



Circular

Circular No. 99-09(CR)

31 July 1999

Printing Format for Standard Documents

The CD-ROM enclosed herewith contains Forms 1-6 and 8-12 in the Schedule to the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation. Practitioners can either download these forms for use or print their own forms based on the same. To enhance consumers' confidence, the sentence "This Form is prescribed by the Estate Agents Authority in accordance with the Estate Agents Ordinance" shall be printed in the headings of Forms 1-6 and the following printing format is specified :-

Paper Size

Either A4 (210 mm x 296 mm) or F4 (216 mm x 330 mm) is acceptable. Practitioners should however note that A4 papers are more commonly adopted for facsimile transmission. Forms 1-6 (both Chinese and English) contained in the CD-ROM are available in both A4 and F4 sizes for downloading purposes.

Colour Schemes for Forms 1-6

Form 1	White
Form 2	White
Form 3	Light Yellow
Form 4	Light Pink
Form 5	Light Yellow
Form 6	Light Pink

Font Sizes

Whether in Chinese or in English, the texts of Forms 1-6 should not be smaller than a font size of 10. Font size for the notes (including cautions) should not be smaller than 9. Both Chinese and English texts can be printed

in the same form, but the font size specifications should be followed.

Company/Trade Association Logo

There is a margin of 38mm at the top of the first page of each Form. In this space a company may, if it so wishes, print its company name and logo, and/or the logo of the trade association(s) to which it belongs. Practitioners are cautioned not to print the logo of the Estate Agents Authority on the Forms.

Forms 8-12

Forms 8-12 are for the giving of notices under section 40 of the Estate Agents Ordinance. The above printing format is not applicable.

Other Sources

Practitioners can also obtain copies of Forms 1-6 and 8-12 from the following sources:

1. The Website of the Authority (<http://www.eaa.org.hk>);
2. The Hotline of the Authority (2111 2777);
3. The offices of the Authority (Rooms 1701-7A, 17th Floor, Dah Sing Financial Centre, 108 Gloucester Road, Wan Chai, Hong Kong); and
4. The Authority's Resource Centre (Suites 1505 & 1507, 15th Floor, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong).

Copies of the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation are available from the offices and Resource Centre of the Authority (for addresses see above).

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