

有關泊車位及租約的新執業通告 NEW PRACTICE CIRCULARS ABOUT PARKING SPACES AND TENANCY AGREEMENT

監管局最近發出兩份新執業通告，為持牌人在從事地產代理工作時，涉及填寫臨時租約和正式租約及處理買賣或租賃泊車位時應依循的指引。

有關「填寫臨時租約和正式租約」的執業通告（編號15-04（CR））於2015年11月11日發出。通告列明，除非租約內所有重要條款的空白位置均已填妥，否則地產代理不得安排其客戶簽署該租約。不論是臨時租約抑或正式租約，租約上所有重要條款必須全部填妥，包括物業詳情、立約各方姓名、租約期限及其生效日期、租金金額及佣金總額等。倘若有任何修訂，必須先徵求各訂約方的同意。



The EAA issued two new practice circulars recently to provide guidelines for licensees to follow when engaging in estate agency work relating to the completion of provisional tenancy agreement and tenancy agreement and the sale and purchase or leasing of car parking spaces.

According to the Practice Circular (No. 15-04 (CR)) on “Completion of Provisional Tenancy Agreement and Tenancy Agreement” issued on 11 November 2015, licensees should not arrange for their clients to sign a tenancy agreement unless all blank spaces for essential terms in the agreement have been filled in. No matter whether it is the provisional tenancy agreement or the formal one, all essential terms of the tenancy should be filled in, including the property description, names of the parties to the agreement, term of the tenancy and its commencement date, amount of rent and the amount of commission etc. Consent from the parties must be sought before any amendments are made.

新聞速遞 NEWS FLASH

另一份有關「買賣或租賃泊車位」的執業通告(編號15-05(CR))於2015年12月1日發出。根據該通告載列的指引，持牌人在僅處理泊車位的買賣或租賃時，應確定有關泊車位有否任何使用上的限制，即該泊車位是否只可用作停泊屬於大廈的住戶或佔用人的車輛。

為讓持牌人更了解此通告的指引，一份相關的「問與答」已上載於監管局網頁。

上述的兩份執業通告經已生效，及已上載於監管局網頁供業界參考。倘若持牌人被證實未有遵守有關規定，有可能會遭受監管局紀律處分。

Another Practice Circular (No. 15-05(CR)) on “Sale and Purchase or Leasing of Car Parking Spaces” was issued on 1 December 2015. According to the guidelines set out in this Circular, licensees should ascertain whether there is any restriction on the use of the car parking space concerned that it can only be used for the parking of vehicles belonging to the residents or occupiers of the building when handling the sale and purchase or leasing of a car parking space alone.

A set of relevant “Questions and Answers” on this particular Circular is also available on the EAA’s website in order to enhance licensees’ understanding of the guidelines.

The above two Practice Circulars have come into operation already and are available on the EAA’s website for the trade’s reference. Licensees who fail to comply with the guidelines may be subject to disciplinary action by the EAA.

監管局董事局兩位新任成員上任 TWO NEWLY APPOINTED EAA BOARD MEMBERS ON BOARD

兩位監管局董事局新成員凌潔心女士及吳啟民先生，獲香港特別行政區行政長官委任，任期由2015年11月1日至2017年10月31日為止。監管局董事局現有正、副主席各一名及18名來自社會上不同界別的普通成員。

監管局董事局並於2015年11月24日通過，凌女士出任監管局牌照委員會、執業及考試委員會及專業發展委員會成員。吳先生則擔任監管局紀律委員會、執業及考試委員會及專業發展委員會成員。

Two new EAA Board members, Ms Imma Ling Kit-sum and Mr Ng Kai-man, have been appointed by the Chief Executive of the HKSAR and their term of office is from 1 November 2015 to 31 October 2017. The EAA Board now consists of a Chairman, a Vice-chairman and 18 ordinary members from various sectors in the community.

As endorsed by the EAA Board on 24 November 2015, Ms Ling has become a member of the EAA Licensing Committee, Practice and Examination Committee and Professional Development Committee. At the same time, Mr Ng has become a member of the EAA Disciplinary Committee, Practice and Examination Committee and Professional Development Committee.

