



## Circular

Circular No. 99-06 (CR)

30<sup>th</sup> June, 1999.

### Prescribed Sources for Property Information

After the implementation of the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation ("the Regulation"), estate agents shall have to obtain the prescribed property information from the prescribed sources in accordance with the Regulation. To facilitate access to the property information from the several government departments as prescribed sources, practitioners' attention is drawn to the following :-

#### 1. The Rating and Valuation Department ("RVD")

RVD's Info-Hotline Service provides information on the age and the area for over 1 million domestic properties and over 200,000 properties under the Home Ownership Scheme. Users of the Service should have a tone telephone which is registered with Hongkong Telecom's Infoline Service. (To register for this free service, dial 1000) A fax machine is also essential, preferably with an independent telephone line and should be Y2K compliant with the following features:

- Modem Speed : Up to 14,400 bps
- Image Memory : Minimum 70 pages on standard resolution
- Paper : Plain (Letter (208 mm x 271 mm), A4 (202 mm x 289 mm) or Legal (208 mm x 348 mm))

Users should also know the Account Enquiry Number of the property concerned, i.e., the 12-digit number on the top left corner of the Rates and/or Government Rent Demand Note. With the above setup and information, users can receive the relevant information through fax. The charges will be based on the time used. For each property, it is estimated that the cost would be about \$20. For bulk search, the average cost would be further reduced. A leaflet on the Info-Hotline Service is attached herewith. For enquiries, please telephone Mr. Siu (2805 7734) or Miss Lam (2805 7707) of the RVD.



It is envisaged that in the first stages of the implementation of the Regulation, some property owners may not be accustomed to providing either the Account Enquiry Number or the Rates and/or Government Rent Demand Note, the Authority will produce a CD-ROM containing the Account Enquiry Numbers for practitioners' easy reference. Copyright of the CD-ROM remains with the RVD. The CD-ROM will be updated on a quarterly basis and issued 4 times a year. It is proposed to be produced for 1 year initially. The subscription of the CD-ROM (including postage) is \$160 for the first year.

Subscribers should fill out and return the attached Subscription Slip to the Authority before 20<sup>th</sup> July, 1999, together with a crossed cheque made payable to "Estate Agents Authority".

## 2. Land Registry

At the request of the Authority, the Land Registry is considering extending the hours of access to its Computerized Direct Access System and practitioners will be kept informed of the progress. At present, the office of the Land Registry has a special counter to handle applications for bulk searches of properties.

## 3. Buildings Department

Occupation Permits for buildings of less than 15 years old are mostly available from the Land Registry. If not, practitioners can go to the Buildings Department. The time for applying for copies of occupation permits at the Buildings Department has been greatly reduced from 14 working days to 3 working days. If an application is made on the first working day, the copy of occupation permit will be ready for collection in the afternoon of the third. (If the application is filed on Monday, the copy of occupation permit is available after 2 p.m. on Wednesday; if the application is filed on Thursday, the copy of occupation permit is available after 2 p.m. on the next Monday).

This Circular should be made available for the  
information of all staff engaged in estate agency work.

To: Estate Agents Authority  
Room 1701-1707A, 17/F  
Dah Sing Financial Centre  
108 Gloucester Road  
Wanchai, Hong Kong

**Subscription Slip for CD-ROM on  
Account Enquiry Numbers**

I/We would like to subscribe to the captioned CD-ROM produced by the Estate Agents Authority ("the Authority") for the first year and enclose herewith a cheque for the said subscription. I/We hereby further agree to observe the following conditions:

1. The data on the captioned CD-ROM ("the Data") will only be used for the purpose of locating Account Enquiry Numbers in connection with the Info-Hotline Service of the Rating and Valuation Department, the copyright-holder of the Data;
2. The Data shall not be transmitted to any other person or company in any form;
3. I/We undertake not to use the Data after I/We cease to be a licensee under the Estate Agents Ordinance (Cap. 511);
4. The Data shall not be amended or reformatted;
5. It is the responsibility of the user to ensure that the correct tenement/Account Enquiry Number is selected; and
6. The above conditions shall survive the termination of the subscription agreement between me/us and the Authority.

Name of Licensee: \_\_\_\_\_

Number of Licence/Statement of Particulars of Business: \_\_\_\_\_

Postal Address: \_\_\_\_\_

No. of set(s) of CD-ROM: \_\_\_\_\_ ; Total cost (No.of sets x \$160) = \$ \_\_\_\_\_

Cheque No: \_\_\_\_\_

Signature of Licensee or Representative: \_\_\_\_\_

Date: \_\_\_\_\_