



Circular

Circular No. 12-01 (CR)

Guidelines on printing format for Forms 1 – 6:

- **Font sizes should be no smaller than 10 for text, and 9 for notes (including cautions).**
- **The EAA’s logo should not be printed on the forms.**
- **No extra terms should be pre-printed on Forms 3 – 6.**

Printing Format for Prescribed Forms

The forms specified in the Schedule of the Estate Agents Practice (General Duties and Hong Kong Residential Properties) Regulation (“Practice Regulation”) are prescribed for the purposes of the Estate Agents Ordinance (“EAO”). Licensees are required to use the prescribed forms when dealing with the sale/purchase/leasing of residential properties in Hong Kong (Forms 1 – 6), as well as when giving notice to the Estate Agents Authority (“EAA”) under section 40 of the EAO (Forms 8 – 12). Licensees can either download these forms from the EAA’s website (www.eaa.org.hk/Compliance/Prescribedforms/tabid/102/language/en-US/Default.aspx), or print their own forms based on the same. This Circular sets out the EAA’s guidelines on the printing format for these forms.

Font Sizes

2. Whether in Chinese or English text, font sizes on Forms 1 – 6 should be no smaller than 10, and 9 for any notes (including cautions). Both Chinese and English texts can be printed on the same form, but the font size specifications should be followed.

Company/Trade Association Logo

3. There is a margin of 38 mm 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. Licensees are cautioned not to print the logo of the EAA on the forms.

Extra terms on Forms 3 – 6

4. Licensees should not pre-print any extra terms on the prescribed estate agency agreements (Forms 3 – 6), and are reminded not to pre-print or pre-enter the “ ✓ ” sign in the spaces on the agreements where clients are expected to indicate their choices. Any extra terms must not limit or contradict the original terms in the agreements, and should be explained to the client and agreed upon before it is added to the agreement.

Forms 8 – 12

5. Forms 8 – 12 are for giving notices under section 40 of the EAO. The above printing format is not applicable to these forms.

Licensees who fail to comply with the above guidelines may be subject to disciplinary action by the EAA.

This Circular supersedes Circular No. 99-09 (CR) and 00-04 (CR).

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Holders of Statements of Particulars of Business
 should bring this Circular to the attention of all staff
 engaged in estate agency work