

Quotation Form for Provision of Legal Service for Conveyancing Work
(Quotation Ref.: ORO/CMD/3-5/30/1(2025))

To: Official Receiver

A.	Service charge quoted for the Provision of Legal Service for Conveyancing Work in respect of each transaction of property/properties excluding Item B below ^{Note 1}	HK\$
B.	Service charge quoted for the Provision of Legal Service for Conveyancing Work in respect of each transaction of property/properties where the transaction is not completed for the reason of withdrawal by the purchaser before signing of the Formal Agreement for Sale and Purchase ^{Note 1}	HK\$

Note 1: Figures must not be erased; any alteration MUST BE effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments MUST BE initialed by the service provider in ink.

C. Date of commencement of the business of the Firm: -

D. Particulars of the solicitors of the service provider who have at least 10 years' post-qualification experience in handling Hong Kong conveyancing work AND the relevant experience in handling Hong Kong conveyancing work in different types of landed property in the 5 years immediately preceding the Quotation Closing Date. Paragraph 1(b) of the Terms of Quotation for Provision of Legal Service for Conveyancing Work ("**Terms of Quotation**") is referred.

Name of the practising solicitor	Capacity (i.e. partner or employee)	Year of admission ^{Note 2}	Hong Kong conveyancing work experience ^{Note 3} (Please also specify the period concerned, i.e. from mm/yy to mm/yy)
_____	_____	_____	Years (from to)
_____	_____	_____	Years (from to)
_____	_____	_____	Years (from to)
_____	_____	_____	Years (from to)
_____	_____	_____	Years (from to)

Note 2: Copies of (a) Certificate of Eligibility for Admission as a Solicitor and (b) Practising Certificate as a Solicitor for each of the above-named practising solicitors MUST BE submitted together with this Quotation Form.

Note 3: Brief description of the relevant experience of each of the above-named practising solicitors MUST BE submitted together with this Quotation Form.

		Amount	Expiry Date
E.	Professional Indemnity ^{Note 4:}	HK\$	

Note 4: Copy of the Professional Indemnity MUST BE submitted together with this Quotation Form.

F. Background of the Firm: -

G. Particulars of the conveyancing clerk(s) of the Firm who has/have at least 5 years' experience in handling Hong Kong conveyancing work and the relevant experience in handling Hong Kong conveyancing works in different types of landed property in the 5 years immediately preceding the Quotation Closing Date. Paragraph 1(c) of the Terms of Quotation is referred.

Name of the conveyancing clerk(s)	Capacity (i.e. principal conveyancing clerk / assistant conveyancing clerk)	Year of service (Please also specify the period concerned, i.e. from mm/yy to mm/yy)	Hong Kong conveyancing work experience (Please also specify the period concerned, i.e. from mm/yy to mm/yy)
		Years	Years (from to)
		Years	Years (from to)
		Years	Years (from to)

Signature of the person authorized to sign this
Quotation Form on behalf of the service
provider:

Position held in the service provider

:

Full Name of the service provider

:

Business Registration No.

:

Address of the service provider

:

:

Date

:

Tel. No.

:

Fax No.

:

Email address

:

END