



# 香港地產建設商會

## THE REAL ESTATE DEVELOPERS ASSOCIATION OF HONG KONG

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To : **REDA Corporate Members**  
(Members of Executive Committee & Legal Subcommittee via fax)

Date : 10 August 2010

Subject : **Sales Descriptions of Uncompleted Residential Properties**

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Dear Members,

We have agreed with the Transport and Housing Bureau to implement two additional measures regarding the disclosure of information concerning the date of completion of the development and the cancellation of Agreements for Sale and Purchase (ASPs).

Firstly, information on the estimated date of completion of the development should be provided in the Register of Agreements for Sale and Purchase. Any change to the estimated date of completion should be updated in the Register within five working days.

Secondly, any cancellation of ASPs should be made public within five working days after such ASPs are cancelled.

The above measures are to be implemented as soon as possible but no later than 12 August 2010. In this connection, a revised template for the Register of ASPs is attached for your reference.

Your continued support and compliance with our Guidelines are much appreciated.

Stewart Leung  
Vice Chairman, Executive Committee

**Template for Register of Agreements for Sale and Purchase for  
Uncompleted Residential Units**

**Name of Development, Phase No. (if any), Location**  
樓盤名稱、期數（如有）及地區

**(A) Register of Agreements for Sale and Purchase for Uncompleted Residential Units**  
未建成住宅單位買賣合約記錄

Date of ASP 買賣合約日期	Residential Unit (with carparking space if any) 住宅單位 (及車位, 如有)			Transacted price 單位售價	The transaction involves members of the Board of the Developer or their immediate family member 與發展商的董事局成員或其 直系親屬有關連的交易	Date of cancellation of ASP (if applicable) 買賣合約 取消日期 (如適用)
	Tower 座數	Floor 樓層	Unit 單位			
					√	

**(B) Estimated date of completion of development**  
項目預計完工日期

Pursuant to the Authorized Person's Certificate dated [please fill in the day/month/year here], the estimated date of completion of the development in accordance with clause 4(1)(c) of the Agreement for Sale and Purchase (ASP) is on or before [please fill in the day/month/year here] subject to such extensions of time as may be granted by the Authorized Person in accordance with clause 4(5)(a) of the ASP. The issue by the Director of Lands of a certificate of compliance (CC) or consent to assign (CA) is conclusive evidence that the development has been completed or is deemed to be completed as the case may be and nothing herein shall preclude the Developer from proving that it has completed the development in accordance with clause 4(1)(c) of the ASP by any other means. The Developer shall notify the purchasers in writing that it is in a position validly to assign the Units within one month of the issue of the CC or the CA, whichever is the earlier and the sale and purchase of the Units shall be completed within 14 days of the date of the Developer's written notification to the purchasers.

根據認可人士於[年/月/日]簽發的證書，本發展項目按買賣合約第 4(1)(c) 條款完成的預計完工日期為[年/月/日] 或以前，但認可人士可根據買賣合約第 4(5)(a)條款批准延伸該預計完工日期。地政總署署長因應實際情況發出的滿意紙或轉讓同意書，是不可推翻的證據，證明該發展項目已完成或視為完成。但這並不限制發展商透過其他方法，證明已按買賣合約第 4(1)(c) 條款完成該發展項目。發展商須於滿意紙或轉讓同意書發出後一個月內(以較先者為準)，以書面通知買方他有權轉讓物業。買賣交易須於發展商書面通知買方後十四天內完成。

Note:

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1. The above-mentioned Agreements for Sale and Purchase (“ASPs”) are signed pursuant to the Preliminary Agreements for Sale and Purchase (“PASPs”) entered into by the purchasers and the Developer.  
以上買賣合約是根據買賣雙方較早前所簽署的臨時買賣合約訂立。
2. The ASPs in Part (A) of this register are listed in chronological order of the date of ASPs. Information on the ASPs must be entered into this register within five working days from the signing of the relevant PASPs.  
本記錄(A)部份所列出的買賣合約記錄以日期排序。關於該等買賣合約的資料須於有關的臨時買賣合約簽署後五個工作天內填入此記錄。
3. The estimated date of completion of the development stated in Part (B) of this register is the date as stipulated in Clause 4(1)(c) of the ASPs. The Developer should update the information within five working days upon confirmed change in the estimated date of the completion of the development.  
本記錄(B)部份所陳述的發展項目預計完工日期，就是買賣合約中第4條第(1)(c)款內所訂定的日期。如預計完工日期有改變，發展商在確定了經改變的預計完工日期後，須在五個工作天內，更新有關資料。
4. The ASPs will be registered in the Land Registry within one calendar month from the date of the respective PASPs. Information on the ASPs may be removed from this register upon completion of registration of the respective ASPs in the Land Registry, but any information so removed shall be reinstated upon cancellation of the relevant ASPs (see Note 7 below).  
物業的買賣合約會於其臨時買賣合約之日期的一個月內在土地註冊處登記。以上資料在各自的買賣合約於土地註冊處完成登記後可從此記錄內刪除，但當買賣合約一旦取消，已被刪除的有關該買賣合約的資料須再次填入此記錄(參照以下第7項)。
5. This register is for information only. Accuracy of information on each entry shall be subject to the respective ASPs, which will be registered in the Land Registry.  
以上買賣合約記錄只供參考之用。本記錄內所有買賣合約資料的準確性以相關買賣合約為準。相關買賣合約將於土地註冊處登記。
6. The transactions which involve members of the Board of the Developer, and their immediate family members will be marked with “√” in this register. “Members of the Board” means all executive directors, non-executive directors and independent non-executive directors. “Immediate family members” means parents, spouse, sons and daughters.  
本紀錄會以“√”標示與發展商的董事局成員或其直繫親屬有關連的交易。「董事局成員」一辭意指所有執行董事、非執行董事及獨立非執行董事；「直繫親屬」意指父母、配偶及子女。
7. Any cancellation of ASPs must be entered into this register within five working days after the ASPs are cancelled, including cancellation which takes place after completion of registration of the relevant ASPs in the Land Registry (the original entry of these ASPs may have been removed from the register earlier on).  
就任何取消了的買賣合約，包括於土地註冊處完成登記後才取消的買賣合約(這類買賣合約的資料可能之前已從此買賣合約記錄內刪除)，發展商須在有關買賣合約取消後五個工作天內填寫此記錄。
8. Information regarding cancelled ASPs may be removed from this register upon completion of registration of the relevant cancellation documents in the Land Registry.  
取消買賣合約文件於土地註冊處完成登記後，有關文件的資料可從此記錄內刪除。

Updated on:  
更新日期

Signed by: (Authorized Signature of the  
簽發: Developer/獲發展商授權人士的簽署)