

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

Name of Development: _____

Estate Agency Company: _____ SPOB No.: _____

Venue of Pre-sale Briefing: _____

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

Controller: _____ Licence No.: _____ Signature: _____

Controller 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. 10-02 (CR), Circular No. 13-04 (CR) and Circular No. 15-03 (CR) and understand that they must comply therewith.

Name of Attendee	Licence No.	Name of Branch Office & SPOB No.	Name of Immediate Supervisor & Lic. No.	Location to be Deployed	Date of Deployment	Duration of Deployment	Signature

Remark: Estate Agency Company or Controller must provide EAA with a copy of the staff list at least one day before the launch of the first-sale.