

Matter pertaining to Practice Note No. PN01/15

Making public information on the availability of specified residential properties for selection by prospective purchasers at sales office

Requirements for the “consumption table”

1. The Sales of First-hand Residential Properties Authority (SRPA) expects vendor(s) to display, from 1 June 2015 onwards, in the sales office on each date of sale a “consumption table” in respect of the specified residential properties in each development/phase in accordance with the template recommended by the SRPA as set out at the Annex to the Practice Note No. PN01/15.
2. On each date of sale and at each of the sales office, vendor(s) should display the “consumption table” for a period of time commencing from the starting time of the sale until the sales office closes on that date of sale.
3. The “consumption table” comprises two parts. The first part is an overview of the development/phase, including:
 - the name of the development/phase (i.e. the first heading in the template);
 - the date of sale and the time on that date of sale when the “consumption table” was last updated (i.e. the third heading in the template);
 - the total number of units/houses in the development/phase (i.e. item (a) in the template) [For example, if there are 100 units/houses in that development/phase, please fill in “100”.]
 - the total number of units/houses in the development/phase which were sold before that date of sale (i.e. item (b) in the template) [For example, if 20 units/houses were sold before that date of sale, please fill in “20”.];
 - the total number of units/houses in the development/phase which are offered for sale by the vendor(s) on that date of sale (i.e. item (c) in the template). [This figure should include the total number of units/houses in the development/phase that are offered for sale on that date of sale as shown in any document containing the sales

arrangements, including the units/houses for which that date is the first date of sale, and the units/houses for which that date is not the first date of sale but are continued to be offered for sale on that date. If 50 units/houses of the development/phase are offered for sale on that date of sale, please fill in “50”.]; and

- the total number of units/houses in the development/phase which are not offered for sale on that date (i.e. item (d) in the template). [Deducting items (b) and (c) from item (a) in the template. Premised on the above assumptions, it is $100-20-50=30$.]
4. The second part of the “consumption table” shows the description of the units/houses offered for sale by the vendor(s) on that date in the form of a matrix (the Matrix); and shows by way of symbols the status of selection of each of the units/houses which are offered for sale on that date as at a particular time during that date:
- the SRPA suggests leaving blank the parts relevant to a unit/house which is available for selection;
 - the SRPA suggests using a triangle to indicate a unit/house which has been selected by prospective purchaser(s) at an earlier time on that date but the prospective purchaser has not yet signed the Preliminary Agreement for Sale and Purchase (PASP) in respect of the unit/house ; and
 - the SRPA suggests using a dot to indicate a unit/house in respect of which the PASP has been signed by purchaser(s) at an earlier time on that date.
5. As stipulated in paragraph 4 of Practice Note No. PN01/15, the SRPA does not expect vendor(s) to show all of the specified residential properties in a development/phase in the Matrix in the template (unless all of them are offered for sale on that date of sale). However, if the presentation in the form of a matrix may inevitably show some of those units/houses which were sold before that date (i.e. the units/houses in item (b) in the template), and/or those units/houses which are not offered for sale on that date (i.e. the units/houses in item (d) in the template), the SRPA suggests vendor(s) to shade the relevant part of the Matrix (for example ).
6. If there are different number, and different naming, of the units on different floors in a development/phase, vendor(s) may make reference

to the presentation under the part “Area of residential properties in the development/phase” in the sales brochure of that development/phase and present the units in the second part of the “consumption table” in a similar manner. For example:

Block [X]

		Status of Selection		
Unit Floor	Unit A	Unit B	Unit C	
2/F	●		▲	
10/F			●	
16/F			●	
22/F				
23/F				
	Unit B	Unit C		
31/F				
32/F				
33/F				
	Unit B	Unit C	Unit D	
38/F				
39/F				

7. On the commencement of sale at the sales office on each date of sale, the cell representing each of the units/houses in the second part of the “consumption table” should be:
 - (a) blank, as each of the units/houses which is being offered for sale on that date has not yet been selected by any prospective purchaser or the PASP of which has not yet been signed by purchaser(s); or
 - (b) shaded (representing units/houses in the development/phase which were sold before that date (i.e. units/houses in item (b) in the template), and/or units/houses which are not offered for sale on that date (i.e. units/houses in item (d) in the template).

8. As the “consumption table” is to show information in respect of that date of sale, it is inevitable that vendor(s) needs to update at the beginning of each date of sale the information in item (b) (i.e. the total number of units/houses in the development/phase which were sold before that date), item (c) (i.e. the total number of units/houses in the development/phase which are offered for sale on that date) and item (d)

(i.e. the total number of units/houses in the development/phase which are not offered for sale on that date) in the first part of the “consumption table” as shown in the template.

9. Vendor(s) should, after they have displayed the “consumption table” at the sales office at the starting time of the sale on each date of sale, update the “consumption table” at appropriate time taking into account the progress of sale so that the second part of the “consumption table” reflects the most up-to-date sales situation and shows which units/houses have already been selected/purchased by purchasers and which units/houses are still available for selection at the material time.
10. Vendor(s) may decide the order of the floor numbering in the Matrix in the second part of the “consumption table”. In other words, the floor numbering may be in descending order or ascending order.
11. Vendor(s) may decide the background colour of the cells in the Matrix in the second part of the “consumption table” and the colour of the triangle and/or dot in the cells.
12. Vendor(s) may decide the pattern of the shading in the second part of the “consumption table” for representing the units/houses which were sold on or before that date (i.e. the units/houses in item (b) in the template), and/or the units/houses which are not offered for sale on that date (i.e. the units/houses in item (d) in the template).
13. The objective of displaying a “consumption table” in the sales office is to facilitate prospective purchasers who are in the sales office of the development/phase to get to know which first-hand residential properties are still available for selection. If circumstances allow, it is most desirable for vendor(s) to display a bilingual version of the “consumption table” in the sales office. If vendor(s) intends to display a Chinese version of the “consumption table” only, it should assess the acceptance of this arrangement by the prospective purchasers of the development/phase.