

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Workshop on the Residential Properties (First-hand Sales) Ordinance

《一手住宅物業銷售條例》工作坊

Purpose of Workshop

工作坊的目的

- To share with vendors and related parties the Sales of First-hand Residential Properties Authority's (SRPA)'s general observations and advice arising from examining various sales documents and visiting various sales offices and show flats.

與賣方及相關人士分享一手住宅物業銷售監管局(「銷售監管局」)在檢視各類銷售文件及巡視示範單位和售樓處後的觀察及意見。

Purpose of Workshop

工作坊的目的

- Will focus on areas which vendors should pay particular attention to when preparing various sales documents and operating the sales offices and show flats.

會聚焦於賣方在擬備各類銷售文件及設置示範單位和售樓處時應注意的事宜。

Matters Covered in the Workshop

工作坊所涵蓋的事項

- Sales Brochure
售樓說明書
- Vendor Information Form
賣方資料表格
- Price List
價單
- Show Flat
示範單位
- Sales Arrangement
銷售安排

Matters Covered in the Workshop

工作坊所涵蓋的事項

- Other documents required to be provided to the public
其他須提供予公眾的文件
- Preliminary Agreement for Sale and Purchase (PASP) and Agreement for Sale and Purchase (ASP)
臨時買賣合約及買賣合約
- Register of Transactions
成交紀錄冊
- Advertisement
廣告

General

一般事項

- SRPA will NOT accept requests from vendors or their representatives to vet or review any sales documents or publications and indicate to them whether a specific document will comply with the Ordinance.

銷售監管局**不會**接受賣方或其代表所提出的審核或檢視銷售文件或刊物的要求，亦不會向他們指出某特定文件是否符合條例規定。

General

一般事項

- In preparing for the sales of first-hand residential properties, vendors are advised to make reference to the following –

為預備一手住宅物業的銷售，我們建議賣方參考以下文件：

- **Guidelines issued under section 88 of the Ordinance**
(*not subsidiary legislation, may be admissible in evidence in court proceedings*)

按條例第 88 條發出的指引 (非附屬法例，但可於法律程序中接納為證據)

General

一般事項

- Practice Notes (*recommended best practices, non-statutory and advisory*)

作業備考 (最佳實務建議，非法定性，屬建議性質)

- Frequently Asked Questions & Answers (FAQs) (*facilitate the trade to understand how the SRPA looks at specific provisions of the Ordinance*)

常見問答 (為業界提供參考，以了解銷售監管局對條例個別條文的觀點)

General

一般事項

- Reminders for the trade (*share with the trade the SRPA's observations and advice on sales documents and sales practices*)

給業界的提醒 (與業界分享銷售監管局對銷售文件及銷售安排的觀察及意見)

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Sales Brochure

售樓說明書

Making Available Sales Brochure

提供售樓說明書

- At least a period of 7 days immediately before the date of sale and on a date of sale, the vendor must make available [Section 25] –

在緊接出售日期前的最少7日期間內及出售的日期當日，賣方須提供 [第25條] –

Making Available Sales Brochure

提供售樓說明書

- hard copies of sales brochure for the development for collection by the general public free of charge; and
發展項目的售樓說明書的印本，供公眾免費領取；及
- an electronic copy of the sales brochure on the website designated by the vendor.
於指定的互聯網網站，提供該項目的售樓說明書的文本以供閱覽。

Making Available Sales Brochure

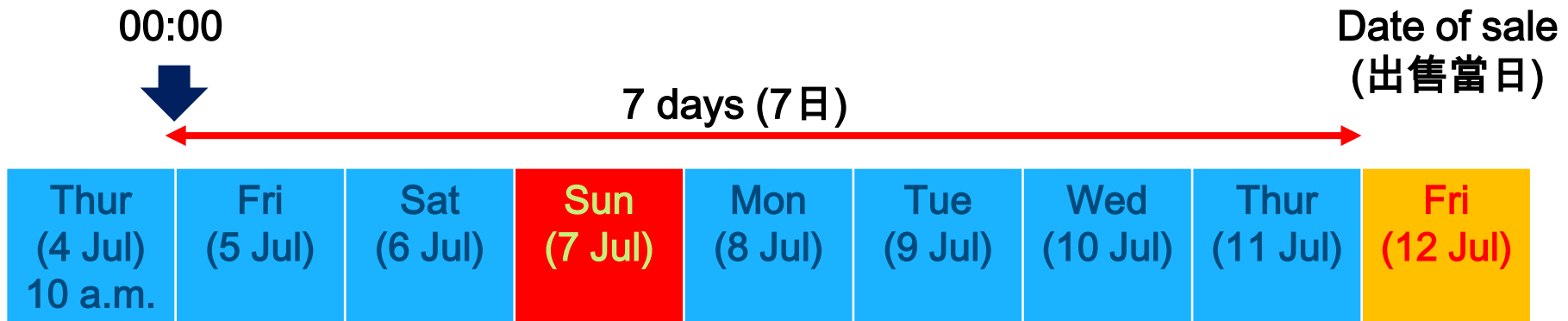
提供售樓說明書

- The wording of the provision suggests that the requirement has to be complied with on a continuous (i.e. 24 hour) basis during the 7-day period. It is not an administrative measures imposed by the SRPA.

條文的字眼顯示，須於該7日期間內無間斷（即24小時）符合有關規定。這並非銷售監管局所施加的行政措施。

Making Available Sales Brochure

提供售樓說明書



Making Available Sales Brochure

提供售樓說明書

- Vendors who require a person collecting a sales brochure to provide personal data (e.g. name, ID card number) should ensure they have not breached the Personal Data (Privacy) Ordinance (Cap 486) in doing so.

賣方倘要求索取售樓說明書的人提供個人資料（例如姓名、身分證號碼等），須確保這樣做沒有違反《個人資料（私隱）條例》（第486章）。

Provision of Sales Brochure to SRPA/SRPE

提交售樓說明書予銷售監管局 / 銷售資訊網

- On the first day on which the sales brochure (including an examined, or an examined and revised version) is made available to the general public, the vendor should provide two hard copies to the SRPA and an electronic copy to the Sales of First-hand Residential Properties Electronic Platform (SPRE), i.e. by 23:59 on that day. [Section 25(4)]

賣方須於向公眾提供發展項目的售樓說明書(包括已檢視版本；或已檢視的修改版本)的印本的首日，即當日23時59分前，向銷售監管局提供該售樓說明書的印本兩份，及向一手住宅物業銷售資訊網(「銷售資訊網」)提供該說明書的電子版本。

[第25(4)條]

Provision of Sales Brochure to SRPA/SRPE 提交售樓說明書予銷售監管局 / 銷售資訊網

- In other words, vendors must make available hard copy of the sales brochure to the general public and the SRPA as well as the electronic copy to the SRPE on the same day.

換句話說，賣方須於同一天向公眾和銷售監管局提供售樓說明書的印本，及向銷售資訊網提供售樓說明書的電子版本。

Information in the Sales Brochure

售樓說明書的資料

Cover (封面)

- Plain design for the cover of a sales brochure is a safe approach.

售樓說明書封面採用平實設計是穩當的做法。

- No provisions in the Ordinance for showing the company logo or sales hotline on the front/back cover or other parts of the sales brochure.

條例並無條文容許於售樓說明書封面 / 封底或售樓說明書其他部分顯示公司標誌或銷售熱線。

Information in the Sales Brochure

售樓說明書的資料

Information on vendors and others involved in the development (賣方及有參與發展項目的其他人的資料)

- For the purpose of section 2(2)(a) in Part 1 of Schedule 1 to the Ordinance, “every holding company of that vendor” means each and every company in the chain of holding companies at the bottom of which is the vendor. This is also applicable to s73(3)(a) of the Ordinance in stating the name of vendor in printed advertisement.

為施行條例附表1第1部第2(2)(a)條，「賣方的每間控權公司」指控權公司鏈中每一間公司，而賣方位於鏈末。這亦適用於條例第73(3)(a)條有關印製廣告須列明賣方名稱的要求。

Information in the Sales Brochure

售樓說明書的資料

Location plan/aerial photograph/OZP

(位置圖 / 鳥瞰照片 / 分區計劃大綱圖)

- The location plan, aerial photograph and outline zoning plan should only show the area within 250m, 250m and 500m from the boundary of the development respectively, except due to technical reason such as the irregular boundary of the development. An explanatory note or remark may be added to state such technical reason.

除非遇到技術性的問題（例如發展項目界線不規則），否則位置圖、鳥瞰照片和分區計劃大綱圖只可分別顯示發展項目界線250米、250米和500米以內的地方。賣方可加入註釋或備註，說明有關技術性的問題。

Information in the Sales Brochure

售樓說明書的資料

Location plan/aerial photograph/OZP

(位置圖 / 鳥瞰照片 / 分區計劃大綱圖)

- There is practical concern that showing areas a lot of which are outside the prescribed distances from the boundary of the development will make the information in the location plan, the aerial photograph and the outline zoning plan in the sales brochure for the Development hardly to be read.

在位置圖、鳥瞰照片及分區計劃大綱圖顯示的面積，如大部份屬遠遠超出條例所規定的距離內的面積，會導致有關位置圖、鳥瞰照片及分區計劃大綱圖上的資料難以閱讀。

Information in the Sales Brochure

售樓說明書的資料

Layout Plan (布局圖)

- As required under section 9(2)(b) of Schedule 1 to the Ordinance, if there are buildings, open areas, facilities, and undeveloped land (with the intended use) within the boundary of the Development, the layout plan must also show the location and layouts of those buildings, open areas, facilities, and undeveloped land (with the intended use).

條例附表1第9(2)(b)條規定，倘發展項目界線之內有建築物、露天地方、設施及未發展土地（須標明擬作何用途），布局圖須顯示該等建築物、露天地方、設施及未發展土地（須標明擬作何用途）的位置及分布。

Information in the Sales Brochure

售樓說明書的資料

Layout Plan (布局圖)

- If the construction of a building or facility in the development is still at a stage where no building plans have been approved, the vendor may omit that building or facility in the layout plan.

倘發展項目有建築物或設施的建築工程尚在未有經批准的建築圖則的階段，賣方可在布局圖上略去有關的建築物或設施。

Information in the Sales Brochure

售樓說明書的資料

Layout Plan (布局圖)

- Once the building plans of a building or facility in a development have been approved by the Building Authority, SRPA expects vendors to include information on the estimated date of completion of those buildings or facilities in the layout plan in a sales brochure.

倘發展項目內的建築物或設施的建築圖則已獲建築事務監督批准，銷售監管局預期賣方在售樓說明書的布局圖內加入該些建築物或設施的預計落成日期。

Information in the Sales Brochure

售樓說明書的資料

Floor Plans (樓面平面圖)

- The floor plans of residential properties in the sales brochure must show the external dimensions, the internal dimensions, the thickness of the internal partitions and the external dimensions of individual compartments of each residential property.

在售樓說明書內的住宅物業樓面平面圖，必須顯示每一個住宅物業的外部尺寸、內部尺寸、內部間隔的厚度及個別分隔室的外部尺寸。

Information in the Sales Brochure

售樓說明書的資料

Floor Plans (樓面平面圖)

- The internal and external dimensions of a residential property should cover each and every side of the residential property .

住宅物業的內部尺寸和外部尺寸應包括該住宅物業的每一面。

Information in the Sales Brochure

售樓說明書的資料

Floor Plans (樓面平面圖)

- Extra care should be deployed to ensure the information shown on the floor plan is consistent with that shown on the electrical and mechanical plan (if any) in the sales brochure.

售樓說明書內若有機電圖，務須倍加謹慎，確保所顯示的資料與樓面平面圖的一致。

Information in the Sales Brochure

售樓說明書的資料

Summary of DMC (公契的摘要)

- As far as management fee is concerned, vendors should state in the sales brochure the basis on which the management expenses are shared among the owners of the residential properties in the development.

就管理費而言，賣方應在售樓說明書內述明管理開支按甚麼基準在發展項目中的住宅物業的擁有人之間分擔。

Information in the Sales Brochure

售樓說明書的資料

Summary of DMC (公契的摘要)

- The Ordinance does not require vendors to provide the exact management fee in the sales brochure because vendors may or may not have worked out the exact amount of management fee for each residential property during pre-sale.

條例並無規定賣方在售樓說明書內提供管理費實額，理由在於賣方不一定會在預售階段計算出每個住宅物業的管理費實額。

Information in the Sales Brochure

售樓說明書的資料

Summary of DMC (公契的摘要)

- If vendors have already worked out the amount of management fee for each residential property in the development in the pre-sale period, they may let prospective purchasers know the amount through other channels.

賣方假如在預售階段已計算出在發展項目中每個住宅物業的管理費金額，可以透過其他途徑讓準買方得悉該金額。

Information in the Sales Brochure

售樓說明書的資料

Summary of Land Grant (批地文件的摘要)

- If there are specific user restrictions for different parts of the land or any building(s) erected or to be erected thereon as stipulated in the land grant (e.g. specific user restrictions for different floors of the building(s), the summary should cover all such specific user restrictions.

批地文件若已對該土地不同部分或其上已建或將建的建築物列明特定用途限制（例如建築物不同樓層有特定用途限制），條文摘要應涵蓋一切該等特定用途限制。

Information in the Sales Brochure

售樓說明書的資料

Warning to Purchasers (對買方的警告)

- Vendors should follow the exact wording in section 17(2) in Part 2 of Schedule 1 to the Ordinance in providing the “Warning to Purchasers” in a sales brochure.

賣方應根據條例附表1第2部第17(2)條的用語，於售樓說明書內提供「對買方的警告」的資料。

Information in the Sales Brochure

售樓說明書的資料

Elevation Plan (立面圖)

- The plan showing the elevations must be certified by the AP for the development that the elevations–
顯示立面的圖須由該項目的認可人士證明該等立面–
 - (a) are prepared on the basis of the approved building plans as of a date specified by the AP; and
以該人士所指明的日期的情況為準的該項目的
經批准的建築圖則為基礎擬備；及

Information in the Sales Brochure

售樓說明書的資料

Elevation Plan (立面圖)

(b) are in general accordance with the outward appearance of the development.
大致上與該項目的外觀一致。

- The plans are not required to be exactly the same as the “as is” outward appearance of the development.
立面圖無須與該項目的現狀外觀完全一致。

Information in the Sales Brochure

售樓說明書的資料

Elevation Plan (立面圖)

- If the AP is not available to do the certification, the vendor should still provide an elevation plan as required under section 19(3) in Part 2 of Schedule 1 to the Ordinance, and state that the plan has not been certified by the AP for the development and state the reason(s).

假如該發展項目的認可人士未能就有關立面圖作出證明，賣方仍須按照條例附表1第2部第19(3)條的規定提供立面圖，並述明該立面圖未由該發展項目的認可人士證明，同時述明理由。

Information in the Sales Brochure

售樓說明書的資料

Fittings, Finishes and Appliances (裝置、裝修物料及設備)

- Vendors are required to provide sufficient information under Columns 1 and 2 in the table below section 22(2) of Schedule 1 to the Ordinance, e.g. the type and material of fittings and equipment, the type and material of the water supply system, the material of bathing facilities, etc.

賣方須遵照條例附表1第22(2)條下的列表第1和第2欄，提供充分資料，例如裝置及設備的類型及用料、供水系統的類型及用料、沐浴設施的用料等等。

Information in the Sales Brochure

售樓說明書的資料

Fittings, Finishes and Appliances (裝置、裝修物料及設備)

- The information about the type and material should be clear and certain. E.g. “natural stone and marble and artificial granite tiles” means a combination of material for a particular feature whilst “natural stone/marble/artificial granite tiles” means any one of the material will be used which may cause uncertainty to prospective purchaser.

關乎類型及用料的資料必須清楚明確。例如「天然石和雲石和仿花崗石磚」指某處採用合成用料，而「天然石 / 雲石 / 仿花崗石磚」指採用當中其中一種用料，後者或會令準買方感到不明確。

Information in the Sales Brochure

售樓說明書的資料

Fittings, Finishes and Appliances (裝置、裝修物料及設備)

- Vendors are required to specify the brand names and models of lifts and appliances, but not those of other items such as the fittings in bathrooms and kitchens.

賣方須提供升降機及設備的品牌名稱及產品型號，但不應提述其他項目例如浴室及廚房的裝置的品牌名稱及產品型號。

Information in the Sales Brochure

售樓說明書的資料

Fittings, Finishes and Appliances (裝置、裝修物料及設備)

- If the brand names and models of lift and appliances are not yet confirmed at the time when the sales brochure is printed, the vendor should in their best endeavor provide the latest information on those aspects known to him, though not yet confirmed.

倘升降機及設備的品牌名稱及產品型號在售樓說明書付印時尚未確定，賣方亦須盡其所能，提供其知悉已屬最新但有待確定的資料。

Information in the Sales Brochure

售樓說明書的資料

Fittings, Finishes and Appliances (裝置、裝修物料及設備)

- The accuracy of the information in question should be considered when the sales brochure is examined as provided under section 17 of the Ordinance and such information may be revised if necessary.

當賣方根據條例第17條檢視售樓說明書時，應考慮有關資料的準確性，並在有需要時作出修訂。

Information in the Sales Brochure

售樓說明書的資料

Miscellaneous Payments by Purchaser (買方的雜項付款)

- According to section 25 in Part 2 of Schedule 1 to the Ordinance, vendors should state in the sales brochure whether the purchaser is liable to pay various miscellaneous payments. Vendors may let prospective purchasers know additional information, such as the amount of the payment, through other channels.

根據條例附表1第2部第25條，賣方須在售樓說明書內述明買方是否須向擁有人支付雜項費用。賣方可利用其他渠道向準買方提供其他額外的資料，例如有關費用的金額。

Information in the Sales Brochure

售樓說明書的資料

Relevant information [section 20(1)] 有關資料 [第20(1)條]

- The sales brochure must set out “relevant information” that is specific to a residential property in the development or “relevant information” that is specific to the development, if (a) the information is not otherwise required to be set out in the sales brochure; and (b) the information is known to the vendor but is not known to the general public.

如有以下情況，售樓說明書須列出發展項目中的住宅物業特有的有關資料，或發展項目特有的有關資料：(a) 除本條外，並無須於售樓說明書內列出該資料的規定；以及 (b) 該資料為賣方所知悉，但並非為一般公眾人士所知悉。

Information in the Sales Brochure

售樓說明書的資料

Relevant information [section 20(1)] 有關資料 [第20(1)條]

- If a piece of information is known to the general public, such information should not be regarded as “relevant information” according to section 20(1) of the Ordinance. A document that has been registered with the Land Registry should not be regarded as relevant information.

根據條例第20(1)條，某項資料倘為一般公眾人士所知悉，不應視作有關資料。已於土地註冊處註冊的文件，不應視作有關資料。

Information in the Sales Brochure

售樓說明書的資料

Explanatory Note or Remark (註釋或備註)

- The use of explanatory notes or remarks for the main text are allowed, but they should not impose condition(s) or restriction(s) to the information in the main text.

賣方可在售樓說明書正文使用註釋或備註。不過，賣方不可在註釋或備註對正文的資料施加條件或限制。

Information in the Sales Brochure

售樓說明書的資料

Explanatory Note or Remark (註釋或備註)

- Information required to be set out in a sales brochure under sections 19 to 23 is important information. The information should be set out in the main text, and not in the explanatory notes or remarks. e.g. s22(3) of the Ordinance, s22(2) in Part 2 of Schedule 1 to the Ordinance.

條例第19至23條規定售樓說明書須列出的資料，屬重要資料，應載於正文，不應載於註釋或備註之內。例子：條例第22(3)條，條例附表1第2部第22(2)條。

Information in the Sales Brochure

售樓說明書的資料

Explanatory Note or Remark (註釋或備註)

- An explanatory note or a remark which states an information “is for reference only” is a “qualifier” and should not be included in a sales brochure.

以註釋或備註的方式提述某些資料「只供參考之用」會被視為「對正文作出限定」。該等註釋或備註不應用於售樓說明書。

Information in the Sales Brochure

售樓說明書的資料

- If a vendor has, before the implementation of the Ordinance, made an undertaking to the Building Authority that certain information will be provided in the sales brochure, but such information is not required to be provided in the sales brochure under the Ordinance, the vendor may make an application to the Building Authority to remove the original undertaking.

賣方假如在條例實施前向建築事務監督作出承諾，會在售樓說明書內提供某些資料，但該等資料並非條例規定在售樓說明書內提供的，賣方可以向建築事務監督申請撤銷原本的承諾。

Information in the Sales Brochure

售樓說明書的資料

- Font size requirement
字體大小的規定

Type 類型	English 英文 (not smaller than the size of same letters or numbers) (不小於相同字母/數目字的 大小)	Chinese 中文 (not smaller than the size of same characters or numbers) (不小於相同的字/數目字的 大小)
Title 標題	18 point Times New Roman typeface 18 點“Times New Roman” 字體	18 point 新細明體 typeface 18 點新細明體字體

Information in the Sales Brochure

售樓說明書的資料

- Font size requirement
字體大小的規定

Type 類型	English 英文 (not smaller than the size of same letters or numbers) (不小於相同字母/數目字的 大小)	Chinese 中文 (not smaller than the size of same characters or numbers) (不小於相同的字/數目字的 大小)
Main text 正文	10 point Times New Roman typeface 10 點 “Times New Roman” 字體	10 point 新細明體 typeface 10 點新細明體字體

Information in the Sales Brochure

售樓說明書的資料

■ Font size requirement

字體大小的規定

Type 類型	English 英文 (not smaller than the size of same letters or numbers) (不小於相同字母/數目字的 大小)	Chinese 中文 (not smaller than the size of same characters or numbers) (不小於相同的字/數目字的 大小)
Explanatory note or remark for the main text 有關正文的註 釋或備註	8 point Times New Roman typeface 8 點 “Times New Roman” 字體	8 point 新細明體 typeface 8 點新細明體字體

Information in the Sales Brochure

售樓說明書的資料

■ Font size requirement

字體大小的規定

Plan 圖則	English 英文 (not smaller than the size of same letters or numbers) (不小於相同字母/數目字的大 小)	Chinese 中文 (not smaller than the size of same characters or numbers) (不小於相同的字/數目字的大 小)
Location plan (legend) 位置圖 (圖例)	10 point Times New Roman typeface 10 點 “Times New Roman” 字體	10 point 新細明體 typeface 10 點 新細明體字體

Information in the Sales Brochure

售樓說明書的資料

■ Font size requirement

字體大小的規定

Plan 圖則	English 英文 (not smaller than the size of same letters or numbers) (不小於相同字母/數目字的大 小)	Chinese 中文 (not smaller than the size of same characters or numbers) (不小於相同的字/數目字的大 小)
Outline zoning plan (legend) 分區計劃大 綱圖(圖例)	10 point Times New Roman typeface 10 點 “Times New Roman” 字體	10 point 新細明體 typeface 10 點新細明體字體

Examination & Revision of Sales Brochure

檢視及修改售樓說明書

- Revisions can be made by way of issuing corrigendum, replacement sheets or any other means. Supplementary sheets should be properly attached to the sales brochure.

修改可採用發出更正通知、替代頁或其他形式。補充頁須妥為夾附在售樓說明書內。

Examination & Revision of Sales Brochure

檢視及修改售樓說明書

- Should state the date of examination and any parts that have been revised in the sales brochure (“examination record”).

須於售樓說明書內述明檢視日期及相關的修改(檢視紀錄)。

- The examination record should be kept on a rolling basis.

檢視記錄應以滾存方式備存。

Examination & Revision of Sales Brochure

檢視及修改售樓說明書

- After an examination of the sales brochure is carried out, whether or not a revision to the sales brochure has been made, on the first day on which the vendor makes a copy of the examined, or an examined and revised, sales brochure available to the public, two hard copies of the examined, or an examined and revised, sales brochure should be sent to the SRPA and an electronic copy should be provided to the SRPE.

對售樓說明書進行檢視後，不論是否有作出修改，賣方向公眾提供已檢視版本，或已檢視並作修改版本的售樓說明書的印本時，亦須在有關印本提供予公眾的首日，向銷售監管局提供該已作檢視的售樓說明書，或已檢視並作修改的售樓說明書的印本兩份，及向銷售資訊網提供該說明書的電子版本。

Suspension & Termination of Sale

暫停及停止出售

- If, after the commencement of sale of a development, the vendor decides to suspend the sale of all unsold units the sales of which have been announced in the documents containing the sales arrangements, or all the units that have been included in the sales arrangements have been sold, he is advised to, as soon as practicable, inform the SRPA in writing about the said situation.

若賣方於發展項目開售後，決定暫停出售項目中所有曾於載有銷售安排的文件中公布出售的指明住宅物業，或已售出所有曾載於銷售安排的物業，我們建議賣方盡快以書面形式通知銷售監管局有關的事宜。

Suspension & Termination of Sale

暫停及停止出售

- With this information, the SRPA will know that the vendor may not have contravened the Ordinance when, upon the expiry of the “3-month period” under section 25(9) of the Ordinance, the vendor has not made available an examined, or examined and revised, sales brochure.

當賣方沒有提供經檢視，或經檢視並作修改的售樓說明書時，有關資訊讓銷售監管局知悉賣方並沒有違反條例第25(9)條有關提供「之前3個月內」的經檢視，或經檢視並作修改的售樓說明書的要求。

Suspension & Termination of Sale

暫停及停止出售

- The SRPE will make known the vendors' decision to suspend or terminate sale under the entry on sales brochure for that development.

銷售資訊網會在該發展項目的售樓說明書部份，公告賣方暫停或停止出售的消息。

Resumption of Sale Following Suspension

停售後恢復銷售

- When resuming sale following suspension, the vendor will have to comply with the 7 day and 3 day requirement in making available the sales brochure, price list and document containing the sales arrangements. Also, the sales brochure will have to be printed, examined and/or revised within the previous 3 months.

在停售後恢復銷售時，賣方須符合有關規定，於出售日期前的最少7日和3日期間內，提供售樓說明書、價單和載有銷售安排的文件。此外，有關售樓說明書須於之前的3個月內印製、檢視及 / 或修改。



一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Vendor's Information Form

賣方資料表格



Making Available Vendor's Information Form

提供賣方資料表格

- When offering to sell first-hand residential properties in a completed residential development, apart from making available the sales brochure, vendors will also have to make available a Vendor's Information Form.

當賣方出售已落成發展項目中的一手住宅物業時，除了須向公眾提供售樓說明書外，亦須提供「賣方資料表格」。

Making Available Vendor's Information Form

提供賣方資料表格

- Also, when a vendor offers to sell a first-hand residential property to an existing tenant who has been renting the property for no less than one year, subject to the written consent of the tenant purchaser, the vendor does not have to make available to that tenant purchaser a sales brochure, but will have to make available to him a Vendor's Information Form.

此外，當賣方把正出租的一手住宅物業出售予當時已入住該物業不少於一年的現有租客時，如租客(準買方)以書面同意，賣方可無須向該租客(準買方)提供售樓說明書，但須向他提供「賣方資料表格」。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority



Price List 價單

Making Available Price List

提供價單



- At least a period of 3 days immediately before the date of sale and on a date of sale, vendors must make available **[Section 32]** –

於緊接出售日期前的最少3日期間內及出售的日期當日，賣方須 **[第32條]** –

Making Available Price List

提供價單

- hard copies of relevant price list for the development for collection by the general public free of charge; and
提供有關價單的印本，供公眾免費領取；及
- an electronic copy of the relevant price list on the website designated by the vendor.
在該發展項目指定的互聯網網站，提供有關價單的電子版本以供閱覽。

Making Available Price List

提供價單

- The wording of the provision suggests that the requirement has to be complied with on a continuous (i.e. 24 hour) basis during the 3-day period. It is not an administrative measures imposed by SRPA.

條文的字眼顯示，須於該3日期間內無間斷（即24小時）符合有關規定。這並非銷售監管局所施加的行政措施。

Provision of Price List to SRPA/SRPE

提供價單予銷售監管局 / 銷售資訊網

- On the first day the price list (including price list revised under section 29(4)) is made available to the public, the vendor must provide two hard copies to the SRPA and an electronic copy to the SPRE i.e. by 23:59 on that day.

賣方須於向公眾提供價單的印本的首日，即當日23時59分前，向銷售監管局提供價單(包括根據第29(4)條作出修改的價單)的印本兩份及向銷售資訊網提供該價單的電子版本。

Provision of Price List to SRPA/SRPE

提供價單予銷售監管局 / 銷售資訊網

- In other words, vendors must make available hard copy of the price list to the general public and the SRPA as well as the electronic copy of the price list to the SRPE on the same day.

換句話說，賣方須於同一天向公眾及銷售監管局提供價單的印本，及向銷售資訊網提供價單的電子版本。

Provision of Price List to SRPA/SRPE

提供價單予銷售監管局 / 銷售資訊網

- Vendors are also advised to send revised price lists of which the revision is not related to price to the SRPA and SRPE on the first day (i.e. by 23:59) on which such price lists are made available to the public.

至於修改與售價無關的事項的價單，我們亦建議賣方在提供有關價單予公眾的首日，即當日23時59分前，向銷售監管局及銷售資訊網提供該價單。

Information in Price List [Section 31]

價單的內容 [第31條]

- Must not set out any information of a specified residential property other than that required under section 31 of the Ordinance.

除條例第31條規定的資料外，價單不得列出其他有關該指明住宅物業的資料。

Information in Price List [Section 31]

價單的內容 [第31條]

- Information that a specified residential property which has appeared on a price list is not to be offered to be sold can be mentioned in the document containing the sales arrangements, other publications or on the designated website.

如要公布“未擬出售出現在價單上的指明住宅物業”一事，可於銷售安排文件，其他刊物或指定互聯網網站陳述。

Revision of Price List

修改價單

- The price of a specified residential property may only be set out in one price list. Any change to the price must be reflected in the price list by a revision to the price list. [Section 29(4)]

指明住宅物業的售價只可於該項目的其中一份價單中列出，如該售價有任何變動，該價單須予修改，以在該價單中反映該項變動。[第29(4)條]

Revision of Price List

修改價單

- For revision of price list which involves a change in price, the revised price list should be made available to the public in accordance with section 32 (wait for 3 days before sale).

若價單的修改涉及住宅物業售價有變，經修改的價單，須依照第32條規定提供予公眾領取(須待3天才能出售)。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority



Show Flat
示範單位

Show Flat

示範單位

- Requirements on construction of show flat, including details like display of various plans or notices in show flat are stipulated in sections 39 to 41 of the Ordinance. In general, notices are required to indicate any differences between the residential property and the show flat.

條例第39條至41條列出關於設置示範單位的要求，包括展示各種圖則或告示的要求。一般而言，賣方須在示範單位內展示告示，列出該示範單位與該住宅物業不同的地方。

Show Flat

示範單位

- Any structure that is intended to be used as a show flat in an uncompleted development will be subject to the requirements under Division 4 of Part 2 of the Ordinance.

任何構築物如擬用作未落成發展項目的示範單位，均受條例第2部第4分部規管。

Show Flat

示範單位

- A “show flat” which only shows part of a residential property will be considered as not having complied with the relevant requirements under the Ordinance.

「示範單位」僅顯示住宅物業的部分範圍，會被視為不符合條例的相關規定。

Show Flat

示範單位

- Where the dimensions of show flat, or of any bay windows, A/C plant rooms, balconies, utility platforms or verandah in the show flats are different from those as specified in the sales brochure, and that the difference is due to the finishes on the enclosing walls or boundary walls or internal partitions, a **reasonably visible notice** stating the difference should be displayed in the show flat.

當示範單位或示範單位內的窗台、空調機房、露台、工作平台或陽台的尺寸，有別於售樓說明書中所標示的尺寸，而該項分別是該示範單位的圍封牆、邊界牆或內部間隔的裝修物料所引致的，應於示範單位中展示按理可見到的告示，以述明該項分別。

Show Flat

示範單位

- If the floor-to ceiling height of the show flat is less than the corresponding projected height of the residential property, the vendor must display in the show flat a notice stating the difference between those heights.

如示範單位的樓底高度，低於有關住宅物業的相應預計高度，賣方須在該示範單位內展示一份告示，說明該兩個高度之間的差距。

Show Flat

示範單位

- While there is no prohibition under the Ordinance against the posting of pictures/posters on the windows/balconies/utility platforms of a show flat, vendors who choose to do so must ensure that such pictures/posters do not constitute false or misleading information.

雖然條例沒有禁止在示範單位的窗 / 露台 / 工作平台張貼圖片 / 海報，但假若賣方張貼圖片 / 海報，須確保有關圖片 / 海報不會構成虛假或具誤導性的資料。

Viewing of Show Flat

參觀示範單位

- Vendor must not restrict any person who views an unmodified show flat from taking measurements, taking photographs or making video recordings of the show flat.

[Sections 42(1)]

賣方不得限制參觀無改動示範單位的人士對該示範單位進行量度、拍照或拍影片。

[第42(1)條]

Viewing of Show Flat

參觀示範單位

- Vendor must not restrict any person who views a modified show flat from taking measurements of the show flat.

[Section 42(2)]

賣方不得限制參觀經改動示範單位的人士對該示範單位進行量度。

[第42(2)條]

Viewing of Show Flat

參觀示範單位

- No provisions under the Ordinance which require the vendor to permit the taking of photographs or making of video recordings in modified show flats, as the fixtures and fittings therein may involve intellectual property rights.

條例沒有要求賣方必須容許參觀者在經改動的示範單位拍照或拍影片。原因是考慮到經改動的示範單位的擺設及裝修可能涉及知識產權。

Viewing of Show Flat

參觀示範單位

- Sections 42(1) and 42(2) of the Ordinance do not apply to any restriction that is reasonable in the circumstances for ensuring the safety of the persons viewing the show flat.

如某項限制在有關情況下就確保參觀示範單位的個人安全而言屬合理限制，則條例第42(1)及42(2)條不適用於該項限制。

Viewing of Show Flat

參觀示範單位

- If the vendor has made available one unmodified show flat of a residential property, he may make available one or more modified show flat of that residential property.

若賣方就某住宅物業提供了無改動示範單位，賣方可就該住宅物業提供一個或多個經改動示範單位。

- There is no requirement on the sequence of viewing those two types of show flats.

條例沒有規定參觀該兩類型示範單位的先後次序。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Sales Arrangements

銷售安排

Making Available Document on Sales Arrangements

提供載有銷售安排的文件



Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- At least 3 days immediately before the date of sale and on a date of sale, vendors must make available hard copies of a document which contains the sales arrangement for collection by the public free of charge and an electronic copy of the document at the designated website.

[Section 47]

在緊接出售的日期前的最少3日期間內及在該日期當日，賣方須提供載有銷售安排資料的文件的印本，供公眾免費領取；及在其指定的互聯網網站，提供該文件供閱覽。

[第47條]

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- The wording of the provision suggests that the requirement has to be complied with on a continuous (i.e. 24 hour) basis during the 3-day period. It is not an administrative measures imposed by SRPA.

條文的字眼顯示，須於該3日期間內無間斷（即24小時）符合有關規定。這並非銷售監管局所施加的行政措施。

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- If the PASP or an ASP for a specified residential property has not proceeded further and the vendor wishes to offer to sell the specified residential property again, he should follow the requirements in respect of making available price list to the general public under section 32 of the Ordinance and the requirements in respect of sales arrangement under section 47 of the Ordinance.

假如某指明住宅物業的臨時買賣合約或買賣合約在簽訂後交易再沒有進展，而賣方擬再要約出售該指明住宅物業，賣方應符合條例第32條有關向公眾提供價單的規定，以及條例第47條有關銷售安排的規定。

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- Under section 47(2)(a) of the Ordinance, the date, the time when, and the place where, the specified residential property will be offered to be sold, should be set out in the document containing the sales arrangements.

根據條例第47(2)(a) 條，應在載有銷售安排的文件，列明於甚麼日期、時間及地點，將有關指明住宅物業提供出售。

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- The objective of section 47(2)(a) of the Ordinance is to let the general public and prospective purchaser in general know generally where the sales office of a residential development and the opening hours of the sales office. It does not mean that a PASP or an ASP must be physically signed at the sales office during its business hours.

條例第47(2)(a) 條的目的，是使公眾和一般準買方知道某住宅發展項目的售樓處的地點和營業時間，而非指定臨時買賣合約或買賣合約必須於售樓處的營業時間內在售樓處簽訂。

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- Section 47(2)(d) and (e) of the Ordinance requires a vendor to specify in the document containing the sales arrangements the respective methods to be used to determine the order of priority.

條例第47(2)(d)和第47(2)(e)條規定，賣方須在載有銷售安排的文件內，指明將會使用何種方法以決定購買住宅物業的優先次序。

Making Available Document on Sales Arrangements

提供載有銷售安排的文件

- Vendors may use different methods during different time periods or under different circumstances. Sufficient details should be provided so that the public can be certain about which particular method is to be used and when it is to be used. The methods should not be unclear and contradicting.

賣方或希望在不同時段或不同情況下，使用不同方法以決定優先次序。賣方須提供詳細資料，讓公眾明確知悉將會使用何種方法，以及何時使用。使用的方法不能欠缺清晰及互相矛盾。

Revisions of Sales Arrangements

修改銷售安排

- If any part of the sales arrangements has to be revised subsequent to its first issue, vendors should make available the revised sales arrangements on its website for inspection and hard copies for collection by the public.

若銷售安排公布後須作出修改，賣方須提供已修改的銷售安排在其指定的互聯網網站上予公眾查閱，並提供已修改的文件的印本，供公眾免費領取。

Revisions of Sales Arrangements

修改銷售安排

- If changes are made to the sales arrangements, the residential properties affected by the changes should only be sold or offered to be sold after the revised sales arrangements have been made available to the public for at least **3 days**. Examples are –

若銷售安排須作出修改，受有關修改影響的住宅物業只可於該已修改的銷售安排向公眾公布後最少**3天**，才能出售或提供出售。例如 –

Revisions of Sales Arrangements

修改銷售安排

- If the original document stated that the sales office is at location A and subsequently another sales office is arranged at location B, the sale can continue at location A but can only start at location B after the revised sales arrangements have been made available to the public for at least 3 days under section 47(1) of the Ordinance.

如在載有銷售安排的原有文件中，指明售樓處位於地點A，若其後安排新設地點B為售樓處，地點A可繼續售樓，惟地點B只可於有關已修改的銷售安排根據條例第47(1)條公布之後最少3天才能開始售樓。

Revisions of Sales Arrangements

修改銷售安排

- If the vendor wishes to offer additional residential properties for sale, it may issue another document of sales arrangements to cover the arrangements for the sale of the additional residential properties and follow the requirements under section 47(1) of the Ordinance. Alternatively, the vendor may amend the previous document on sales arrangements to announce the sale of the additional residential properties.

若賣方加推住宅物業銷售，賣方可選擇根據條例第47(1)條，發出新的銷售安排文件以涵蓋加推的住宅物業；或修改原本的銷售安排文件，以涵蓋加推的住宅物業。

Revisions of Sales Arrangements

修改銷售安排

- In revising the sales arrangement, if PASP and/or ASP have been executed for some residential properties that were offered to be sold under the previous sales arrangement, vendor should only set out under the section “Description of the specified residential properties that will be offered to be sold” in the revised sales arrangements those properties that remain unsold as at the issuing date of the revised sales arrangements to avoid confusion to prospective purchasers.

若須修改銷售安排，而部分根據之前的銷售安排提供出售的住宅物業已經簽訂臨時買賣合約及 / 或買賣合約，則賣方只須在經修訂的銷售安排內關於「將提供出售的指明住宅物業的描述」部分，具列截至修訂的銷售安排發出日期為止尚未售出物業的資料，以免準買方感到混淆。

Sales arrangements in the case of tender

以招標方式出售物業的銷售安排

- For the date and time of sale, fill in the commencement date and closing date of the tender, and the office hours of the agent handling the tender (e.g. solicitors' firm or surveying firm).

出售日期和時間方面，填寫招標的開始日期和截標日期，以及處理標書的中介公司（例如律師行或測量師行）的辦公時間。

- For the place where the sale will take place, fill in the address of the handling agent.

出售地點方面，填寫代理中介公司的地址。

Sales arrangements in the case of tender

以招標方式出售物業的銷售安排

- For the method to be used to determine the order of priority, fill in “sale by tender – see details and particulars in the tender notice/particulars to be announced by the vendor”.

至於決定揀選優先次序的方法，填寫「以招標方式出售。有關細節和詳情請參閱招標公告 / 詳情有待賣方公布」。

Sales arrangements in the case of tender

以招標方式出售物業的銷售安排

- The vendor should provide hard copies of the document containing information on the sales arrangements at least 3 days before a date of the sale (i.e. the first day on which tender is accepted) and on each date of sale (i.e. from the first day on which tender is accepted up to and including the tender closing date).

賣方須於出售日期（即接受標書的首日）前的最少3日期間及每一個銷售日（即由接受標書的首日至包括截標日期當日），提供銷售安排資料的印本。

Sales arrangements in the case of tender

以招標方式出售物業的銷售安排

- The vendor should also follow the abovementioned dates in making the document containing the sales arrangements available for inspection on the designated website as required under section 47(1)(b) of the Ordinance.

賣方亦須根據條例第47(1)(b)條的規定，於上述日期在指定的互聯網網站，提供載列銷售安排的文件，以供閱覽。

Sales arrangements in the case of tender

以招標方式出售物業的銷售安排

- The vendor should make available the document at the place where the tender will be submitted (e.g. the agent handling the tender) on each date of sale (i.e. from the first day on which tender is accepted up to and including the tender closing date).

賣方須於出售日期的每一日（即由接受標書的首日至包括截標日期當日），於遞交標書的地點（例如處理標書的中介公司）提供有關文件。

Sales arrangements in the case of auction

以拍賣方式出售物業的銷售安排

- For the date and time of sale, fill in the auction date and time.

出售日期和時間方面，填寫拍賣日期和時間。

- For the place where the sale will take place, fill in the address at which the auction will take place.

出售地點方面，填寫拍賣場地的地址。

Sales arrangements in the case of auction

以拍賣方式出售物業的銷售安排

- For the method to be used to determine the order of priority, fill in “sale by auction – see details and particulars of the auction particulars to be announced by the vendor”.

至於決定揀選優先次序的方法，填寫「以拍賣方式出售 — 請參閱賣方稍後公布的細節和詳情」。

Sales arrangements in the case of auction

以拍賣方式出售物業的銷售安排

- The vendor should provide hard copies of the document containing information on the sales arrangements at least 3 days before a date of the sale (i.e. the day on which the auction is to take place.) The vendor should also follow the abovementioned date in making the document containing the sales arrangements available for inspection on the designated website as required under section 47(1)(b) of the Ordinance.

賣方須於出售日期（即舉行拍賣的日期）的最少3日前，提供銷售安排資料的印本。賣方亦須根據條例第47(1)(b)條的規定，於上述日期在指定的互聯網網站，提供載列銷售安排的文件，以供閱覽。

Sales arrangements in the case of auction

以拍賣方式出售物業的銷售安排

- The vendor should make available the document at a place where the auction will take place on each date of sale (i.e. auction date) as mentioned in the document.

賣方須在載於文件內的出售日期的每一日(即拍賣日期)，在載於文件內的拍賣進行的地點，提供該文件以供閱覽。



一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

**Other documents required to be
provided to the public
其他須提供予公眾的文件**

Provision of Documents at Sales Office

在售樓處提供的文件

- On the date of sale, vendors should make available the following documents for viewing by the general public free of charge in relation to the development at the sales office [Section 48] –

在出售的日期當日，賣方須在售樓處提供以下文件，供公眾免費閱覽 [第48條] –

- outline zoning plan;
分區計劃大綱圖;

Provision of Documents at Sales Office

在售樓處提供的文件

- approved building plans;
經批准的建築圖則;
- deed of mutual covenant (DMC);
公契;
- land grant; and
批地文件; 及
- aerial photograph.
鳥瞰照片。

Provision of Documents on Designated Website

在指定的互聯網網站提供的文件

- The vendor should make a copy of the following documents for inspection on the website designated by the vendor for the development within the prescribed period -

賣方須在規定時間內在發展項目指定的互聯網網站提供以下文件供閱覽 -

- Sales brochure [section 25(3)]
售樓說明書 [第25(3)條]
- Price list [section 32(3)]
價單 [第32(3)條]

Provision of Documents on Designated Website

在指定的互聯網網站提供的文件

- Document containing the sales arrangements [section 47(1)(b)]
銷售安排文件 [第47(1)(b)條]
- DMC [section 49(1)]
公契 [第49(1)條]
- Aerial photograph [section 49(1)]
鳥瞰照片 [第49(1)條]
- Register of Transactions [section 60(2)]
成交紀錄冊 [第60(2)條]

Provision of Documents on Designated Website

在指定的互聯網網站提供的文件

- No further requirements or restrictions regarding the contents of the designated website.
對指定的互聯網網站的內容沒有其他要求或限制。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority



PASP and ASP
臨時買賣合約及買賣合約

PASP and ASP

臨時買賣合約及買賣合約

- The wording of the mandatory provisions cannot be varied except insertions/deletions made in accordance with the instructions specified therein.

強制條文的用語並不可變更，根據指示插入/刪除資料則除外。

- There is no requirement on the sequence of the mandatory provisions.

條例並沒有規定強制條文的次序。

PASP and ASP

臨時買賣合約及買賣合約

- Vendors may add clause(s) to the PASP and ASP but such clauses should not be inconsistent with the mandatory provisions to be contained in the agreement.

賣方可於臨時買賣合約及買賣合約附加條款，但條款不可與強制條文不一致。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Register of Transactions 成交紀錄冊

Making Available Register of Transactions

提供成交紀錄冊

- On the first day of sale, vendor must make available the Register of Transactions (the Register), **even a blank one**, for inspection by the public free of charge at the sales office.

在出售的日期當日，賣方須在售樓處提供發展項目的成交紀錄冊(即使是空白的成交紀錄冊)，供公眾免費閱覽。

Making Available Register of Transactions

提供成交紀錄冊

- According to section 60 of the Ordinance, vendors must make available the Register to the general public at the sales office and an electronic copy of the Register on the designated website on each date of sale irrespective of whether there is transaction.

根據條例第60條，不論有成交個案與否，賣方須於銷售期內每一日在售樓處提供成交紀錄冊及在其指定的互聯網網站提供成交紀錄冊的電子版本，供公眾閱覽。

Making Available Register

提供成交紀錄冊

- From the date on which the Register is first made available to the public until the first date on which the first assignment of all SRP in the development has been registered in the Land Registry, the vendor must provide an electronic copy of the Register for inspection on the designated website.

從成交紀錄冊首度供公眾閱覽的日期開始，至每一住宅物業的首份轉讓契均已於土地註冊處註冊的首日完結期間，賣方須在指定的互聯網網站，提供有關成交紀錄冊的電子版本供閱覽。

Making Available Register

提供成交紀錄冊

- As soon as practicable after the vendor has made an entry in the Register, the vendor must provide an electronic copy of the Register to the SRPE. Such requirement is considered complied with if the vendor submits the electronic copy to the SRPE within the timeframe under section 59 of the Ordinance.

賣方在發展項目的成交紀錄冊記入記項後，須在切實可行範圍內，盡快向銷售資訊網提供該成交紀錄冊的電子版本。若賣方根據條例第59條所列時限，向銷售資訊網提交有關的成交紀錄冊的電子版本，將被視作符合有關要求。

Requirements on Register of Transactions

有關成交紀錄冊的規定

- Information on subsequent sale of a residential property which has not proceeded further after signing a PASP or an ASP should be entered as a new row of entry into the Register.

曾簽訂了臨時買賣合約或買賣合約但之後沒有完成交易的住宅物業，隨後再次出售時，其再次出售的資料，須將之作為一項新資料記入成交紀錄冊。

Requirements on Register of Transactions

有關成交紀錄冊的規定

- The “date and time of update”, which appears at the last line of the Register template, is only required to be updated when there is an update to the Register.

成交紀錄冊範本最後一行的「更新日期及時間」，只須在成交紀錄冊的資料更新後才須相應作出更新。

Requirements on Register of Transactions

有關成交紀錄冊的規定

- For example, if there is an entry of information on a new transaction, entry of information on the agreement of sale and purchase (after the information on PASP has been entered), or an update to a previous entry, the “date and time of update” should be provided.

舉例說，每登記一宗新交易、一份買賣合約的資料（臨時買賣合約已經登記），或更新已登記的一個記項，便應在紀錄冊上註明「更新日期及時間」。

一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

Advertisement 廣告

What is an advertisement?

甚麼是廣告?

- Anything which purports to promote the sale of any specified residential property may be regarded as an advertisement, depending on the facts of the case.

視乎個別個案的事實情況而定，凡本意是促銷任何指明住宅物業的事物，皆可視為廣告。

How to count the size of a printed advertisement? 如何計算印製廣告的面積？

- When determining the size of a printed advertisement for complying section 73(8) of the Ordinance on the size of the letters, characters or numbers of the mandatory statements, the total area of the advertisement should be taken into account.

在釐定印製廣告的尺寸以符合條例第73(8)條關於強制性聲明的字母、字或數目字大小的規定時，應以該廣告的總面積計算。

How to count the size of a printed advertisement? 如何計算印製廣告的面積？

- E.g., in case of a brochure is used as an advertisement, if the total area of all the pages of the brochure is larger than 4,155 cm², the letters, characters and numbers of the mandatory statements (i.e. information required under section 73(2), (5) and (7), if applicable) must occupy at least 3% of the total area of the advertisement, i.e. NOT each statement should occupy at least 3% of the area of the advertisement.

例如，若賣方使用冊子作為廣告，而該冊子所有頁面的總面積大於4,155平方厘米，則強制性聲明的字母、字及數目字（即第73(2)、(5)以及(7)條規定的資料，如適用的話）必須佔該廣告總面積至少3%。換言之，即並非每一項聲明須最少佔該廣告的面積的3%。



一手住宅物業銷售監管局

Sales of First-hand Residential Properties Authority

- THE END -

完