |] | | | | |
| | | | | | | |
| All p | o <mark>rtant Note:</mark> rice lists submitted, whether or not they a | are new price | lists or revised price lists, wil | ll be retaine: | d on the SRF | PE for public viewing. |
| | | | | | _ | |
| | | | Ce | uncel | Back | Confirm to Submit |

12. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟7至9,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 13. 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 14. 點擊「確認提交」("Confirm to Submit")按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,經修訂價單會自動上載至銷售資訊網,供公眾查閱。

15. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

請注意: 銷售資訊網會保留賣方提交的所有價單(包 括新價單和經修改價單),供公眾查閱。

| DF I | iles) | | | | | |
|----------------------------------|---|--------------|---------------------------|--|--------|--|
| Buk | mission Details: | | | | | |
| Sul Dat | mission Number : 167891303280 e/Time of Submission : 28 Mar 2013 | 008PPR | | | | |
| Dev | elopment Information: | | | | | |
| | Name of Development | Phase No. | Phase Name | Address | | |
| XY. XY. | Z GARDEN Z花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 | | |
| File (1) | (s) and Related Information Submitted: Document: Revision to Existing Price List | Seri 3A | ial Number of Price List. | Date of Printing/Revi 14 Mar 2013 | ision: | |
| File Name: XYZ Price List.pdf | | | | File Size: 340 KB | | |
| | System Assigned File Name for Publi | ic Viewing: | | | | |

- 16. 如須列印或儲存「確認提交」頁面,點擊「列印/儲 存」("Print/Save")按鈕。
- 17. 點擊「完成」("Finish")按鈕。

1.3 提交成交紀錄冊

 點擊左方導覽面板的「提交檔案(PDF 檔案)」 ("File Submission (PDF File)")按鈕。

| Sales of The Govern | First-hand Residential Properties Electronic Platform ment 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 | | |

 請細閱「發展項目資料」("Development Information") 是否正確,輸入圖像所示的四個英文正楷字母及/或 數字,然後選擇「成交紀錄冊」("Register of Transactions")。

| DF mes) | | | |
|---|---|------------------|--|
| Development Information: | | | |
| Name of Development | Phase No. | Phase Name | Address |
| XYZ GARDEN XYZ花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| Please enter the four Block English Lette | r(s) and/or Number(| (s) shown below: |] |
| Please enter the four Block English Lette | r(s) and/or Number(| (s) shown below: | |
| Please enter the four Block English Lette | r(5) and/or Number(tit is unclear. be uploaded: | (s) shown below: | |
| Please enter the four Block English Lette | r(s) and/or Number(f it is unclear. be uploaded: | (s) shown below: | |
| Please enter the four Block English Lette | r(s) and/or Number(it is uncleas be uploaded: | (s) shown below: | |

3. 點擊「繼續」("Continue")按鈕。

4. 點擊「瀏覽」("Browse")按鈕,並選擇擬上載的成 交紀錄冊檔案。

| severoprinent miormatio | n: | | | |
|---|--|--|---|--|
| Name of Dev | elopment | Phase No. | Phase Name | Address |
| XYZ GARDEN XYZ花園 | | <u>1</u> | | 1550 CHEUNG SHA WAN ROAD 長沙溝道 1550號 |
| Select File(s) for Upload | ing: | | | |
| Select File to be Upload Date of Update Fime of Update Mandatory fields | ed* : | (hh:mm) • a | Browse··· (dd/mm/yyy) am O pm | |
| he register of transactio is the first register. involves addition(s) involves revision(s) involves addition(s) | ns to be upload of new entry (er to existing entry of new entry (er | led*: ntries). (entries) ntries) and revision(s |) to existing entry (entrie | s) |
| oint to note: 1. The file to be . New entry (er | uploaded shou htries) refer(s) to | ld be in pdf format ar new transaction(s). | nd the file size should be Or in case there is alrea | e less than 40 MB. ady information of PASP for a property in the Register and |

此時,畫面會彈出一個視窗以供選擇擬上載的檔案。
 在適當目錄選擇檔案,然後按「開啟」。已選擇的檔案會隨即上載至系統並同時檢查其檔案大小。

| Open | | | | | | | ? 🛛 |
|---|--|--------------------------|-------|---|------|---|----------------|
| Look in: | 😼 My Compute | er | ~ | 0 | 1 10 | • | |
| My Recent Documents Desktop My Documents | 3.5 Floppy (A Local Disk (C: Docal Disk (D: DVD Drive (E Shared Docu | A:) :) :) ments | | | | | |
| My Network Places | File name: Files of type: | Open as read | -only | | ~ ~ | | Open Cancel |

 完成上載程序後(此時檔案仍未正式提交),系統會 顯示檔案資料(檔案名稱和大小)。

| Select File(s) for Uploading: |
|---|
| Select File to be Uploaded* : name: XYZ Register.pdf, size: 340 KB Delete Date of Update : (dd/mm//yyy) Time of Update : (nh:mm) O am O 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. 輸入擬上載的成交紀錄冊的「更新日期」("Date of Update")和「更新時間」("Time of Update"),並選擇「上午/下午」("am/pm")。
- 8. 就擬上載的成交紀錄冊選擇適當選項(a) 為首份紀錄冊 (is the first register); (b) 涉及加入新記項(involves addition(s) of new entry (entries)); (c) 涉及修改現有 記項(involves revision(s) to existing entry (entries)); 或(d) 涉及加入新記項和修改現有記項(involves addition(s) of new entry (entries) and revision(s) to existing entry (entries));
 - 請注意:新記項是指新的交易。如成交紀錄冊已經登 記有關物業的臨時買賣合約資料,而現時賣 方只是就同一物業記入買賣合約資料,則所 記入的買賣合約資料會視作新記項而非修改 事項。修改現有記項是指,修改先前已於成 交紀錄冊登記的成交資料。
- 9. 點擊「下一步」("Next")按鈕,繼續提交程序。

10. 小心檢查已上載的檔案和擬提交的資料。如欲查看已 上載的檔案,可按「預覽」("Preview")按鈕。

| Ff | iles) | | | | | |
|------------|---|-----------------------|--------------------------------|----------------------|-----------------------|----------------------------|
|)ev | elopment Information: | | | | | |
| | Name of Development | Phase No. | Phase Name | | I | Address |
| XYZ XYZ | (GARDEN 花園 | 1 | | 1550 CHEU 長沙湾道 19 | JNG SHA Wi 550號 | AN ROAD |
| | | | | | | |
| ile | s) and Related Information Pending | for Submission: | | | | |
| 1) | Document: Register of Transactions | | Date of Update: 12 Mar 2013 | | Time of U 10:30 AM | Jpdate: vi |
| | File Name: XYZ Register.pdf | | | | File Size: 340 KB | : |
| | | | Preview | | | |
| e re | egister of transactions is the first regi | ister. | | | | |
| | | | | | | |
| Ente | r First Password to Confirm File Sub | mission: | | | | |
| Firs | it Password: | | | | | |
| | | | | | | |
| imp Upo | o <mark>rtant Note:</mark> In confirmation of submission, the pr | evious version of the | a register of transactions | s, if any, will be | removed fro | m SRPE for public viewing. |
| | | | | | | |
| | | | | | | |

11. 如發現上載了錯誤的檔案,以及/或有需要修改已輸入的資料,可點擊「返回」("Back")按鈕(在「確認提交」("Confirm to Submit")按鈕旁),以返回上一頁並作所需修改。如欲以新檔案取代錯誤檔案,可按錯誤檔案旁邊的「刪除」("Delete")按鈕,並重複步驟4至6,重新上載正確檔案。

請注意: 切勿使用瀏覽器的「上一頁」按鈕,此舉可 能會遺失先前已上載/輸入的檔案/資料。

- 倘已上載的檔案和提交的資料無誤,輸入「第一密碼」 ("First Password")以確認提交檔案。
- 13. 點擊「確認提交」("Confirm to Submit")按鈕,以上 載檔案至銷售資訊網,供公眾查閱。

請注意: 點擊「確認提交」按鈕後,成交紀錄冊會自動上載至銷售資訊網,供公眾查閱。

14. 完成提交檔案和資料後,系統會顯示一個「確認提交」 ("Confirmation of Submission")頁面,列出是次提交 程序的詳情。此外,系統亦會發送一封確認電郵至用 戶在系統登記的電郵地址。請勿回覆該確認電郵。

請注意: 在此之前上載的成交紀錄冊(如有)會自銷 售資訊網移除,公眾將不能查閱。

| | mission Details: | | | |
|------------|---|------------------------|--------------------------------|---|
| at | mission Number : 16789130320 e/Time of Submission : 28 Mar 2013 | 8009PRT 12:11:25 PM | | |
|)ev | elopment Information: | | | |
| | Name of Development | Phase No. | Phase Name | Address |
| | GARDEN 花園 | 1 | | 1550 CHEUNG SHA WAN ROAD 長沙湾道 1550號 |
| | | | | |
| ile 1) | (s) and Related Information Submitter Document: Register of Transactions | d: | Date of Update: 12 Mar 2013 | Time of Update: 10:30 AM |
| File 1) | (s) and Related Information Submitter Document: Register of Transactions File Name: XYZ Register.pdf | d: | Date of Update: 12 Mar 2013 | Time of Update: 10:30 AM File Size: 340 KB |
| File 1) | (s) and Related Information Submitter Document: Register of Transactions File Name: XYZ Register.pdf System Assigned File Name for Pub 16789130328009RT.pdf | d: lic Viewing: | Date of Update: 12 Mar 2013 | Time of Update: 10:30 AM File Size: 340 KB |

- 15. 如須列印或儲存「確認提交」頁面,點擊「列印/儲存」("Print/Save")按鈕。
- 16. 點擊「完成」("Finish") 按鈕。