

在《專業天地》內，我們會解答持牌人的一些常見提問。

In *Horizons*, we will answer questions commonly asked by licensees.

**問** 有地產代理受委託代表客戶購入一個住宅單位。在與業主簽訂臨時買賣合約（「臨約」）前，該代理必須向該客戶提供甚麼文件或資料？

**答** 持牌人與業主簽訂臨約前，應該向買方客戶提供「物業資料表格」（即《地產代理條例》內訂明的表格1）及最新的土地查冊副本。「物業資料表格」所列明的資料包括：物業的業權、有否有效的產權負擔、物業的樓面面積、落成年份、用途限制等。

另外，根據監管局發出相關的執業通告（編號13-06（CR）），在協議的一方已簽署臨約後，持牌人應隨即向該訂約方提供一份該臨約的副本。如持牌人為更改臨約內的任何條款而在該臨約上作出修訂，便應向訂約各方提供一份已修訂版本的臨約的副本，並在切實可行的範圍內盡快要求訂約各方書面確認已收取該副本。

**Q** An estate agent is appointed to act on behalf of a purchaser to purchase a residential property. Before signing a provisional agreement for sale and purchase (“PASP”) with the vendor, what documents or information should the estate agent provide?

**A** Before signing the PASP with the vendor, licensees should provide the purchaser client with the Property Information Form (i.e. Form 1 as stipulated in the Estate Agents Ordinance) and a copy of the latest land search record. The Property Information Form includes information such as ownership, subsisting encumbrances (if any), floor area, year of completion and user restrictions of the property.

Furthermore, according to the relevant Practice Circular (No. 13-06 (CR)) issued by the EAA, licensees should supply a copy of the PASP to the party as soon as that party has signed the PASP. If any of the terms of the PASP have been varied by making amendment(s) on the PASP itself, licensees should supply a copy of the amended version of the PASP to the parties and seek a written receipt thereof from the party concerned as soon as practicable.

