

Staff Attendance Record of Pre-sale Briefing for First Sale of Residential Properties and List of Licensed Staff to be Deployed

Name of Development: _____

Estate Agency Company: _____ SPOB No.: _____

Venue of Pre-sale Briefing: _____

Date: _____ Time: From _____ to _____ No. of Attendees: _____

Commander-in-Chief: _____ Licence No.: _____ Signature: _____

Commander-in-Chief reports to (Name(s) and Lic No.): _____

Attention: Only Licensees who have attended the Pre-sale Briefing may engage themselves in promotional activities for the Development. _____

Attendees confirm that the contents of the above briefing include the guidelines set out in Circular No. 13-04 (CR), Circular No. 15-03 (CR) and Circular No. 18-03 (CR) and understand that they must comply therewith.

| Name of Attendee | Licence No. | Name of Branch Office & SPOB No. | Name of Supervisor at the first-sale site & Licence No. | Location to be Deployed | Date of Deployment | Duration of Deployment | Signature |
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Remark: Estate Agency Company or Commander-in-Chief must provide EAA with a copy of the staff list at least one day before the launch of the development.