

Residential Properties (First-hand Sales) Ordinance

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

This Practice Note sets out the best practices recommended by the Sales of First-hand Residential Properties Authority (SRPA) (as shown in *italic* below), and repeats in full the requirements as stipulated in the Guidelines on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform issued by SRPA under section 88 of the Residential Properties (First-hand Sales) Ordinance (the Ordinance).

The best practices are shown in *italic* so as to distinguish them from those parts belonging to the guidelines issued by the SRPA under the said provision of the Ordinance. The best practices are NOT part of the guidelines.

Non-compliance with the best practices per se will not be regarded as a contravention of the Ordinance or a commission of an offence under the Ordinance.

General

1. 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 SRPE for the purpose of maintaining the SRPE.
3. In gist, vendors are required to submit sales brochures, price lists, registers of transactions *and documents containing information on sales arrangements* 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 development or a phase of a development which resumes sales after a period of suspension of sales, vendors should provide an electronic copy of the sales brochure to the SRPE on the first day on which vendors make copies of the sales brochure available for collection by the public (section 25(4)(b) of the Ordinance is relevant). The sales brochure should have been examined or examined and revised under section 17(1) of

the Ordinance within the previous three months.

(II) Price lists

- (a) on the first day on which vendors make copies of a price list for a development or a phase of a development available for collection by the public, vendors should provide an electronic copy of the relevant price list to the SRPE (section 32(4)(b) of the Ordinance is relevant);
- (b) on the first day on which vendors make copies of a price list for a development or a phase of a development which has been revised under section 29(4) of the Ordinance available for collection by the public, vendors should provide an electronic copy of the revised price list to the SRPE (section 32(4)(b) of the Ordinance is relevant). *For revised price list which does not involve a change in the price of the residential property, vendors are advised to make available such revised price list to the SRPE before the end (i.e. 23:59) of the first day on which the vendor makes available such revised price list to the public (For revision to price list other than revision to price, reference could be made to para. 14 of Practice Note on Price List No. 02/13); and*
- (c) for a development or a phase of a development which resumes sale after a period of suspension of sale, even if revisions are not made to the price lists, vendors should provide electronic copies of such price lists to the SRPE on the first day on which vendors make copies of such price lists available for collection by the public (section 32(4)(b) of the Ordinance is relevant).

(III) Register of Transactions

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

- (b) vendors should provide an electronic copy of the register of transactions to the SRPE as soon as practicable after an entry has been made to the register under section 59(2)(a), (b)(i) or (c), (3), or (5) of the Ordinance (section 60(4) of the Ordinance is relevant); and
- (c) if there is any change to the particulars of the transaction as to whether the person is or is not a related party to the vendor (section 59(2)(b)(ii) of the Ordinance) or if the price of a residential property is revised under section 35(2) of the Ordinance (section 59(4) of the Ordinance), vendors should send an electronic copy of the revised register to the SRPE as soon as practicable (section 60(4) of the Ordinance).

(IV) Documents Containing Information on Sales Arrangements

- (a) *Vendors are advised to provide an electronic copy of the document containing information on sales arrangements (“sales arrangements”) to the SRPE on the same day when the sales arrangements is made available to the public.*
- (b) *With effect from 8 May 2019, vendors are advised to provide an electronic copy of the sales arrangements to the SRPE according to the time set out below:*
 - ◆ *on the first day on which vendors make copies of the sales arrangements for a development or a phase of a development available for collection by the public, vendors are advised to provide an electronic copy of the relevant sales arrangements to the SRPE;*
 - ◆ *on the first day on which vendors make copies of a sales arrangements for a development or a phase of a development, which has been revised available for collection by the public, vendors are advised to provide an electronic copy of the revised sales arrangements to the SRPE; and*

- ◆ *for a 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 sales arrangements, vendors are advised to provide electronic copies of such sales arrangements to the SRPE on the first day on which vendors make copies of such sales arrangements available for collection by the public.*

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, *and the sales arrangements as set out in paragraph 3(IV)*. 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, *and sales arrangements as set out in paragraph 3(IV)* 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, *and sales arrangements as set out in paragraph 3(IV)* to the Submission Website. Personal computers available in the market should readily meet the IT requirements as set out in Annex A.

7. *Vendors are strongly advised to use Broadband internet access of their computer system to 100 Mbps or above for connection with the SRPE.*

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

8. For a 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, *and sales arrangements as set out in paragraph 3(IV)* to the Submission Website for onward uploading to the SRPE after the users' confirmation. Owners/persons authorized by the owners may create up to 10 user accounts for a residential development or a phase of a development.
9. 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.
10. To open the user account(s), owners/persons authorized by the owners should complete the application form (at **Annex B1**¹) ("the application form") and submit it to the SRPA, by any of the means mentioned in paragraph 10 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

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

time.

11. If a development is divided into two or more phases, owners/persons authorized by the owners are required to submit separate applications for the creation of individual user account(s) for each and every phase of the development.
12. For applications sent to 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.
13. 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

14. Upon completion of the creation of user account(s), a generic webpage for a development or a phase of a development with only the basic information (e.g. name and address of a development, etc) captured from the relevant application form will be created on the Submission Website. This generic webpage for a development or a phase of a development in the Submission Website is accessible to the users concerned only, after entering the login name(s) and the password(s).

Types of Files and Steps for Submission of Sales Brochures, Price Lists, Register of Transactions *and Sales Arrangements* to the Submission Website

15. Vendors should submit portable document format (PDF) files on sales brochures, price lists and register of transactions to the Submission Website for automatic uploading, upon confirmation by the vendors, onto the SRPE for public access. *For price lists and registers of transactions, vendors are also advised to submit corresponding data files in Excel format (Excel) files to the Submission Website in parallel (only the PDF files will be uploaded onto the SRPE. The Excel files, which are intended for carrying out analysis by SRPA for internal reference, will NOT be uploaded onto the SRPE). For sales arrangements, vendors are encouraged to submit portable document format (PDF) files on sales arrangements 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**. Steps of making submissions of documents to the Submission Website in Excel files are detailed at **Annex D**.*
16. Vendors should refer to the relevant Guidelines Nos. G01/13, G02/13 and G04/13 on Sales Brochure, Price list and Register of transactions respectively on the time requirements for submitting the documents as laid down in the Ordinance.
17. Insofar as time is concerned, vendors are considered to have provided an electronic copy of the sales brochures, price lists and register of transactions for the purpose of the SRPE under sections 25(4)(b), 32(4)(b) and 60(4) of the Ordinance at the time when the Submission Website issues a record on screen confirming receipt of the relevant PDF files for uploading onto the SRPE (i.e. details at Annex C).
18. **IMPORTANT:** Vendors are advised to note that the time needed to upload documents of different file sizes onto the Submission Website may vary. To meet the time requirements of making

various submissions to the SRPE as set out in the Ordinance, vendors are advised to allow sufficient time to complete the uploading of PDF files to the Submission Website.

19. **IMPORTANT:** The electronic copies of all the price lists submitted by vendors to the SRPE, including the first and revised ones, can be viewed by the general public on the SRPE. *If the vendor noticed that a duplicated electronic copy of a price list is uploaded to the SRPE, vendors are advised to submit a request to the SRPA for the suppression of the duplicated copy in the SRPE so that it cannot be viewed by the general public. The request should be made in writing by fax or by email (email address: submission_srpa@hd.gov.hk). The SRPA will examine the duplicated copy and suppress the duplicated copy in the SRPE as appropriate.*
20. After going through the confirmation process as mentioned in paragraph 16 above, the Submission Website will automatically upload the electronic copies of the sales brochures, price lists, register of transactions, *and sales arrangements*, 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

21. 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

- 22. 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.
- 23. 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

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 (1.0 or above) must be enabled in the browser.
- (d) Hong Kong Supplementary Character Set (HKSCS) is required for displaying special Hong Kong Chinese characters on some platforms. Please visit the website below for details.
<http://www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm>
- (e) An operating system and a web browser are required.

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

**Sales of First-hand Residential Properties Electronic Platform
("SRPE")
Application for Opening Online User Account(s) for
Submission of Electronic Copies of
Sales Brochure, Price List and the Register of Transactions
pursuant to
the Residential Properties (First-hand Sales) Ordinance
(Chapter 621 of the laws of Hong Kong)
(the "Ordinance")**

Important Note: If a development is divided into two or more phases, owners ^(Note 1) are required to submit separate applications for the creation of individual online user account(s) for each and every phase of the development. The original signed copy of this form should reach the 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, registers of transactions *and documents containing information on sales arrangements* (“sales arrangements”) in respect of a development or a phase of development in portable document format (PDF) onto the SRPE for public access.

Specifications for PDF Files

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

Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character and the last character of the filename of any file must not contain a special character. The length of filenames of files submitted should not exceed 100 characters. All files submitted onto the SRPE and made available for public viewing will be shown with a revised filename assigned by the system.

File Requirements for Sales Brochures

Vendors should submit a complete bilingual copy of the sales brochure, with accompanying corrigendum, if any, forming part of the brochure as one PDF file or multiple PDF files. The size of any such file is not to exceed 40 mega-bytes. Vendors are required to split up a file with size exceeding 40 mega-bytes into multiple files. The total number of files for a complete copy of the sales brochure must not exceed 10. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

If an examination record (whether set out on a supplementary sheet or not) is to be submitted, the examination record is to be prepared as a separate PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up an examination record into multiple files is not accepted.

File Requirements for Price Lists

Price list, whether it is a new price list or a revised price list, is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up one price list into multiple files is not accepted. Vendors are advised to submit a price list in bilingual versions.

File Requirements for Registers of Transactions

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

File Requirements for Sales Arrangements

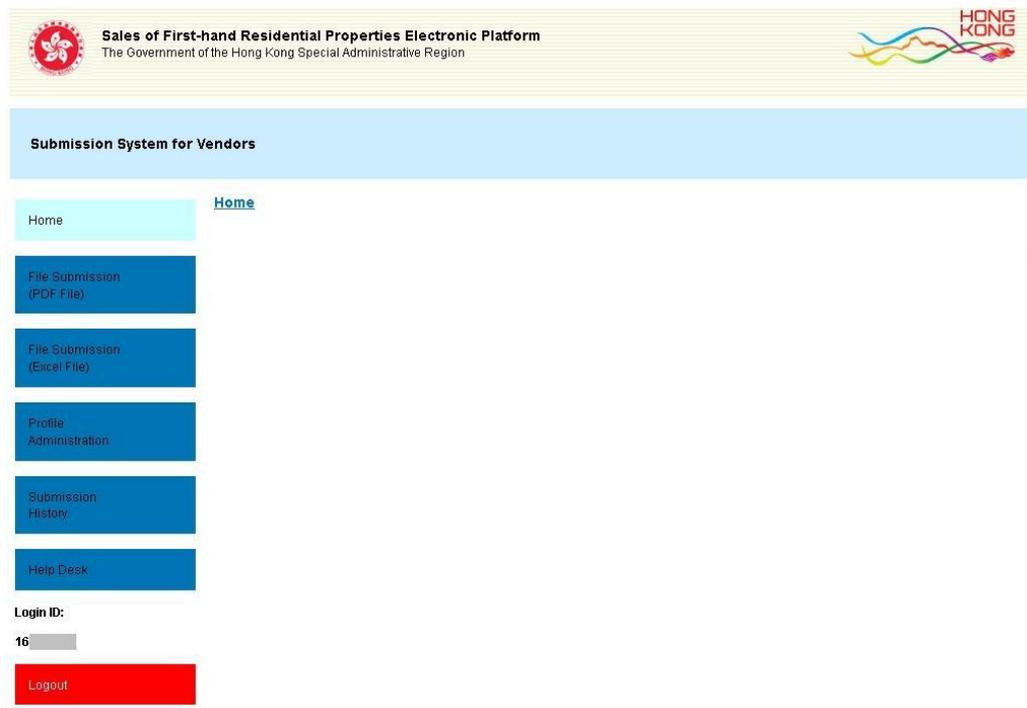
*The sales arrangement is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the sales arrangement into multiple files is not accepted. Vendors are advised to submit a sales arrangement in bilingual versions.*

1.1 SUBMISSION OF SALES BROCHURE

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

1.1.1 Submission of First Sales Brochure (Single File)

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



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

File Submission

(PDF files)

Development Information:

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

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Continue

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

File Submission - Sales Brochure

(PDF Files)

Development Information:

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

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

- File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

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

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

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

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* : Browse...

Examination Record (if any) : Browse...

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

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

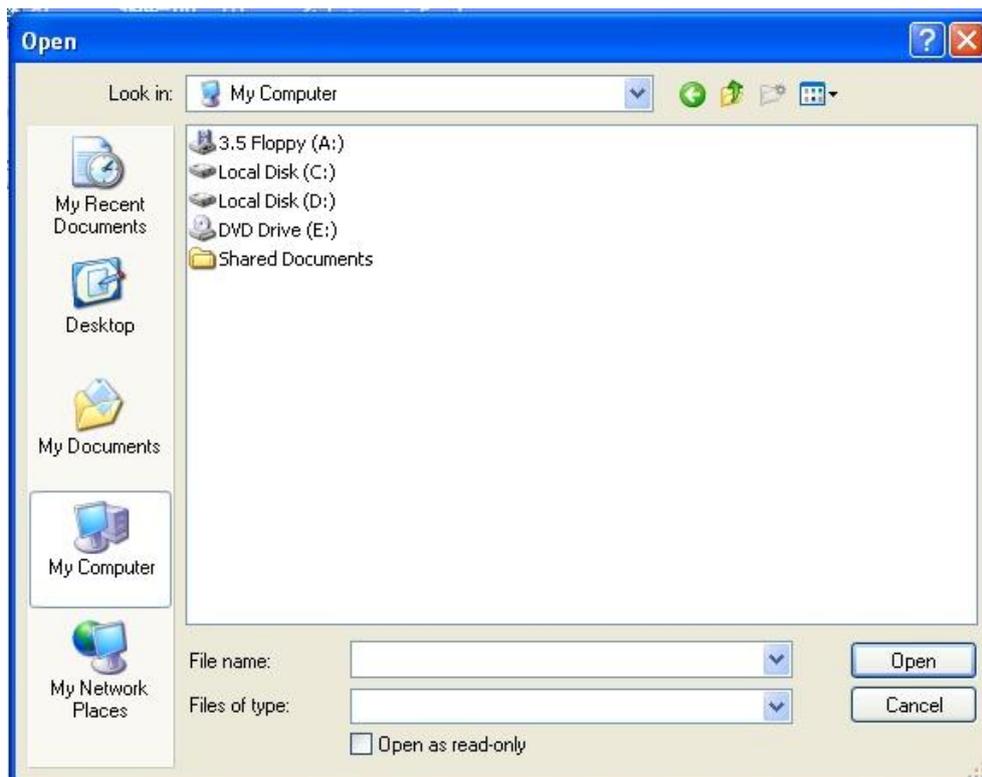
*Mandatory fields

Point to note:

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

Cancel Next

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



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

First Submission of Sales Brochure

Select File for Uploading:

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

Examination Record (if any) :

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

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

*Mandatory fields

Point to note:

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

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

File Submission - Preview

(PDF Files)

Development Information:

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

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

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

(1) Document:
Sales Brochure

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

[Preview](#)

Enter First Password to Confirm File Submission:

First Password:

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

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

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

First Submission of Sales Brochure

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

Print/Save
Finish

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

1.1.2 Submission of First Sales Brochure (Multiple Files)

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

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

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

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

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

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

Please click on the type of information to be uploaded:

- Sales Brochure
- Price List
- Register of Transactions

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

3. Press the “Continue” button.

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

File Submission - Sales Brochure

(PDF Files)

Development Information:

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

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

1. File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

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

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

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

First Submission of Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record (if any) :

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

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

*Mandatory fields

Point to note:

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

2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

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

First Submission of Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

Part 1* : Browse...

Part 2* : Browse...

Examination Record (if any) : Browse...

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

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

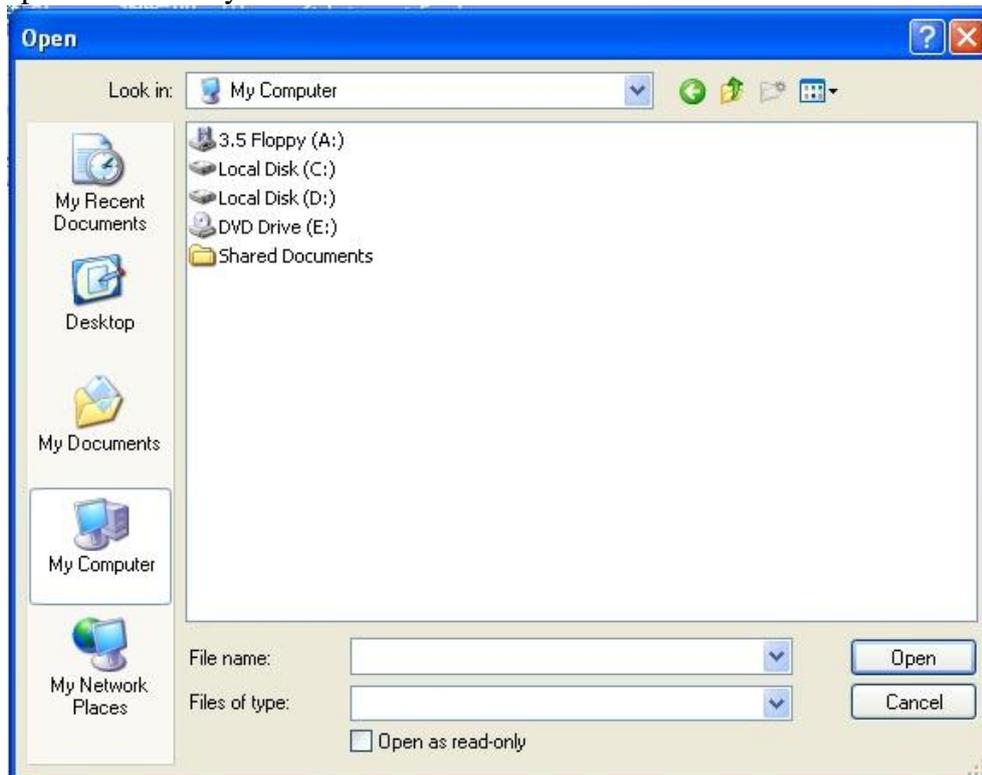
*Mandatory fields

Point to note:

- Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
- For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Cancel Next

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



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

Select Files for Uploading:

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

*Mandatory fields

Point to note:

- Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
- For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

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

File Submission - Preview

(PDF Files)

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

First Submission of Sales Brochure

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

Cancel

Back

Confirm to Submit

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:			
Submission Number	: 16789130328003PSB		
Date/Time of Submission	: 28 Mar 2013 11:44:48 AM		
Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

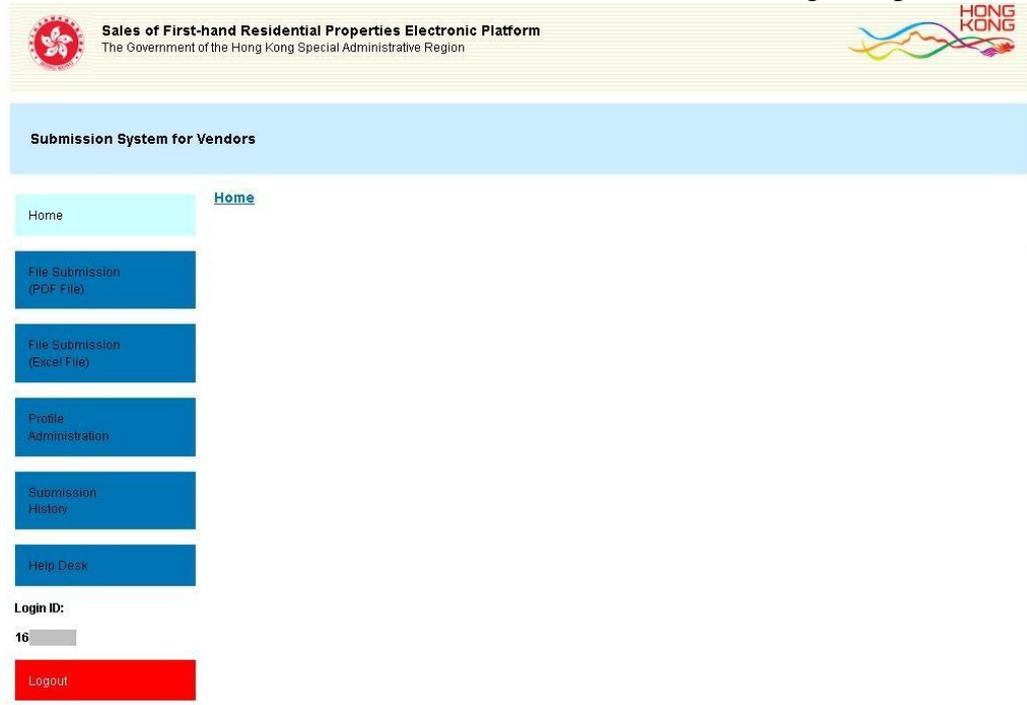
File(s) and Related Information Submitted:							
Date of First Printing of the Sales Brochure : 08 Mar 2013							
Date of Examination of the Sales Brochure :							
(1)	<table border="1"> <tr> <td colspan="2">Document: Sales Brochure (Part 1)</td> </tr> <tr> <td>Uploaded File Name: XYZ Brochure 1.pdf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

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

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

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



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

File Submission
(PDF files)

Development Information:

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

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure
 Price List
 Register of Transactions

3. Press the “Continue” button.

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

File Submission - Sales Brochure

(PDF Files)

Development Information:

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

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

1. File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

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

File Submission - Sales Brochure (Single File)

(PDF Files)

Development Information:

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

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure* :

Examination Record* :

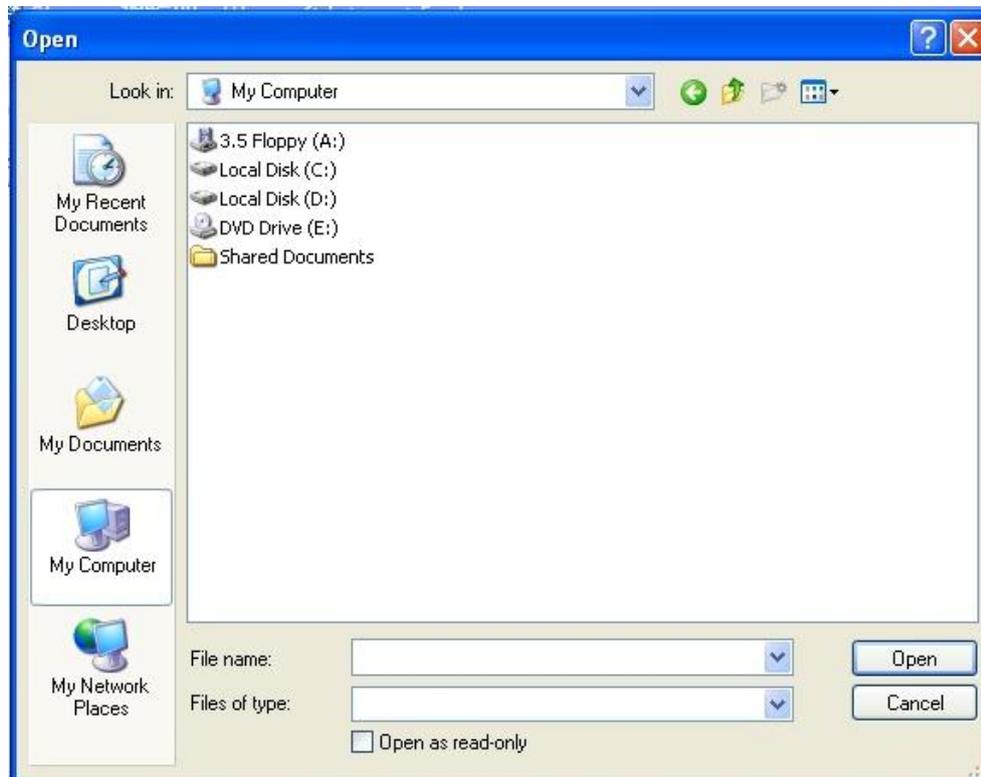
Date of Examination of the Sales Brochure* : (dd/mm/yyyy)

*Mandatory fields

Point to note:

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

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



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

Submission of Revised Sales Brochure

Select File for Uploading:

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

*Mandatory fields

Point to note:

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

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

File Submission - Preview

(PDF Files)

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

Submission of Revised Sales Brochure

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

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

Important Note:

Upon confirmation of submission, the previous version of the Sales Brochure and the examination record will be removed from SRPE for public viewing.

Cancel

Back

Confirm to Submit

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

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

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

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

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

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

Submission of Revised Sales Brochure

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



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

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

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

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

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

File Submission
(PDF files)

Development Information:

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

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

- Sales Brochure
- Price List
- Register of Transactions

3. Press the “Continue” button.

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

File Submission - Sales Brochure

(PDF Files)

Development Information:

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

Please select one of the following:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

- File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

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

File Submission - Sales Brochure (Multiple Files)

(PDF Files)

Development Information:

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

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

Part 1* :

Part 2* :

Examination Record* :

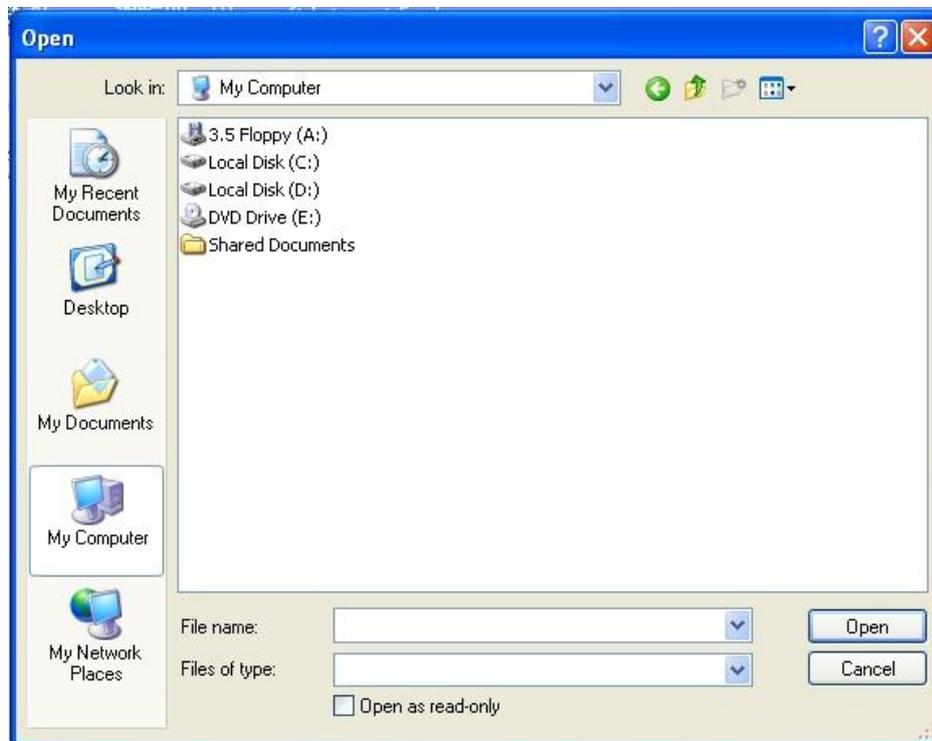
Date of Examination of the Sales Brochure* :

*Mandatory fields

Point to note:

- Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
- For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

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



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

Submission of Revised Sales Brochure

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

Number of Files for Sales Brochure :

Select Files for Uploading:

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

*Mandatory fields

Point to note:

1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

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

File Submission - Preview

(PDF Files)

Development Information:

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

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 25 Mar 2013

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

Enter First Password to Confirm File Submission:

First Password:

Important Note:
Upon confirmation of submission, the previous version of the Sales Brochure and the examination record will be removed from SRPE for public viewing.

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

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:

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

Development Information:

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

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:

Date of Examination of the Sales Brochure : 25 Mar 2013

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

Print/Save

Finish

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

1.2 SUBMISSION OF PRICE LIST

1.2.1 Submission of New Price List

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

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

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout

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

File Submission
(PDF files)

Development Information:

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

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

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

File Submission - Price List

(PDF files)

Development Information:

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

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

New Price List
 Revision to Existing Price List

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

File Submission - New Price List

(PDF files)

Development Information:

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

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* :

Date of Printing* :

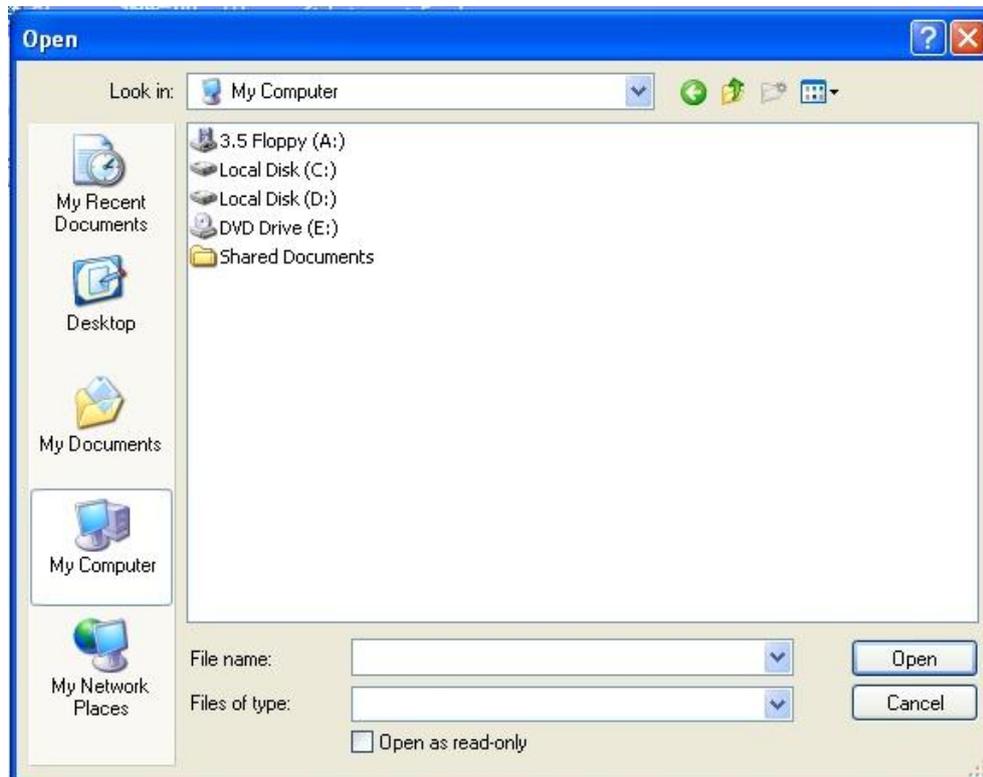
*Mandatory fields

Point to note:

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

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

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



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

Select File(s) for Uploading:

Serial Number of Price List* :

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

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

*Mandatory fields

Point to note:

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

9. Press the “Next” button to continue.

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

File Submission - Preview

(PDF files)

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

File(s) and Related Information Pending for Submission:			
(1)	Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision: 10 Mar 2013
	File Name: XYZ Price List.pdf	File Size: 340 KB	
Preview			

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

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

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

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

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

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

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

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

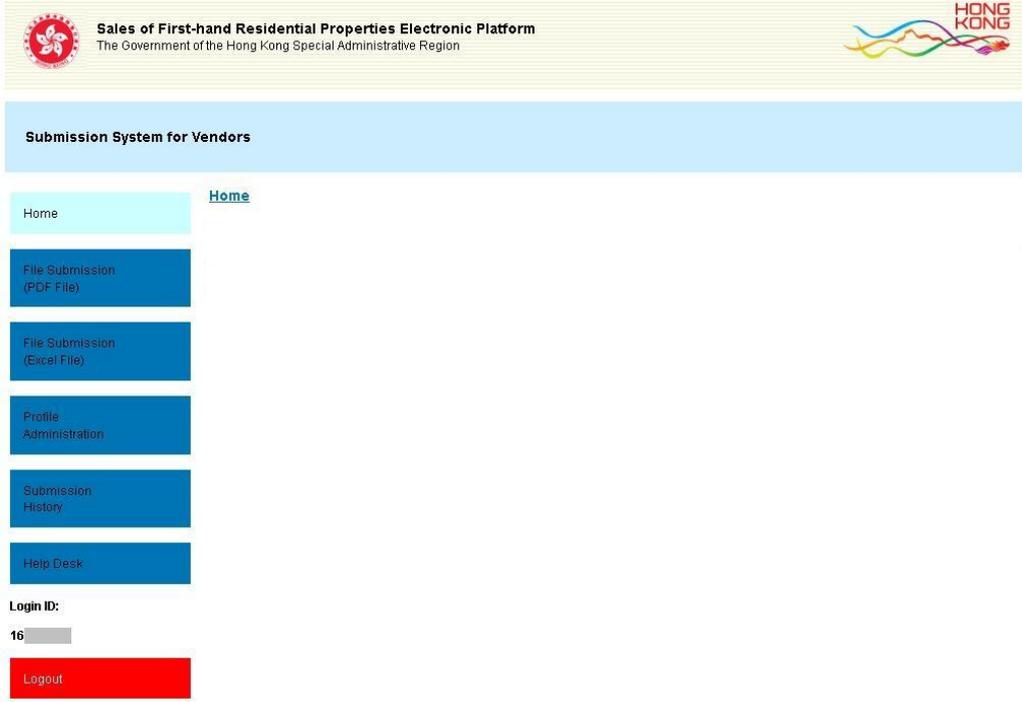
Print/Save	Finish
-------------------	---------------

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

16. Press the “Finish” button.

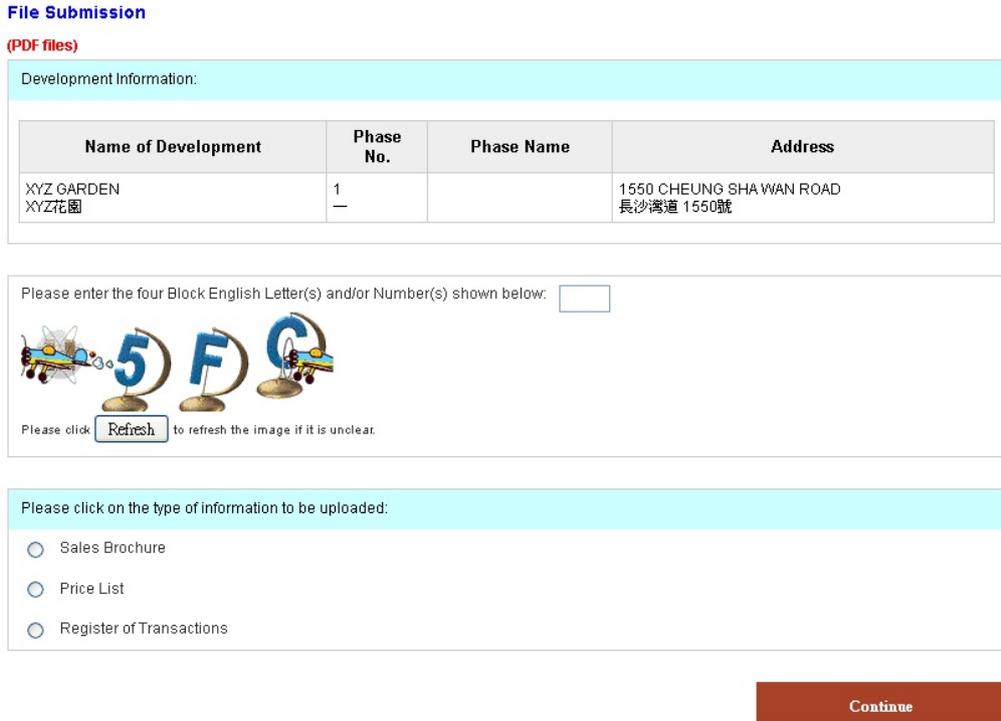
1.2.2 Submission of Revision to Existing Price List

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



The screenshot shows the top navigation bar of the 'Sales of First-hand Residential Properties Electronic Platform'. It includes the Hong Kong Government logo and the 'HONG KONG' logo. Below the navigation bar is a light blue header with the text 'Submission System for Vendors'. A vertical navigation menu on the left contains the following items: Home, File Submission (PDF File), File Submission (Excel File), Profile Administration, Submission History, and Help Desk. Below the menu, there is a 'Login ID:' field with the value '16' and a red 'Logout' button.

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



The screenshot shows the 'File Submission' form. It has a sub-header '(PDF files)'. The 'Development Information' section contains a table with the following data:

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

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

3. Press the “Continue” button.

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

File Submission - Price List

(PDF files)

Development Information:

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

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

New Price List
 Revision to Existing Price List

- Select the existing price list to be revised.

File Submission - Revision to Existing Price List

(PDF files)

Development Information:

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

Please select the existing price list to be revised:

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

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* :

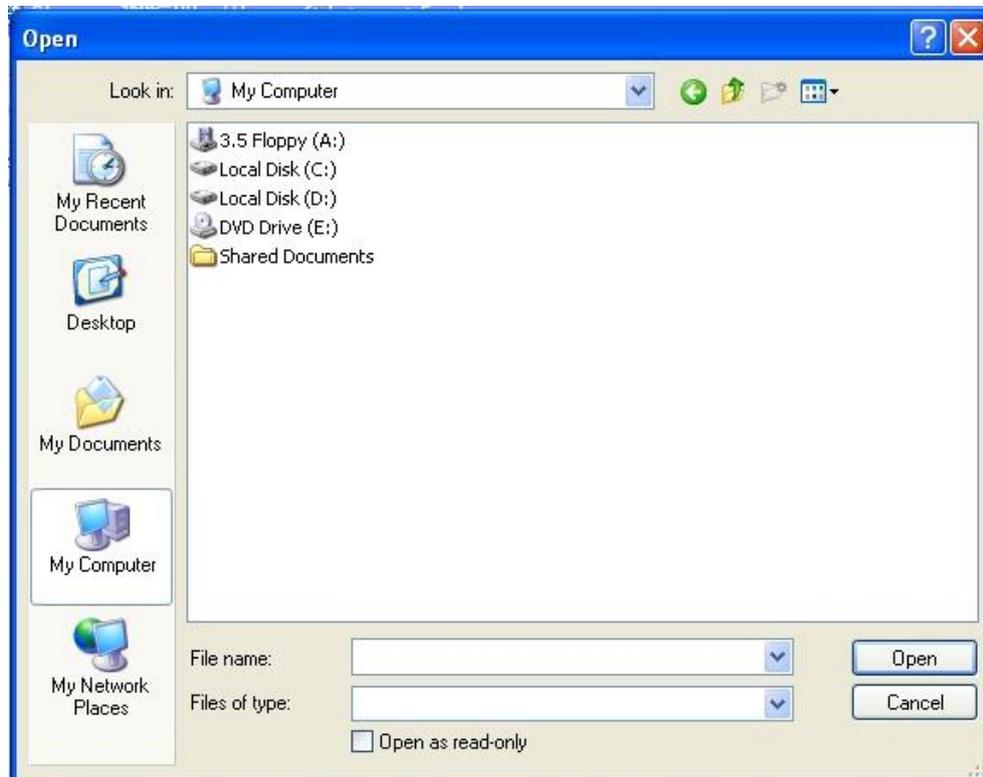
Date of Revision* :

*Mandatory fields

Point to note:

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

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



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

Select File(s) for Uploading:

Serial Number of Revised Price List* : 3A

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

Date of Revision* : 14/03/2013 (dd/mm/yyyy)

*Mandatory fields

Point to note:

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

10. Press the “Next” button to continue.

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

File Submission - Preview

(PDF files)

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

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

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

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

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

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

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

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

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

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

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

1.3 SUBMISSION OF REGISTER OF TRANSACTIONS

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

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

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

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

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

Below the table, there is a text input field with the prompt "Please enter the four Block English Letter(s) and/or Number(s) shown below:". Below this is a CAPTCHA image showing the numbers 5, F, and C. A "Refresh" button is provided below the CAPTCHA. At the bottom, there is a section "Please click on the type of information to be uploaded:" with three radio button options: "Sales Brochure", "Price List", and "Register of Transactions". A red "Continue" button is located at the bottom right of the form.

3. Press the “Continue” button.

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

File Submission - Register of Transactions

(PDF files)

Development Information:

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

Select File(s) for Uploading:

Select File to be Uploaded* :

Date of Update : (dd/mm/yyyy)

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

*Mandatory fields

The register of transactions to be uploaded* :

is the first register.

involves addition(s) of new entry (entries).

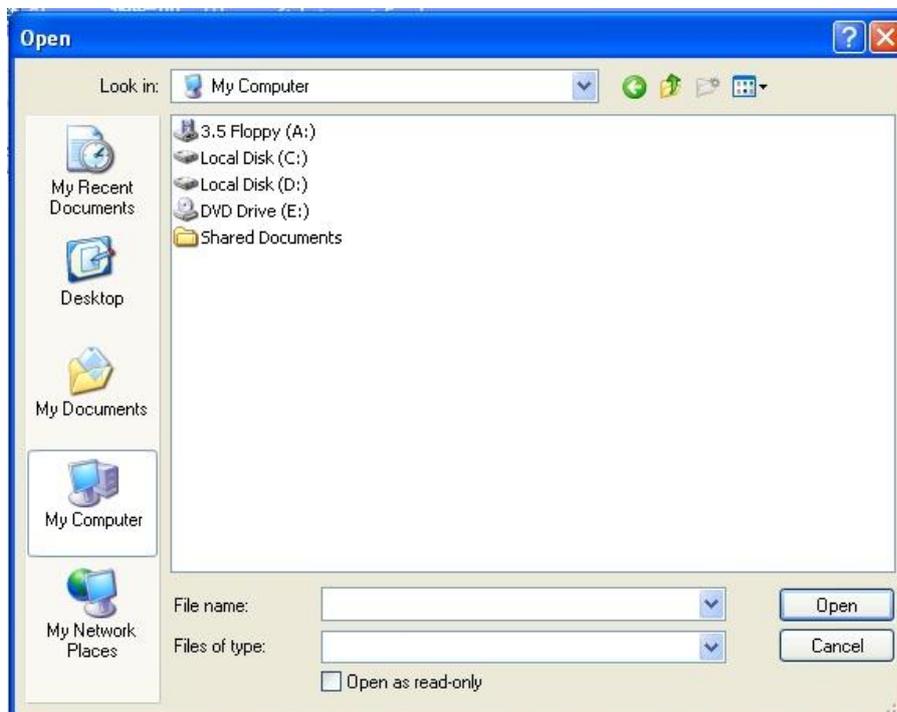
involves revision(s) to existing entry (entries)

involves addition(s) of new entry (entries) and revision(s) to existing entry (entries)

Point to note:

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

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



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

Select File(s) for Uploading:

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

Date of Update : (dd/mm/yyyy)

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

***Mandatory fields**

The register of transactions to be uploaded* :

is the first register.

involves addition(s) of new entry (entries).

involves revision(s) to existing entry (entries)

involves addition(s) of new entry (entries) and revision(s) to existing entry (entries)

Point to note:

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

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

Note: New entry (entries) refer(s) to new transaction(s). If there is already information of Preliminary Agreement for Sales & Purchase for a property entered in the Register of Transactions and if the vendor is just entering information on the Agreement for Sales & Purchase (ASP) for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of transaction information which has previously been entered into the Register of Transactions.

9. Press the “Next” button to continue.

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

File Submission - Preview

(PDF files)

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

File(s) and Related Information Pending for Submission:			
(1)	Document: Register of Transactions	Date of Update: 12 Mar 2013	Time of Update: 10:30 AM
	File Name: XYZ Register.pdf	File Size: 340 KB	
Preview			

The register of transactions is the first register.

Enter First Password to Confirm File Submission:

First Password:

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

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

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

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

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

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

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

File Submission - Confirmation of Submission

(PDF Files)

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

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

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

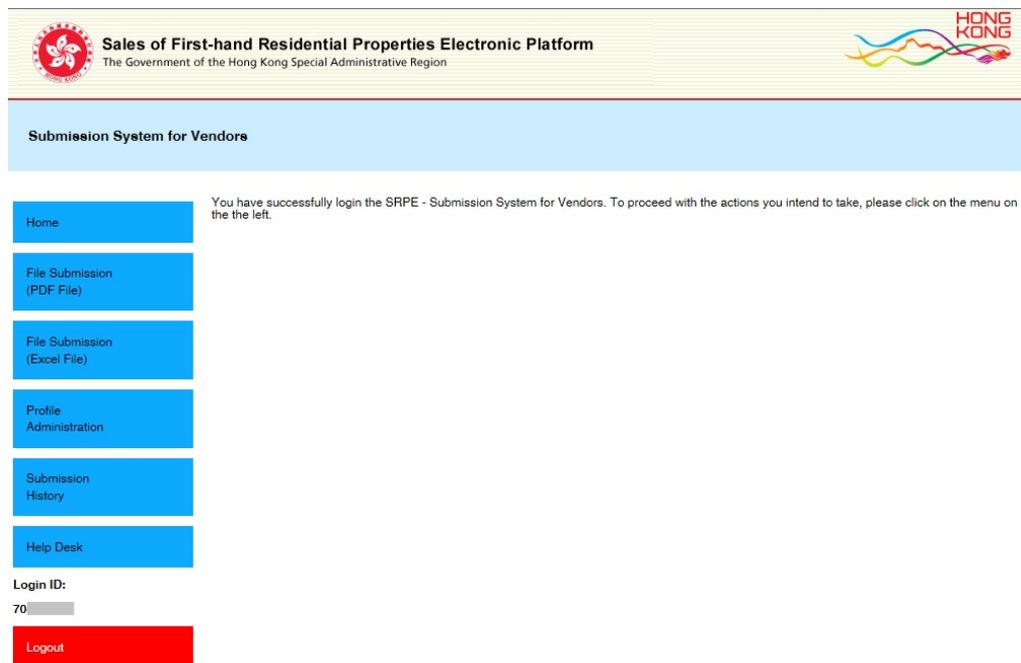
The register of transactions is the first register.

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

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

1.4 SUBMISSION OF SALES ARRANGEMENTS

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



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

Submission System for Vendors

You have successfully login the SRPE - Submission System for Vendors. To proceed with the actions you intend to take, please click on the menu on the the left.

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

Login ID:
70

Logout

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

File Submission

(PDF Files)

Development Information:

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

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

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

Continue

3. Press the “Continue” button.
4. Input the “Date of Issue”.

File Submission - Sales Arrangement

(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* : 瀏覽...

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

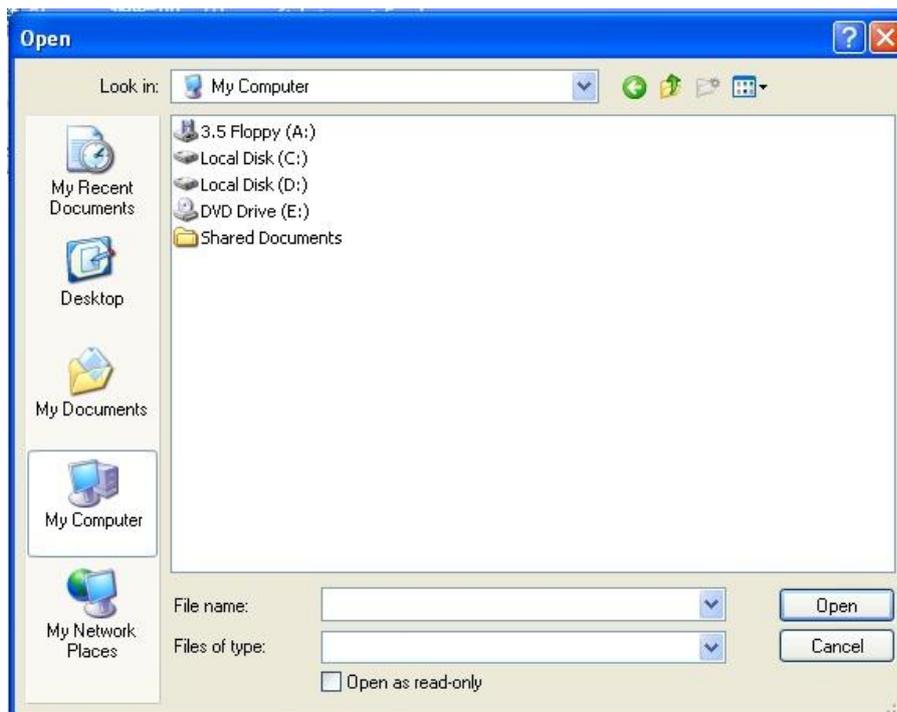
*Mandatory fields

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.

Cancel Next

5. Press the “Browse” button to select the file of the Sales Arrangements for uploading.
6. A pop up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



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

Select File(s) for Uploading:

Select File to be Uploaded* : name: XYZ Gaerden SA.pdf, size: 26 KB

Date of Issue* :

*Mandatory fields

Point to note:

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

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

File Submission - Preview

(PDF Files)

Development Information:

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

File(s) and Related Information Pending for Submission:

(1) Document: Sales Arrangement	Date of Issue: 02 May 2019
File Name: XYZ Garden SA.pdf	File Size: 8 KB
Preview	

Enter First Password to Confirm File Submission:

First Password:

Important Note:
All sales arrangements submitted will be retained on the SRPE for public viewing.

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

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

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

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

13. After successful submission of the file 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.

Note: All sales arrangements submitted will be retained on the SRPE for public viewing.

File Submission - Confirmation of Submission

(PDF Files)

Submission Details:	
Submission Number	: 70422181109001PSA
Date/Time of Submission	: 09 Nov 2018 04:08:59 PM

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

File(s) and Related Information Submitted:	
(1) Document: Sales Arrangement	Date of Issue: 09 Nov 2018
File Name: XYZ Gaerden SA.pdf	File Size: 26 KB
System Assigned File Name for Public Viewing: 70422181109001SA.pdf	

Print/Save
Finish

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

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

Vendors are advised to make use of the Excel Template for Price List (at **Annex E**) and Excel Template for Register for Transactions (at **Annex F**) attached to the softcopy of this practice notes at the website of the SRPA when preparing submissions of data files to the SRPA.

FILE SUBMISSION (EXCEL FILES)

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

Specifications for Excel Files

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

Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character and the last character of the filename of any file must not contain a special character. The length of filenames of files submitted should not exceed 100 characters.

File Requirements for Price Lists

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

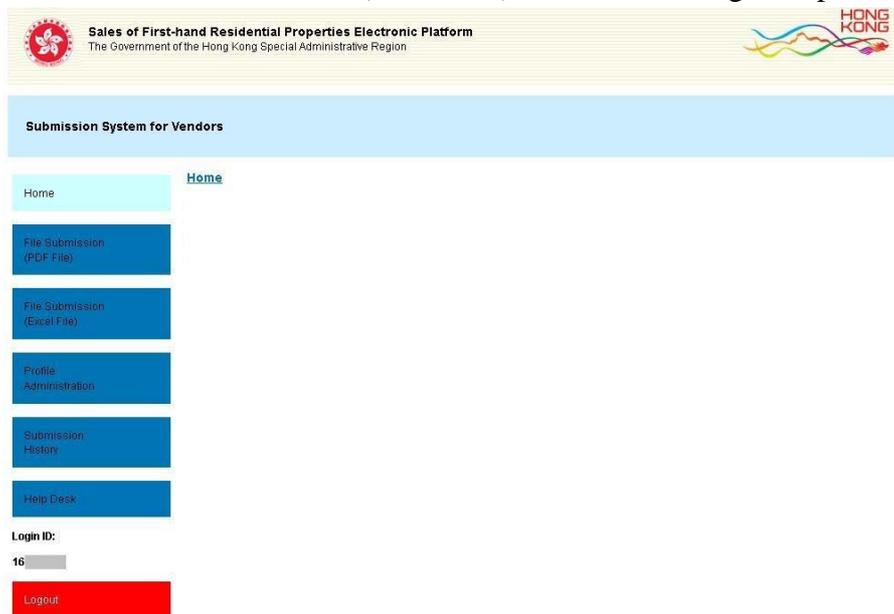
File Requirements for Registers of Transactions

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

SUBMISSION OF PRICE LIST

Submission of New Price List

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



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

File Submission
(Excel Files)

Development Information:

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

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

Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

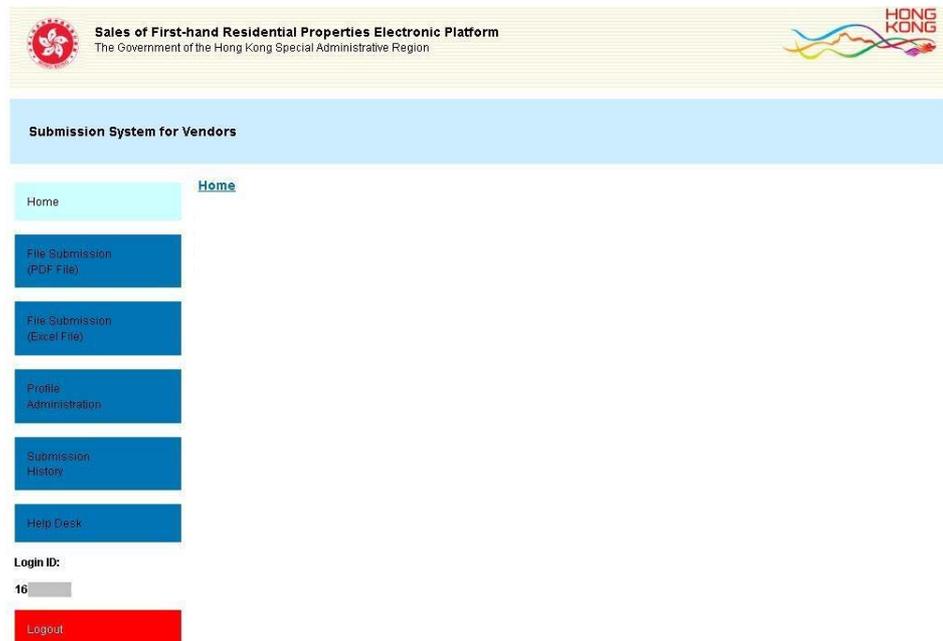
Price List

Register of Transactions

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

Submission of Revision to Existing Price List

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



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

HONG KONG

Submission System for Vendors

Home [Home](#)

File Submission (PDF File)

File Submission (Excel File)

Profile Administration

Submission History

Help Desk

Login ID:
16

Logout

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

File Submission
(Excel Files)

Development Information:

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

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



Please click to refresh the image if it is unclear.

Please click on the type of information to be uploaded:

Price List

Register of Transactions

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

SUBMISSION OF REGISTER OF TRANSACTIONS

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

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

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

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

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

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

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

Residential Properties within Multi-Unit Buildings in a Development

Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Street No. and Name of Street	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Block Name	Free format data field (e.g. Input "5" for Block 5).
B	Floor	Free format data field (e.g. Input "30" for 30/F).
C	Unit	Free format data field (e.g. Input "A" for Flat A).
D	Saleable Area (including balcony, utility platform and verandah, if any) sq.m.	Please input numeric digits only, with or without decimal point.
E	Saleable Area (including balcony, utility platform and verandah, if any) sq.ft.	Please input numeric digits only, with or without decimal point.
F	Floor Area of Balcony sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
G	Floor Area of Balcony sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
H	Floor Area of Utility Platform sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
I	Floor Area of Utility Platform sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
J	Floor Area of Verandah sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
K	Floor Area of Verandah sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
L	Price \$	Please input numeric digits only.
M	Unit Rate of Saleable Area \$ per sq.m.	Please input numeric digits only.
N	Unit Rate of Saleable Area \$ per sq.ft.	Please input numeric digits only.
O	Floor Area of Air-Conditioning Plant Room sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
P	Floor Area of Air-Conditioning Plant Room sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
Q	Floor Area of Bay Window sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
R	Floor Area of Bay Window sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.

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

S	Floor Area of Cockloft sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
T	Floor Area of Cockloft sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
U	Floor Area of Flat Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
V	Floor Area of Flat Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
W	Floor Area of Garden sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
X	Floor Area of Garden sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
Y	Floor Area of Parking Space sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
Z	Floor Area of Parking Space sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
AA	Floor Area of Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AB	Floor Area of Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AC	Floor Area of Stairhood sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AD	Floor Area of Stairhood sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AE	Floor Area of Terrace sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AF	Floor Area of Terrace sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AG	Floor Area of Yard sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard.
AH	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard.

Houses in a Development

Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Street No. and Name of Street	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	House Number / Name of House	Free format data field.
B	Saleable Area (including balcony, utility platform and verandah, if any) sq.m.	Please input numeric digits only, with or without decimal point.
C	Saleable Area (including balcony, utility platform and verandah, if any) sq.ft.	Please input numeric digits only, with or without decimal point.
D	Floor Area of Balcony sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
E	Floor Area of Balcony sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no balcony.
F	Floor Area of Utility Platform sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
G	Floor Area of Utility Platform sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no utility platform.
H	Floor Area of Verandah sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
I	Floor Area of Verandah sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no verandah.
J	Price \$	Please input numeric digits only.
K	Unit Rate of Saleable Area \$ per sq.m.	Please input numeric digits only.
L	Unit Rate of Saleable Area \$ per sq.ft.	Please input numeric digits only.
M	Floor Area of Air-Conditioning Plant Room sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
N	Floor Area of Air-Conditioning Plant Room sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no air-conditioning plant room.
O	Floor Area of Bay Window sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
P	Floor Area of Bay Window sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no bay window.
Q	Floor Area of Cockloft sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.

Houses in a Development

Points-to-Note on Data Format of the Input Sheet

R	Floor Area of Cockloft sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no cockloft.
S	Floor Area of Flat Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
T	Floor Area of Flat Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no flat roof.
U	Floor Area of Garden sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
V	Floor Area of Garden sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no garden.
W	Floor Area of Parking Space sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
X	Floor Area of Parking Space sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no parking space.
Y	Floor Area of Roof sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
Z	Floor Area of Roof sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no roof.
AA	Floor Area of Stairhood sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AB	Floor Area of Stairhood sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no stairhood.
AC	Floor Area of Terrace sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AD	Floor Area of Terrace sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no terrace.
AE	Floor Area of Yard sq.m.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard.
AF	Floor Area of Yard sq.ft.	Please input numeric digits only, with or without decimal point. Please input "NIL" if there is no yard.

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

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Street No. & Name of Street	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Date of PASP	Please input in date format (DD/MM/YYYY). Please input "NIL" if ASP is signed without first signing PASP.
B	The PASP has not proceeded further.	Please input "Y" if the PASP has not proceeded
C	Date of ASP	Please input in date format (DD/MM/YYYY).
D	Date of termination of ASP (if applicable)	Please input in date format (DD/MM/YYYY).
E	Block Name	Free format data field (e.g. Input "2" for Block 2).
F	Floor	Free format data field (e.g. Input "10" for 10/F).
G	Unit	Free format data field (e.g. Input "A" for Flat A).
H	Car-parking space (if any)	Free format data field (e.g. Input "No. 13" for Car Parking Space No. 13).
I	Transaction Price \$	Please input numeric digits only.
J	Details and Date (DD/MM/YYYY) of any revision of price	Free format data field.
K	Terms of Payment	Free format data field.
L	The purchaser is a related party to the vendor.	Please input "Y" if the purchaser is a related party to the vendor. Please input "N" if the purchaser is not a related party to the vendor.
M	Date of revision to the entry on related party	Please input in date format (DD/MM/YYYY).

Houses in a Development

Points-to-Note on Data Format of the Input Sheet

Row	Row Heading	Points-to-Note on Data Format
3	Name of Development	Free format data field.
4	Phase No. (if applicable)	Free format data field.
5	Name of Phase (if applicable)	Free format data field.
6	Street No. & Name of Street	Free format data field.

Column	Column Heading	Points-to-Note on Data Format
A	Date of PASP	Please input in date format (DD/MM/YYYY). Please input "NIL" if ASP is signed without first signing PASP.
B	The PASP has not proceeded further.	Please input "Y" if the PASP has not proceeded
C	Date of ASP	Please input in date format (DD/MM/YYYY).
D	Date of termination of ASP (if applicable)	Please input in date format (DD/MM/YYYY).
E	House Number / Name of House	Free format data field.
F	Car-parking space (if any)	Free format data field (e.g. Input "No. 13" for Car Parking Space No. 13).
G	Transaction Price \$	Please input numeric digits only.
H	Details and Date (DD/MM/YYYY) of any revision of price	Free format data field.
I	Terms of Payment	Free format data field.
J	The purchaser is a related party to the vendor.	Please input "Y" if the purchaser is a related party to the vendor. Please input "N" if the purchaser is not a related party to the vendor.
K	Date of revision to the entry on related party	Please input in date format (DD/MM/YYYY).