

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

Sales of First-hand Residential Properties Authority
5 April 2013