

Residential Properties (First-hand Sales) Ordinance

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

General

1. With effect from 1 July 2015, the Sales of First-hand Residential Properties Authority (SRPA) takes up the responsibility of maintaining the Sales of First-hand Residential Properties Electronic Platform (SRPE) established under section 89(1) of the Residential Properties (First-hand Sales) Ordinance (the Ordinance). The Rating and Valuation Department ceases to maintain the SRPE on behalf of the SRPA with effect from the same date.
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 the SRPA 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. The SRPA 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. The SRPA 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 the SRPA

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 the SRPA 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. Owners/persons authorized by the owners may submit applications to the SRPA by post, by hand, by courier, or by email (but not by fax). The SRPA accepts applications on Saturdays, Sundays and public holidays by emails 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 the SRPA, 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 the SRPA 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 the SRPA by email (with scanned copy of the original signed application form attached), the SRPA will issue an acknowledgement reply by email. For applications delivered to the SRPA by hand/ courier, the SRPA 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 the SRPA by post, the SRPA will send an acknowledgement reply, showing the date of receipt, by email to the email addresses of the owners/persons authorized by the owners as specified in the application form as soon as possible.
12. The SRPA will send the login IDs and passwords of the user account(s) by email to the email 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.

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

13. 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

14. 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**.

15. 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.
16. 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).
17. **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.
18. **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.
19. After going through the confirmation process as mentioned in paragraph 14 above, the Submission Website will automatically upload the electronic copies of the sales brochures, price lists and register of transactions, as submitted by vendors to the Submission Website, onto the SRPE for public access. The domain names of the SRPE are -

www.srpe.gov.hk (in English)

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

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

Assistance for Account Users

20. 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 the SRPA at 2817 3737 from 09:00 to 13:00 and 14:00 to 17:45 from Mondays to Fridays except public holidays.
 - (b) The emergency hotline operated by the SRPA at 9655 1611 between 17:45 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 Sales of First-hand Residential Properties Authority, Unit E, 31/F, E-trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong”.

System Enhancements of the Submission Website and the SRPE

21. 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.
22. 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

Sales of First-hand Residential Properties Authority

July 2015

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 TLS (1.2 or above) must be enabled in the browser.
- (d) The 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:

	Microsoft Windows	macOS	Linux	iOS	Android
Microsoft Edge	✓	-	-	-	-
Safari	-	✓	-	✓	-
Mozilla Firefox	✓	✓	✓	✓	✓
Google Chrome	✓	✓	✓	✓	✓

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 of SRPE 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 Sales of First-hand Residential Properties Authority 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) 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 Vendors electronically to the Submission Website 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.

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 attached to 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 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 **The Sales of First-hand Residential Properties Authority**
 application form to: **Unit E, 31/F, E-trade Plaza, 24 Lee Chung Street**
Chai Wan, Hong Kong

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.

(July 2015 version)

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**”), 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 of any unauthorized use of the login names and passwords for SRPE immediately when it becomes aware. The SRPA reserves 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 reserves 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

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 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 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 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 reserves 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 and 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 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 Sales of First-hand Residential Properties Authority**
Unit E, 31/F, E-trade Plaza, 24 Lee Chung Street
Chai Wan, Hong Kong

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 or the last character of the filename of any file must not be 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 are uploaded 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

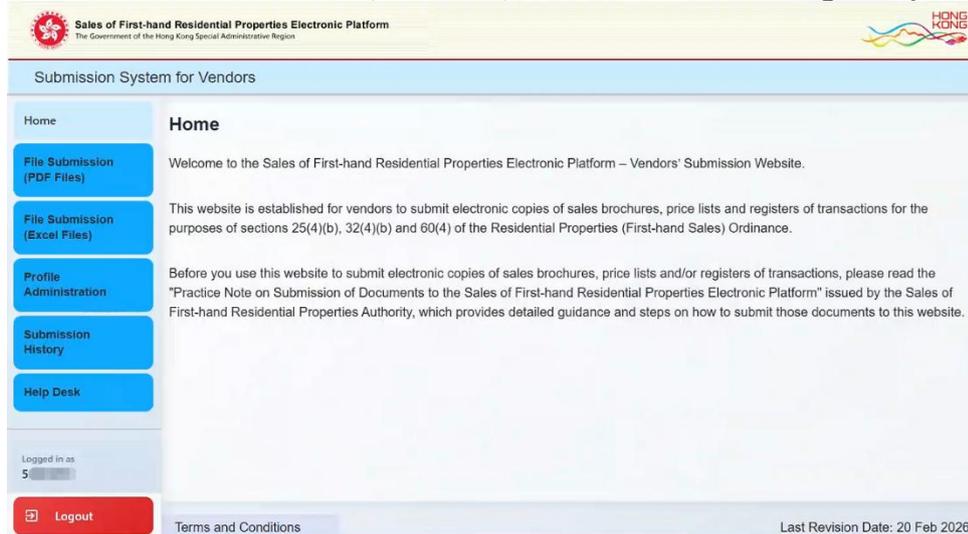
The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted. Vendors are advised to submit a register of transactions in bilingual versions.

1.1 SUBMISSION OF SALES BROCHURE

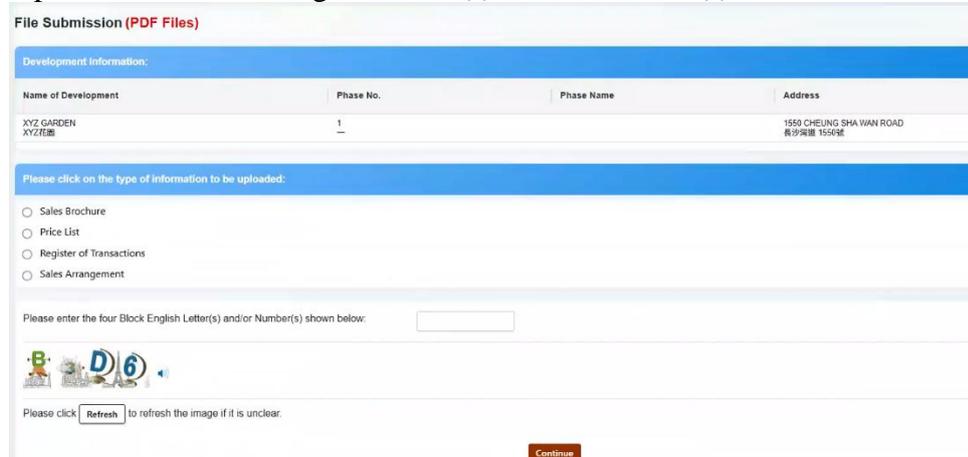
Vendors should follow the steps set out in Section 1.1.1 (for single file for a complete copy of Sales Brochure) or Section 1.1.2 (for multiple files for a complete copy of Sales Brochure) below when they submit the First Sales Brochure to SRPE. For each subsequent submission of Sales Brochure to SRPE 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 Files)” button on the left navigation panel.



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



3. Click the “Continue” button.

- Select “Single File for a Complete Copy of Sales Brochure” and click 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 click on the type of information to be uploaded:

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.

Cancel Next

- Click the “Select document to upload” 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* Select document to upload

Examination Record (if any) Select document to upload

Date of First Printing of the Sales Brochure*

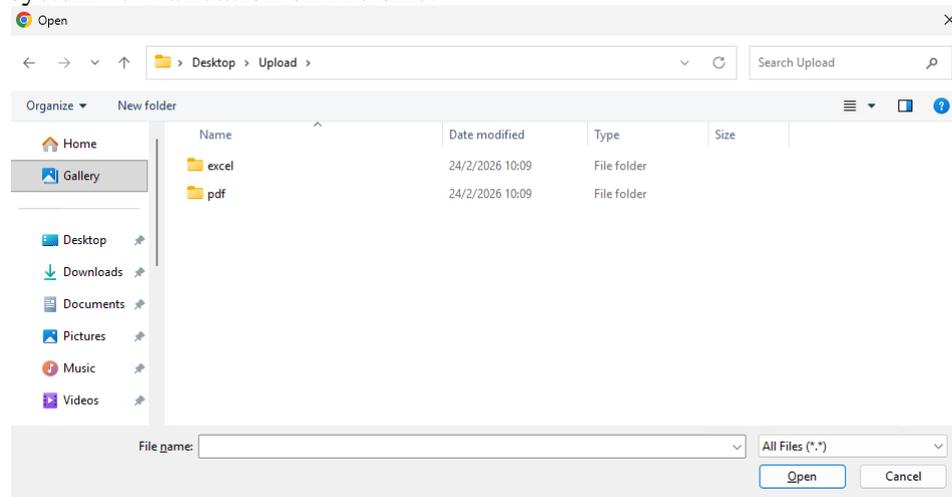
Date of Examination of the Sales Brochure (if applicable)

*Mandatory fields

Point to note:
1.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 open. Select the file from the relevant directory and then click “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.

- Repeat steps 5 – 7 to upload the Examination Record, if any.
- Input the “Date of First Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Click 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”.

- 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, click 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 Password for confirmation of file submission.

14. Click the “Confirm to Submit” button to submit the file(s) onto the SRPE for public access.

Note: After clicking 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 : ██████████
Date/Time of Submission : 24 Feb 2026 10:17:47 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 Feb 2026
Date of Examination of the Sales Brochure : 02 Feb 2026

(1)	Document: Sales Brochure		
	File Name: 001.pdf	File Size: 425 KB	
	System Assigned File Name for Public Viewing: 5900326022400100.pdf		
(2)	Document: Examination Record		
	File Name: 002.pdf	File Size: 425 KB	
	System Assigned File Name for Public Viewing: 59003260224001ER.pdf		

Print / Save **Finish**

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

17. Click the “Finish” button to return to the File Submission page.

1.1.2 Submission of First Sales Brochure (Multiple Files)

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

The screenshot shows the home page of the 'Sales of First-hand Residential Properties Electronic Platform - Vendors' Submission Website'. The page features a navigation menu on the left with options: Home, File Submission (PDF Files), File Submission (Excel Files), Profile Administration, Submission History, and Help Desk. The main content area includes a welcome message, a brief description of the website's purpose, and a 'Practice Note on Submission of Documents' link. A 'Logout' button is visible at the bottom left, and the 'Last Revision Date: 20 Feb 2026' is noted at the bottom right.

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

The screenshot displays the 'File Submission (PDF Files)' page. It features a table for 'Development Information' with columns for Name of Development, Phase No., Phase Name, and Address. Below the table, there are radio buttons for selecting the type of information to be uploaded: Sales Brochure, Price List, Register of Transactions, and Sales Arrangement. A text input field is provided for entering the four-block English letter(s) and/or number(s). A 'Refresh' button is located below the input field, and a 'Continue' button is at the bottom right.

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1559 CHEUNG SHA WAN ROAD 長沙灣道 1559號

3. Click the “Continue” button.
4. Select “Multiple Files for a Complete Copy of Sales Brochure” and click the “Next” button.

The screenshot shows the 'File Submission - Sales Brochure (PDF Files)' page. It features a table for 'Development Information' with columns for Name of Development, Phase No., Phase Name, and Address. Below the table, there are radio buttons for selecting the type of information to be uploaded: Single File for a Complete Copy of Sales Brochure and Multiple Files for a Complete Copy of Sales Brochure. A 'Point to note' section states: '1. File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.' 'Cancel' and 'Next' buttons are located at the bottom.

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

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

First Submission of Sales Brochure

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

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1* Select document to upload

Part 2* Select document to upload

Examination Record (if any) Select document to upload

Date of First Printing of the Sales Brochure*

Date of Examination of the Sales Brochure (if applicable)

*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

6. Click the “Select document to upload” 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 are uploaded 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 File for Uploading:

Part 1* Select document to upload

Part 2* Select document to upload

Examination Record (if any) Select document to upload

Date of First Printing of the Sales Brochure*

Date of Examination of the Sales Brochure (if applicable)

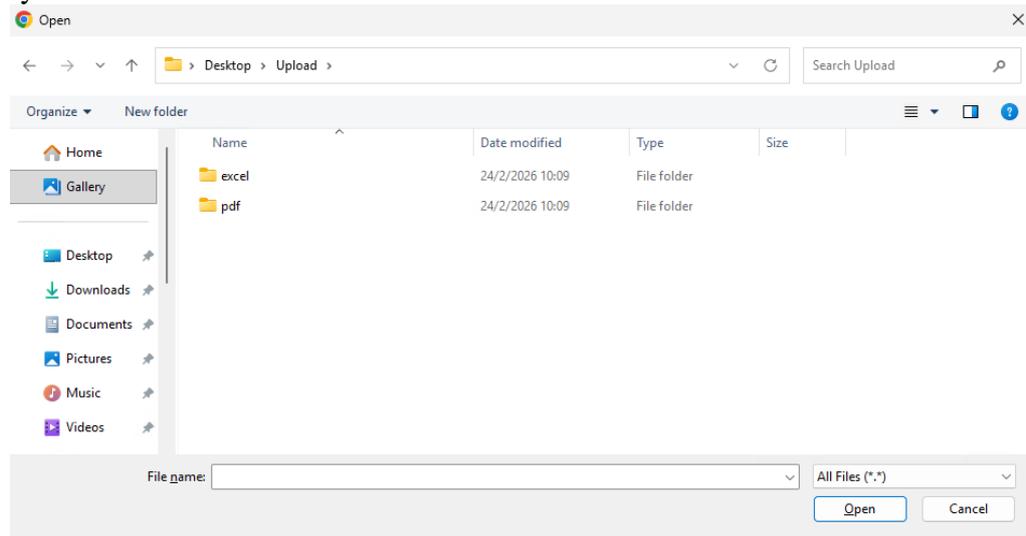
*Mandatory fields

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

- A pop-up window for file selection will open. Select the file from the relevant directory and then click “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.

- Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record, if any.
- Input the “Date of First Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Click 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”.

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of First Pringing of the Sales Brochure : 01 Feb 2026
Date of Examination of the Sales Brochure : 02 Feb 2026

(1)	Document: Sales Brochure (Part 1)	
	File Name: 003.pdf	File Size: 266 KB
Preview		
(2)	Document: Sales Brochure (Part 2)	
	File Name: 003 - 1.pdf	File Size: 266 KB
Preview		
(3)	Document: Examination Record	
	File Name: 003 - 2.pdf	File Size: 266 KB
Preview		

Enter Password to Confirm File Submission:

Password:

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, click 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 Password for confirmation of file submission.
15. Click the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After clicking 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 : ██████████
Date/Time of Submission : 24 Feb 2026 10:49:47 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 Feb 2026
Date of Examination of the Sales Brochure : 02 Feb 2026

(1) Document:
Sales Brochure (Part 1)

File Name: 003.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 6610526022404101.pdf	

(2) Document:
Sales Brochure (Part 2)

File Name: 003 - 1.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 6610526022404102.pdf	

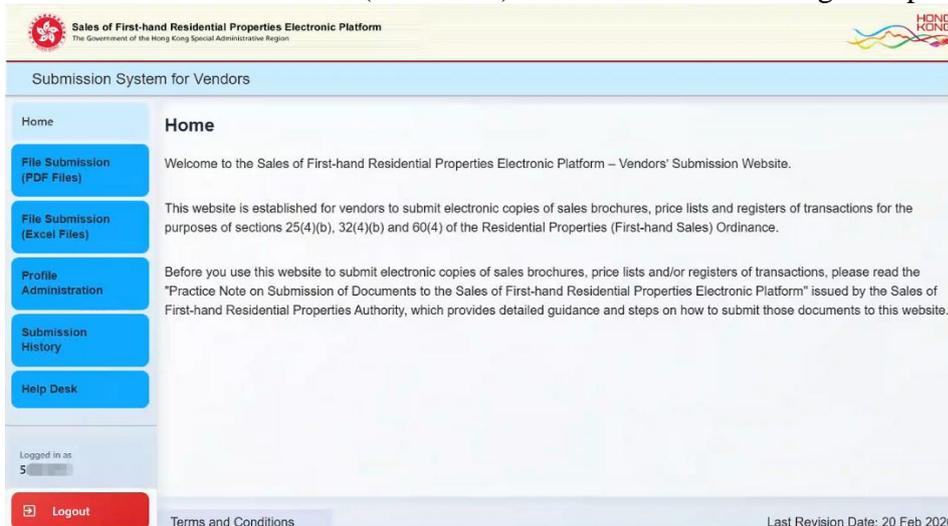
(3) Document:
Examination Record

File Name: 003 - 2.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 66105260224041ER.pdf	

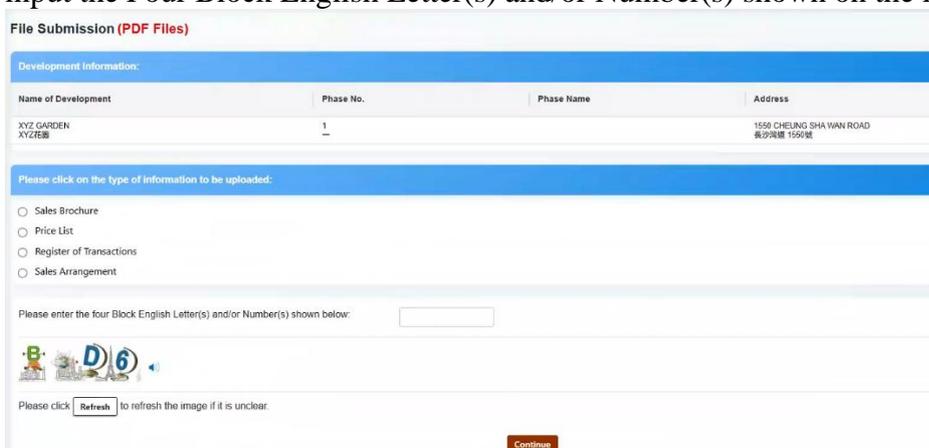
17. Click the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
18. Click the “Finish” button to return to the File Submission page.

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

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



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



3. Click the “Continue” button.
4. Select “Single File for a Complete Copy of Sales Brochure” and click the “Next” button.



5. Click the “Select document to upload” 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*

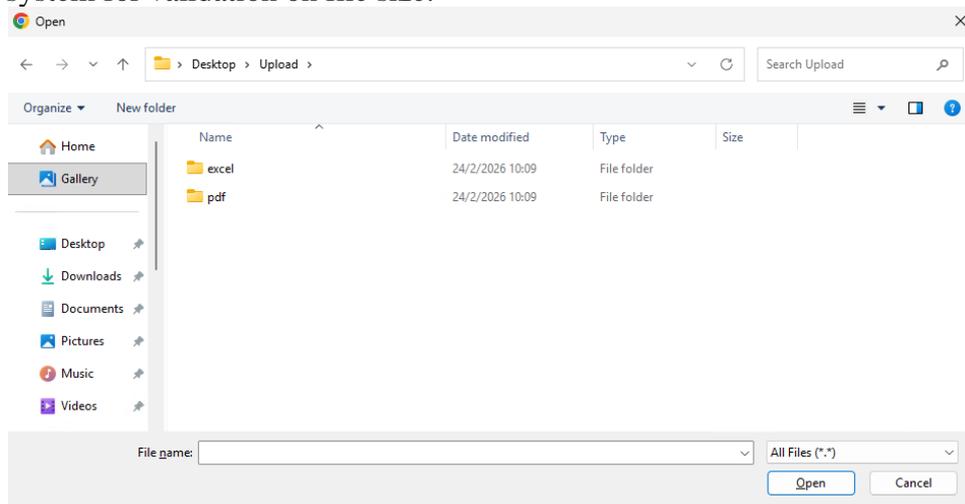
Examination Record*

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 open. Select the file from the relevant directory and then click “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*	001.pdf Size: 425 KB	Delete
Examination Record*	002.pdf Size: 425 KB	Delete
Date of Examination of the Sales Brochure*	02-02-2026	

*Mandatory fields

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

Cancel Next

8. Repeat steps 5 – 7 to upload the Examination Record.
9. Input the “Date of Examination of the Sales Brochure”.
10. Click 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”.

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 02 Feb 2026

(1) Document:
Sales Brochure

File Name: 001.pdf	File Size: 425 KB
Preview	

(2) Document:
Examination Record

File Name: 002.pdf	File Size: 425 KB
Preview	

Enter Password to Confirm File Submission:

Password:

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, click 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 Password for confirmation of file submission.
14. Click the “Confirm to Submit” button to submit the files onto the SRPE for public access.

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

15. 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 :
 Date/Time of Submission : 24 Feb 2026 11:06:31 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 : 02 Feb 2026

(1) Document:
Sales Brochure

File Name: 001.pdf	File Size: 425 KB
System Assigned File Name for Public Viewing: 5900326022400200.pdf	

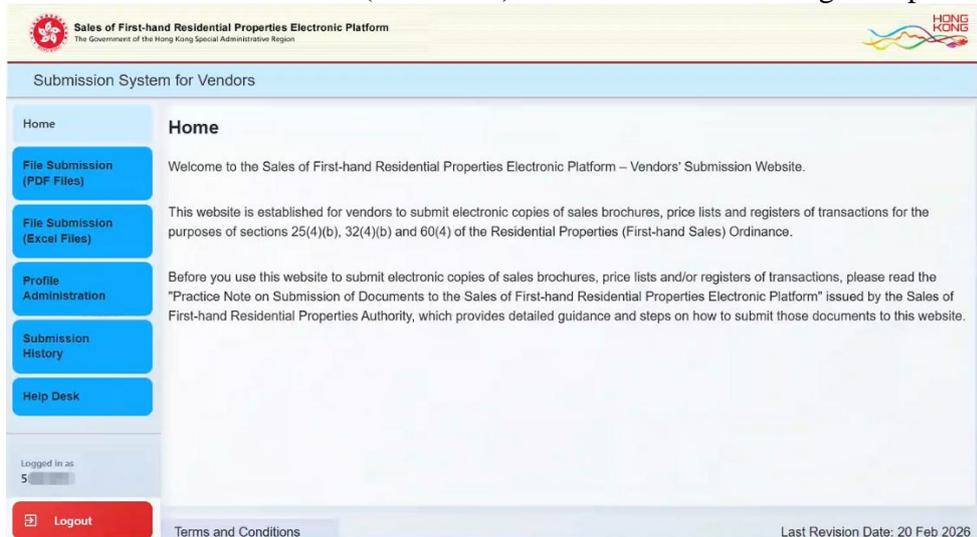
(2) Document:
Examination Record

File Name: 002.pdf	File Size: 425 KB
System Assigned File Name for Public Viewing: 59003260224002ER.pdf	

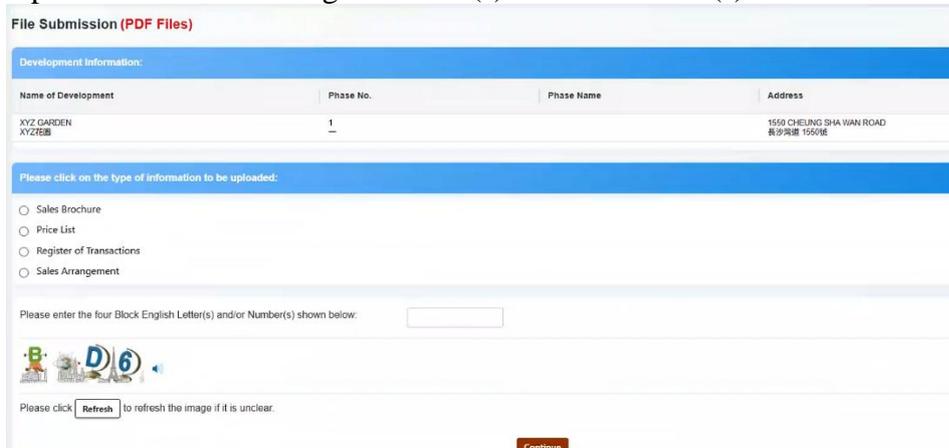
16. Click the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
17. Click the “Finish” button to return to the File Submission page.

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

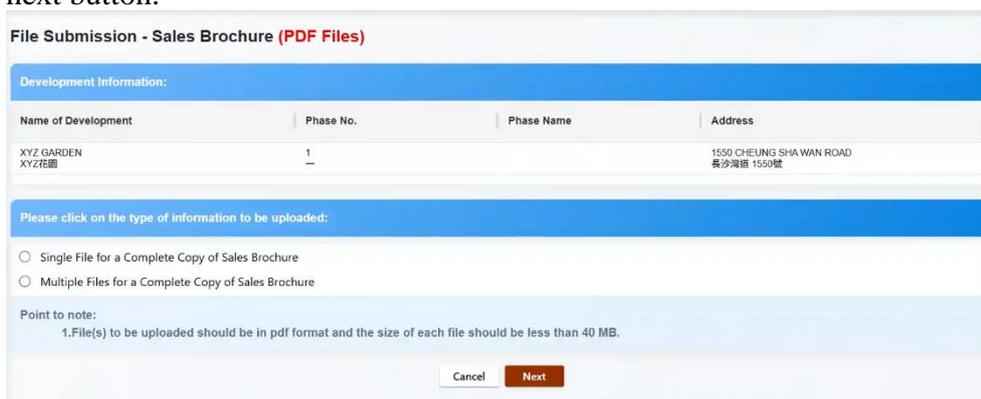
1. Click the “File Submission (PDF Files)” button on the left navigation panel.



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



3. Click the “Continue” button.
4. Select “Multiple Files for a Complete Copy of Sales Brochure” and click the next button.



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

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1*

Part 2*

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.
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. Click the “Select document to upload” 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 are uploaded in the sequence they intend for viewing by the public.**

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1*

Part 2*

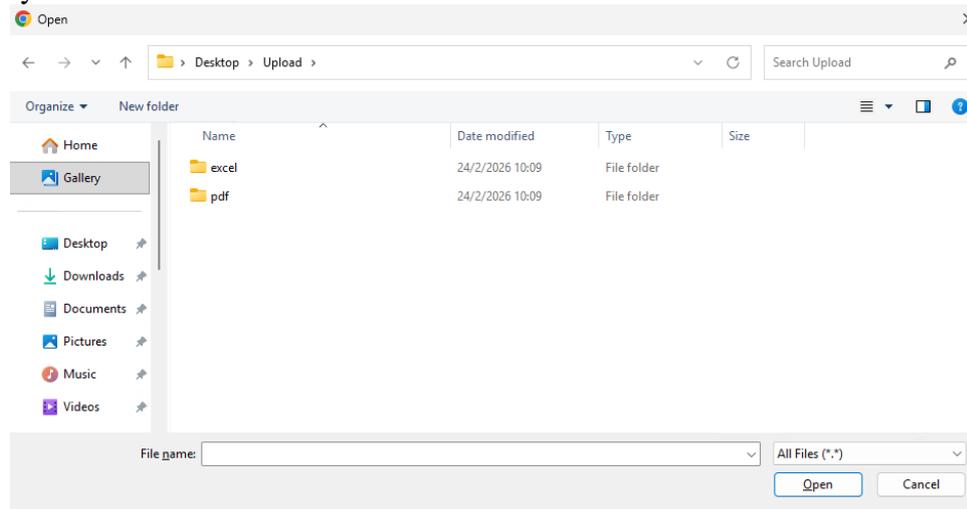
Examination Record*

Date of Examination of the Sales Brochure*

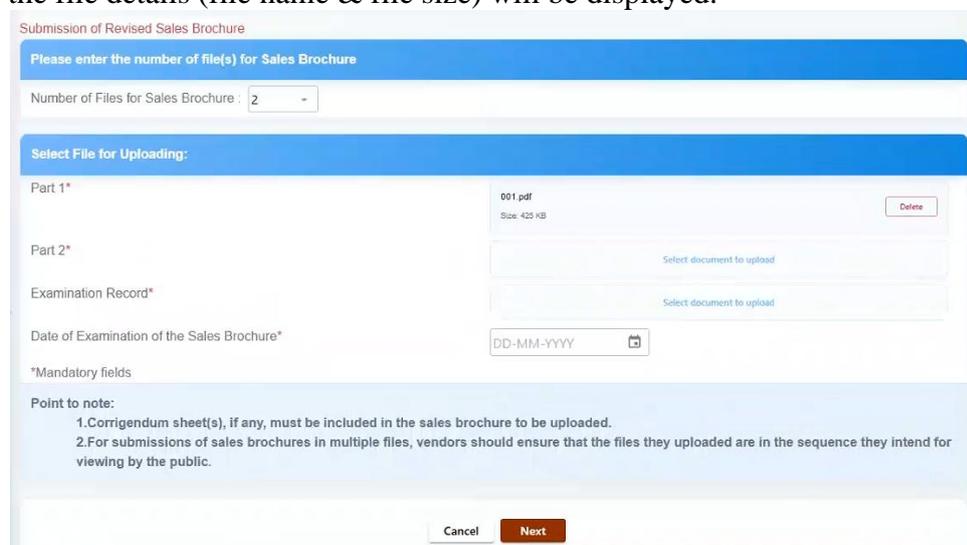
*Mandatory fields

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

7. A pop-up window for file selection will open. Select the file from the relevant directory and then click “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.



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. Click 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”.

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 03 Feb 2026

(1)	Document: Sales Brochure (Part 1)	
	File Name: 001.pdf	File Size: 425 KB
	Preview	
(2)	Document: Sales Brochure (Part 2)	
	File Name: 002.pdf	File Size: 425 KB
	Preview	
(3)	Document: Examination Record	
	File Name: 003.pdf	File Size: 5211 KB
	Preview	

Enter Password to Confirm File Submission:

Password:

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, click 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 Password for confirmation of file submission.
15. Click the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After clicking 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 : 5
 Date/Time of Submission : 24 Feb 2026 11:20:53 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 : 03 Feb 2026

(1) Document:
Sales Brochure (Part 1)
 File Name: 001.pdf File Size: 425 KB
 System Assigned File Name for Public Viewing: 5900326022400301.pdf

(2) Document:
Sales Brochure (Part 2)
 File Name: 002.pdf File Size: 425 KB
 System Assigned File Name for Public Viewing: 5900326022400302.pdf

(3) Document:
Examination Record
 File Name: 003.pdf File Size: 5211 KB
 System Assigned File Name for Public Viewing: 59003260224003ER.pdf

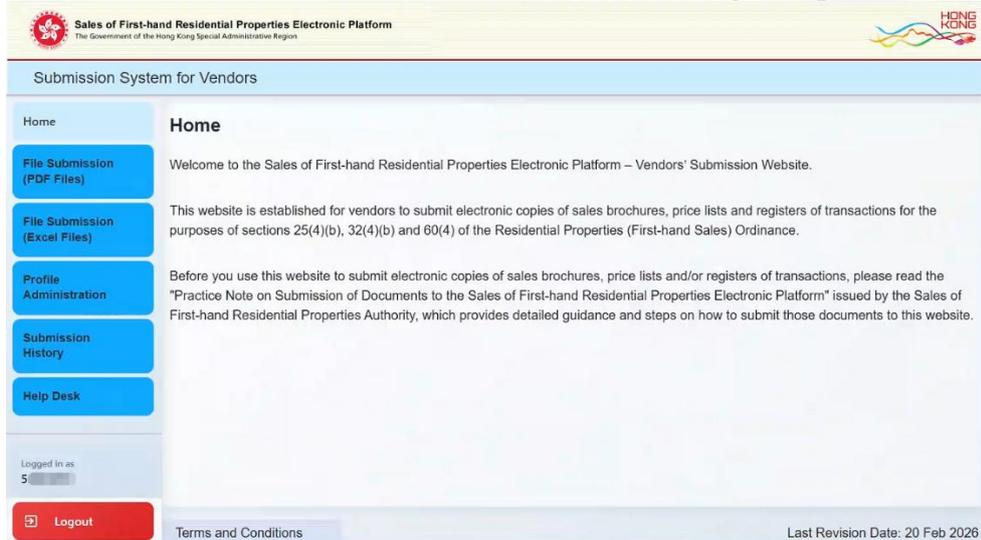
[Print / Save](#) [Finish](#)

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

1.2 SUBMISSION OF PRICE LIST

1.2.1 Submission of New Price List

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



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

The screenshot shows the 'File Submission (PDF Files)' page. It features a table of 'Development Information' with columns for 'Name of Development', 'Phase No.', 'Phase Name', and 'Address'. Below the table, there is a section for selecting the type of information to be uploaded, with radio buttons for 'Sales Brochure', 'Price List', 'Register of Transactions', and 'Sales Arrangement'. A text input field is provided for entering the four block English letter(s) and/or number(s) shown in the image below. The image shows the letters 'D' and '6'. A 'Refresh' button is available to refresh the image if it is unclear. A 'Continue' button is located at the bottom right of the page.

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

3. Click the “Continue” button.

4. Select “New Price List” and click 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 information to be uploaded:

New Price List
 Revision to Existing Price List

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. 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* :

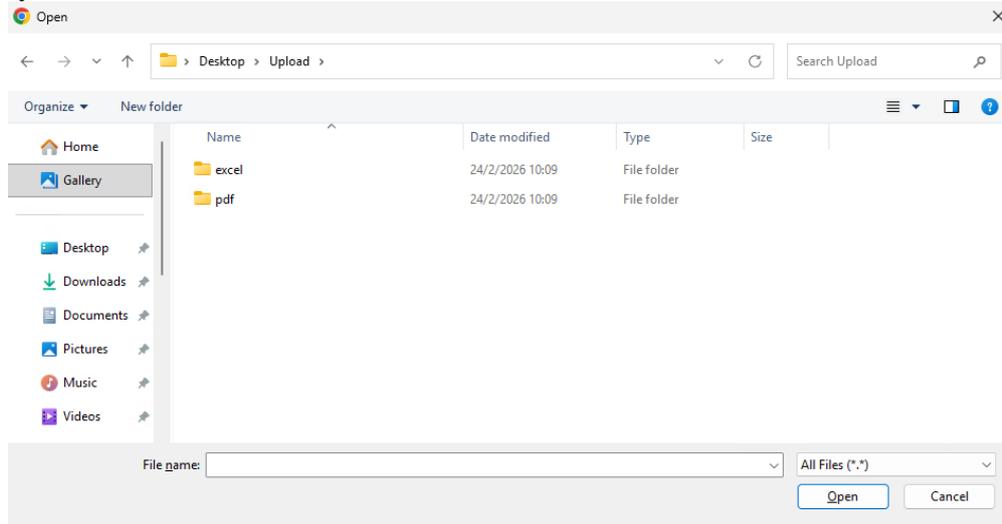
Date of Printing*

*Mandatory fields

Point to note:
1.The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

6. Click the “Select document to upload” button and select the file of the New Price List for uploading.

- A pop up window for file selection will open. Select the file from the relevant directory and then click “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 File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* : Delete
Size: 425 KB

Date of Printing* : 📅

*Mandatory fields

Point to note:
 1.The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

- Click 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(s) and Related Information Pending for Submission:

(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision 03 Feb 2026
	File Name: 001.pdf	File Size: 425 KB	
Preview			

Enter Password to Confirm File Submission:

Password:

Important Note:
 All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SPRE for public viewing

11. 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, click 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.

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

Note: After clicking 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 : 5
 Date/Time of Submission : 24 Feb 2026 11:34:00 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

File(s) and Related Information Submitted:

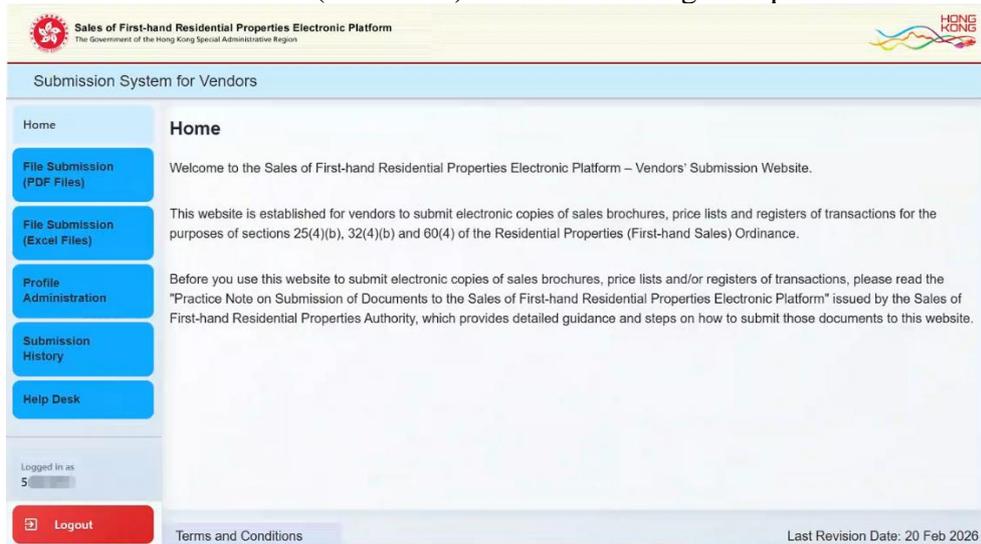
(1) Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 03 Feb 2026
File Name: 001.pdf	File Size: 425 KB	
System Assigned File Name for Public Viewing: 59003260224004PO.pdf		

Print / Save
Finish

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

1.2.2 Submission of Revision to Existing Price list

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



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

The screenshot displays the 'File Submission (PDF Files)' page. It features a table of development information and a section for selecting the type of information to be uploaded.

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

Please click on the type of information to be uploaded:

- Sales Brochure
- Price List
- Register of Transactions
- Sales Arrangement

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



Please click to refresh the image if it is unclear.

3. Click the “Continue” button.

4. Select “Revision to Existing Price List” and click 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 information to be uploaded:

New Price List
 Revision to Existing Price List

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 existing price list to be revised.

Please select the existing price list to be revised:

Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
<input checked="" type="radio"/> 1	03 Feb 2026	24 Feb 2026 11:34:00 AM

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* :

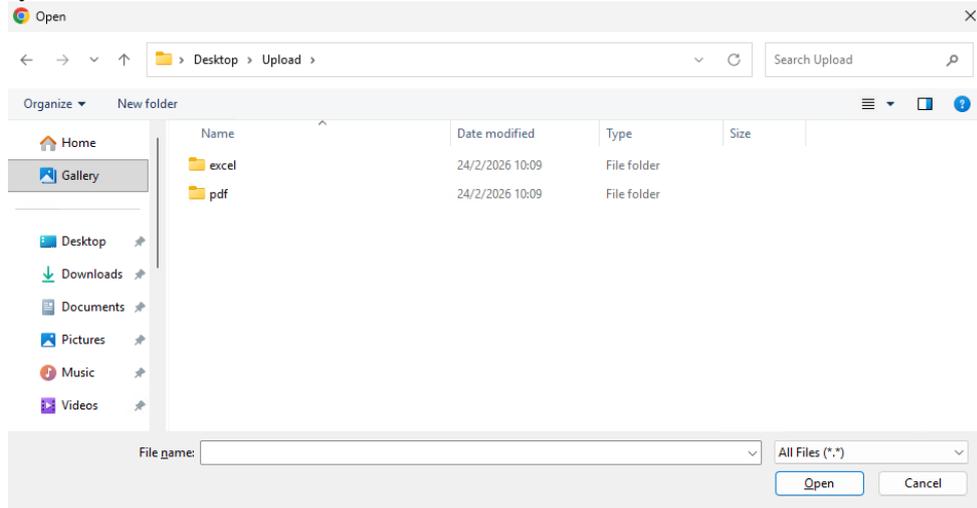
Date of Revision*

*Mandatory fields

Point to note:
1.The file to be uploaded should be in searchable 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. Click the “Select document to upload” button to select the file of the Revised Price List for uploading.

8. A pop-up window for file selection will open. Select the file from the relevant directory and then click “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

Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
1	03 Feb 2026	24 Feb 2026 11:34:00 AM

Serial Number of Revised Price List* : 1A

Select File to be Uploaded* : 002.pdf (Size: 425 KB) [Delete]

Date of Revision* : 05-02-2026

*Mandatory fields

Point to note:
1. The file to be uploaded should be in searchable PDF format and the file size should be less than 40 MB.

10. Click the “Next” button to continue.

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

File(s) and Related Information Pending for Submission:		
(1) Document: Revision to Existing Price List	Serial Number of Price List: 1A	Date of Printing/Revision 05 Feb 2026
File Name: 002.pdf	File Size: 425 KB	
Preview		

Enter Password to Confirm File Submission:

Password:

Important Note:
All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SPRE for public viewing

12. 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, click 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.

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

Note: After clicking 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 : 5
 Date/Time of Submission : 24 Feb 2026 11:39:44 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

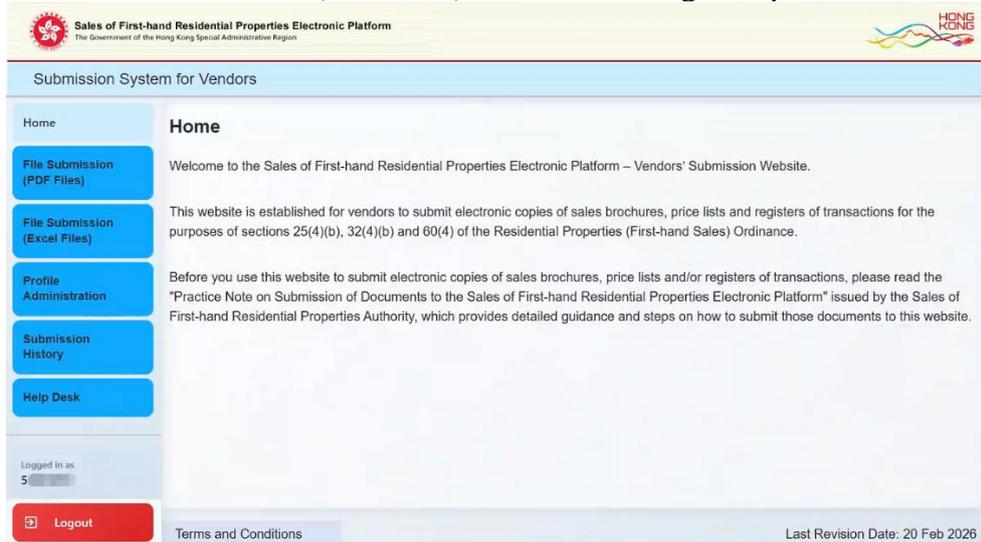
File(s) and Related Information Submitted:

(1)	Document: Revision to Existing Price List	Serial Number of Price List: 1A	Date of Printing/Revision 05 Feb 2026
	File Name: 002.pdf	File Size: 425 KB	
	System Assigned File Name for Public Viewing: 59003260224005PR.pdf		

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

1.3 SUBMISSION OF REGISTER OF TRANSACTIONS

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



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

The screenshot shows the 'File Submission (PDF Files)' page. It features a table for 'Development Information' with columns for Name of Development, Phase No., Phase Name, and Address. Below the table, there are radio buttons for selecting the type of information to be uploaded: Sales Brochure, Price List, Register of Transactions, and Sales Arrangement. A text input field is provided for entering the four-block English letter(s) and/or number(s) shown in the captcha image. The captcha image displays the letters 'E', 'D', '6', and '1'. A 'Refresh' button is located below the captcha, and a 'Continue' button is at the bottom right.

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

3. Click the “Continue” button.

- Click the “Select document to upload” 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* Select document to upload

Date of Update* : DD-MM-YYYY

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

*Mandatory fields

The register of transactions to be uploaded* :

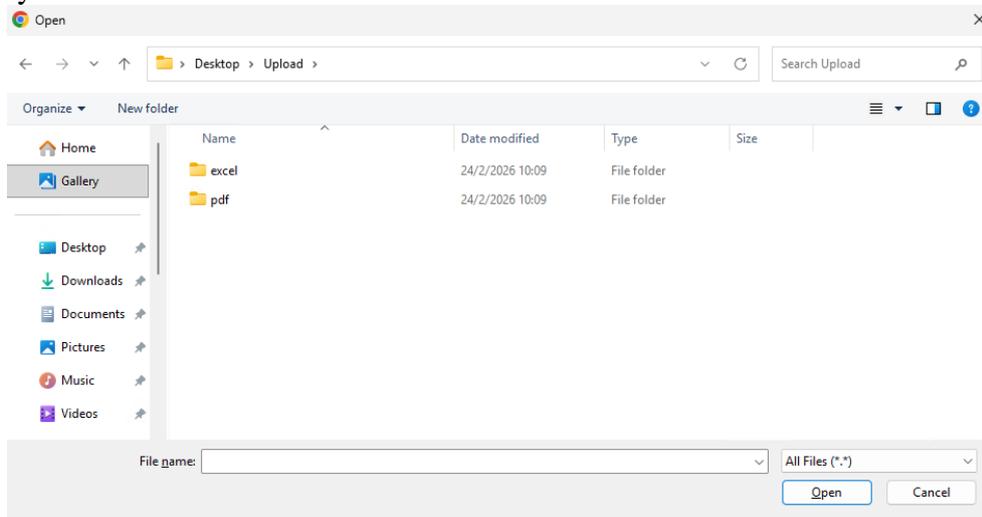
is the first register.

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).

- A pop-up window for file selection will open. Select the file from the relevant directory and then click “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* 001.pdf
Size: 425 KB Delete

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 **searchable** 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.

Cancel Next

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. Click the “Next” button to continue.

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

The screenshot displays a web interface for file submission. At the top, a blue header reads "File(s) and Related Information Pending for Submission:". Below this, a table lists the document details:

(1) Document: Register of Transactions	Date of Update: 06 Feb 2026	Time of Update: 10:01 AM
File Name: 001.pdf	File Size: 425 KB	

Below the table is a "Preview" button. A red message states: "The register of transactions is the first register." Below this is a blue header "Enter Password to Confirm File Submission:" and a "Password:" input field. At the bottom, an "Important Note" in red text reads: "Upon confirmation of submission, the previous version of the register of transactions, if any, will be removed from SRPE for public viewing." At the very bottom are three buttons: "Cancel", "Back", and "Confirm to Submit".

11. 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, click 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.

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

Note: After clicking 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 : 5-
Date/Time of Submission : 24 Feb 2026 11:52:53 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

File(s) and Related Information Submitted:

(1) Document: Register of Transactions	Date of Update: 06 Feb 2026	Time of Update: 10:01 AM
File Name: 001.pdf	File Size: 425 KB	
System Assigned File Name for Public Viewing: 59003260224006RT.pdf		

The register of transactions is the first register.

Print / Save **Finish**

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

March 2026