SAMPLE (FOR INDIVIDUAL LICENSEES)

Declaration of Submission of Registration(s) of Intent

[Important: This declaration must be made to the Company no later than the same day after submitting the registrations of intent or before the closing time for the submission of registrations of intent, whichever is the earlier]

To:	: [Responsible Officer of the Company]					
	Re: Development: [<u>Date of Sale Note 1</u> :	<u> </u>				
abov	I have today submitted for myself Note 2 registration(s) of intent in the above development as follows:					
	Total Number of Total Number of					
	Registrations of Intent Submitted	Cashier Order(s) Note 3 Submitted				
		[Name of Licensee]				
		[Licence No.]			
		Date: []			

- Note 1: As specified in the relevant sales arrangement issued by the vendor.
- Note 2: Means that an individual licensee submits, through the estate agency company he works for, the registration(s) of intent using (i) his name solely or together with other individual(s) and/or company(ies) jointly; or (ii) the name of a company of which the individual licensee is a shareholder and/or director, as registrant(s).
- Note 3: For example, if the sales arrangement specifies that a cashier order in the sum of HK\$200,000 is required to be submitted for each property that a registrant wishes to express an interest to purchase and the licensee submits one cashier order for the said sum of HK\$200,000 to express an interest to purchase, then the number of cashier order to be counted is "one". However, if the licensee uses three cashier orders to make up the said sum of HK\$200,000, then for the purpose of this declaration, the three cashier orders as aforesaid shall still be counted as one cashier order only.

Note: This sample is for reference only. Estate agency companies should according to their own circumstances prepare their own declaration form for use by members of their staff who are licensees so as to comply with the requirements of Circular No. 15-03 (CR).

SAMPLE (FOR ESTATE AGENCY COMPANIES)

(Company Name) Declaration of Submission of Registration(s) of Intent

Re:	Development: []
	Date of Sale Note 1: []

The total number of licensees Note 2 who have submitted registrations of intent for themselves in the above development and the total number of registrations of intent and the total number of cashier orders Note 3 submitted as at the date specified in the table below are as follows:

Date Note 4	Cumulative	Cumulative Total	Cumulative Total
	Total Number	Number of	Number of
	of Licensees	Registrations of	Cashier Orders Note 3
		Intent Submitted	Submitted

[Name and Title of Responsible Officer for and on behalf of the Company] [Licence No. of Company] Date: [

- Note 1: As specified in the relevant sales arrangement issued by the vendor.
- Note 2: Including our company (whether solely, jointly with other(s), or as shareholder/director of another company) and members of our staff who are licensees.
- Note 3: For example, if the sales arrangement specifies that a cashier order in the sum of HK\$200,000 is required to be submitted for each property that a registrant wishes to express an interest to purchase and the licensee submits one cashier order for the said sum of HK\$200,000 to express an interest to purchase, then the number of cashier order to be counted is "one". However, if the licensee uses three cashier orders to make up the said sum of HK\$200,000, then for the purpose of this declaration, the three cashier orders as aforesaid shall still be counted as one cashier order only.
- Note 4: The information collected on a day must be publicised before noon on the following day (except the closing date for submission of the registrations of intent). On the closing date for submission of registrations of intent, the information collected up to the closing time for such submission must be publicised within two hours therefrom.

Example 1: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 9 a.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015 and 3 September 2015 respectively; and before 11:00 a.m. on 4 September 2015.

Example 2: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 2:00 p.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015, 3 September 2015 and 4 September 2015 respectively; and before 4:00 p.m. on 4 September 2015.

Note: This sample is for reference only. Estate agency companies should according to their own circumstances prepare their own declaration form so as to comply with the requirements of Circular No. 15-03 (CR).

SAMPLE (FOR ESTATE AGENCY ASSOCIATIONS)

(Name of Estate Agency Association) Declaration of Submission of Registration(s) of Intent

Re:	Development: []	
	Date of Sale Note 1: [۱

The total number of licensees Note 2 who have submitted registrations of intent for themselves in the above development and the total number of registrations of intent and the total number of cashier orders Note 3 submitted by the licensed estate agents Note 4 specified as at the date specified in the table below are as follows:

Name of Licensed	Date Note 5	Cumulative	Cumulative	Cumulative Total
Estate Agent Note 4		Total No. of	Total No. of	No. of
		Licensees	Registrations of	Cashier Orders Note 3
			Intent Submitted	Submitted

[Name and Title of Responsible Officer for and on behalf of the Association] [Licence No. of Association] Date: [

- Note 1: As specified in the relevant sales arrangement issued by the vendor.
- Note 2: Including our association (whether solely, jointly with other(s), or as shareholder/director of another company) and members of our staff who are licensees, and members (including chartered members, associate members or by similar names) of our Association and members of their staff who are licensees.
- Note 3: For example, if the sales arrangement specifies/other members that a cashier order in the sum of HK\$200,000 is required to be submitted for each property that a registrant wishes to

express an interest to purchase and the licensee submits one cashier order for the said sum of HK\$200,000 to express an interest to purchase, then the number of cashier order to be counted is "one". However, if the licensee uses three cashier orders to make up the said sum of HK\$200,000, then for the purpose of this declaration, the three cashier orders as aforesaid shall still be counted as one cashier order only.

Note 4: Which may be our Association or members of our Association.

Note 5: The information collected on a day must be publicised before noon on the following day (except the closing date for submission of the registrations of intent). On the closing date for submission of registrations of intent, the information collected up to the closing time for such submission must be publicised within two hours therefrom.

Example 1: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 9 a.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015 and 3 September 2015 respectively; and before 11:00 a.m. on 4 September 2015.

Example 2: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 2:00 p.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015, 3 September 2015 and 4 September 2015 respectively; and before 4:00 p.m. on 4 September 2015.

Note: This sample is for reference only. Estate agency associations should according to their own circumstances prepare their own declaration form so as to comply with the requirements of Circular No. 15-03 (CR).

SAMPLE (FOR ESTATE AGENCY COMPANIES WHICH ARE FRANCHISORS)

(Name of Franchisor) <u>Declaration of Submission of Registration(s) of Intent</u>

Re:	Development: []
	Date of Sale Note 1: []

The total number of licensees Note 2 who have submitted registrations of intent for themselves in the above development and the total number of registrations of intent and the total number of cashier orders Note 3 submitted by the licensed estate agents Note 4 specified as at the date specified in the table below are as follows:

Name of Licensed	Date Note 5	Cumulative	Cumulative	Cumulative
Estate Agent Note 4		Total No. of	Total No. of	Total No. of
		Licensees	Registrations of	Cashier Orders Note 3
			Intent Submitted	Submitted

[Name and Title of Responsible Officer for and on behalf of the Franchisor] [Licence No. of Franchisor] Date: [

- Note 1: As specified in the relevant sales arrangement issued by the vendor.
- Note 2: Including our company (whether solely, jointly with other(s), or as shareholder/director of another company) and members of our staff who are licensees, and our franchisees and members of their staff who are licensees.
- Note 3: For example, if the sales arrangement specifies/other members that a cashier order in the sum of HK\$200,000 is required to be submitted for each property that a registrant wishes to express an interest to purchase and the licensee submits one cashier order for the said sum of

HK\$200,000 to express an interest to purchase, then the number of cashier order to be counted is "one". However, if the licensee uses three cashier orders to make up the said sum of HK\$200,000, then for the purpose of this declaration, the three cashier orders as aforesaid shall still be counted as one cashier order only.

Note 4: Which may be our company or our franchisees.

Note 5: The information collected on a day must be publicised before noon on the following day (except the closing date for submission of the registrations of intent). On the closing date for submission of registrations of intent, the information collected up to the closing time for such submission must be publicised within two hours therefrom.

Example 1: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 9 a.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015 and 3 September 2015 respectively; and before 11:00 a.m. on 4 September 2015.

Example 2: if the sales arrangement specifies that registrations of intent can be submitted from 1 September 2015 to 4 September 2015 and the closing time is 2:00 p.m. on 4 September 2015, then the required information must be publicised before noon on 2 September 2015, 3 September 2015 and 4 September 2015 respectively; and before 4:00 p.m. on 4 September 2015.

Note: This sample is for reference only. Estate agency companies which are franchisors should according to their own circumstances prepare their own declaration form so as to comply with the requirements of Circular No. 15-03 (CR).