

一手住宅物業銷售監管局

香港柴灣利眾街 24 號
東貿廣場 31 樓 E 室



Sales of First-hand Residential
Properties Authority

Unit E, 31/F, E-trade Plaza,
24 Lee Chung Street, Chai Wan, Hong Kong

本局檔號 Our Ref. : HD5-3/SRPA/6-20/1/2

來函檔號 Your Ref. :

電話 Tel. : 2215 6113

傳真 Fax.: 2219 2220

16 March 2026
(By Fax : 2845 0387
and By Post)

Ms Natalie CHEUNG
Assistant Director of Practitioners Affairs
The Law Society of Hong Kong
3/F, Wing On House
71 Des Voeux Road, Central
Hong Kong

Dear Ms CHEUNG,

**Residential Properties (First-hand Sales) Ordinance
Revised Annexes A and C of
the Guidelines on Submission of Documents to the Sales of First-hand
Residential Properties Electronic Platform (G06/15) and
Revised Annexes A, C and D of the Practice Note on Submission of Documents
to the Sales of First-hand Residential Properties Electronic Platform
(PN02/19)**

We are writing to inform the Law Society of Hong Kong (“LSHK”) that the Sales of First-hand Residential Properties Authority (“SRPA”) will issue revised Annexes A and C of the Guidelines on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform (“SRPE”) (Guidelines No. G06/15) and revised Annexes A, C and D of the Practice Note on Submission of Documents to the SRPE (Practice Note No. PN02/19). The revised annexes provide the updated procedures for vendors to ensure seamless document submissions to the upgraded SRPE.

We enclose a hard copy of the revised Annexes A, C and D of the Practice Note No. PN02/19 (in revision mode and with new screen captures) only in the **Appendix**. Please kindly note that the revised Annexes A and C of Guidelines No. G06/15 are identical to those of the Practice Note No. PN02/19 except that the revised Annex C of the Practice Note No. PN02/19 contains an additional section on “*Submission of Sales Arrangements*” at the end.

The upgraded SRPE is scheduled to be launched on 19 March 2026. While the core functions remain largely unchanged, the user interface and security enhancements have been introduced to further improve the platform. Consequently, the annexes above have been revised to reflect these enhancements.

You may wish to note that the SRPA will upload the electronic copies of the Guidelines No. G06/15 and Practice Note No. PN02/19 with the revised annexes (March 2026 version) at the following links on 19 March 2026:

Guidelines on Submission of Documents to the SRPE (G06/15)

English:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Submission_to_SRPE_Eng_Mar_2026.pdf

Traditional Chinese:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Submission_to_SRPE_Chi_Mar_2026.pdf

Simplified Chinese:

https://www.srpa.gov.hk/files/pdf/guidelines/Guidelines_on_Submission_to_SRPE_SC_Mar_2026.pdf

Practice Note on Submission of Documents to the SRPE (PN02/19)

English:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Submission_to_SRPE_Eng_Mar_2026.pdf

Traditional Chinese:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Submission_to_SRPE_Chi_Mar_2026.pdf

Simplified Chinese:

https://www.srpa.gov.hk/files/pdf/practice-notes/Practice_Notes_on_Submission_to_SRPE_SC_Mar_2026.pdf

For your information, the SRPA has issued a similar letter on the above to the Real Estate Developers Association of Hong Kong, the Consumer Council, the Estate Agents Authority, the Hong Kong Institute of Architects and the Hong Kong Institute of Surveyors.

We would also make available the information as set out in this letter, in the form of an Announcement to the Trade, on the SRPA website on 19 March 2026.

We would be grateful if LSHK can assist in bringing the above to the attention of your Members.

Yours sincerely,

A handwritten signature in black ink, consisting of several loops and a trailing line, positioned above the printed name.

(Alexander OR)

for Director,

Sales of First-hand Residential Properties Authority

Encls.

System Requirements for Submissions to the Submission Website

Vendors should ensure that computers with system configuration not lower than the standards specified below are used for their access to the Submission Website of SRPE.

- (a) Available hard disk space with 500 MB or above is recommended. More storage space is required for storing the files.
- (b) Broadband internet access with 100 Mbps or above is recommended for faster uploading and downloading of files.
- (c) JavaScript, cookies and TLS (~~1.0~~2 or above) must be enabled in the browser.
- (d) [The Hong Kong Supplementary Character Set \(HKSCS\)](#) is required for displaying special Hong Kong Chinese characters on some platforms. Please visit the website below for details:
<http://www.gov.hk/en/about/helpdesk/softwarerequirement/hkscs.htm>
- (e) An operating system and a web browser are required. [The following items are recommended:](#)

	Microsoft Windows	macOS	Linux	iOS	Android
Microsoft Edge	✓	=	=	=	=
Safari	=	✓	=	✓	=
Mozilla Firefox	✓	✓	✓	✓	✓
Google Chrome	✓	✓	✓	✓	✓

Important Note: Vendors should update the software and install software fixes or patches for the operating systems and browsers in their computers which are designated for accessing the Submission Website [of SRPE](#) from time to time.

Steps for Submission of PDF Files to the Submission Website for Uploading onto the SRPE

1 FILE SUBMISSION (PDF FILES)

This Annex sets out the specifications and requirements for submitting the electronic copies of sales brochures, price lists, registers of transactions *and documents containing information on sales arrangements* (“sales arrangements”) in respect of a development or a phase of development in portable document format (PDF) onto the SRPE for public access.

Specifications for PDF Files

For PDF files to be submitted, vendors should ensure that these files are virus-free, document printable and not protected by password. The file size of each of the file to be submitted should be less than 40 mega-bytes.

Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character or the last character of the filename of any file must not be a special character. The length of filenames of files submitted should not exceed 100 characters. All files submitted onto the SRPE and made available for public viewing will be shown with a revised filename assigned by the system.

File Requirements for Sales Brochures

Vendors should submit a complete bilingual copy of the sales brochure, with accompanying corrigendum, if any, forming part of the brochure as one PDF file or multiple PDF files. The size of any such file is not to exceed 40 mega-bytes. Vendors are required to split up a file with size exceeding 40 mega-bytes into multiple files. The total number of files for a complete copy of the sales brochure must not exceed 10. For submissions of sales brochures in multiple files, vendors should ensure that the files ~~they uploaded~~ are uploaded in the sequence they intend for viewing by the public.

If an examination record (whether set out on a supplementary sheet or not) is to be submitted, the examination record is to be prepared as a separate PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up an examination record into multiple files is not accepted.

File Requirements for Price Lists

Price list, whether it is a new price list or a revised price list, is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up one price list into multiple files is not accepted. Vendors are advised to submit a price list in bilingual versions.

File Requirements for Registers of Transactions

The register of transactions is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the register into multiple files is not accepted. Vendors are advised to submit a register of transactions in bilingual versions.

File Requirements for Sales Arrangements

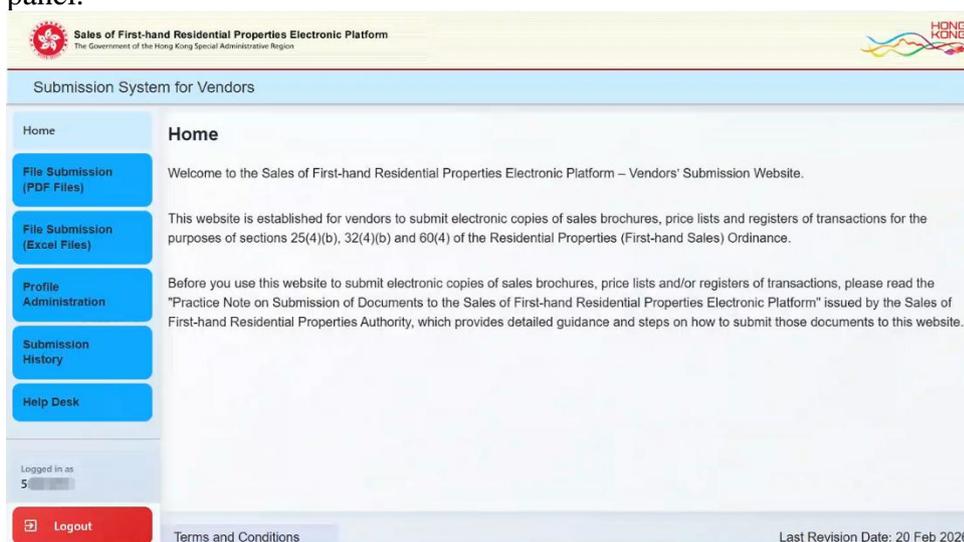
*The sales arrangement is to be prepared as **one** PDF file. The size of any such file must not exceed 40 mega-bytes. Splitting up the sales arrangement into multiple files is not accepted. Vendors are advised to submit a sales arrangement in bilingual versions.*

1.1 SUBMISSION OF SALES BROCHURE

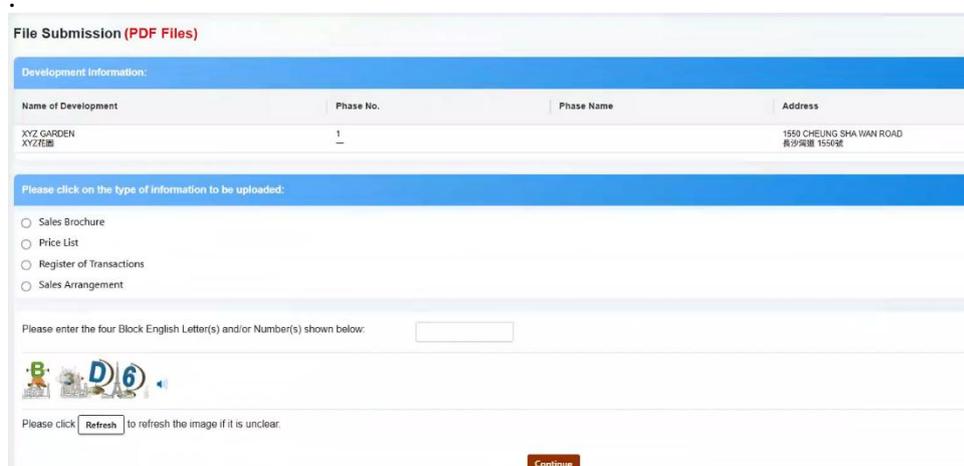
Vendors should follow the steps set out in Section 1.1.1 (for single file for a complete copy of Sales Brochure) or Section 1.1.2 (for multiple files for a complete copy of Sales Brochure) below when they submit the First Sales Brochure to SRPE. For each subsequent submission of Sales Brochure to SRPE after each examination, vendors should follow the steps set out in Section 1.1.3 (for single file for a complete copy of Sales Brochure) or Section 1.1.4 (for multiple files for a complete copy of Sales Brochure) below.

1.1.1 Submission of First Sales Brochure (Single File)

1. Click the “File Submission (PDF ~~File~~Files)” button on the left navigation panel.



2. ~~Note~~ Check the relevant “Development Information”, select “Sales Brochure”, and input the four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.



Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Sales Brochure
 Price List
 Register of Transactions
 Sales Arrangement

Please enter the four Block English Letter(s) and/or Number(s) shown below:

Please click to refresh the image if it is unclear.

3. PressClick the “Continue” button.

- Select “Single File for a Complete Copy of Sales Brochure” and [pressclick](#) the “Next” button.

File Submission - Sales Brochure (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Single File for a Complete Copy of Sales Brochure
 Multiple Files for a Complete Copy of Sales Brochure

Point to note:
1. File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

Cancel Next

- [PressClick](#) the “[BrowseSelect document to upload](#)” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File) (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

Select File for Uploading:

Sales Brochure* Select document to upload

Examination Record (if any) Select document to upload

Date of First Printing of the Sales Brochure*

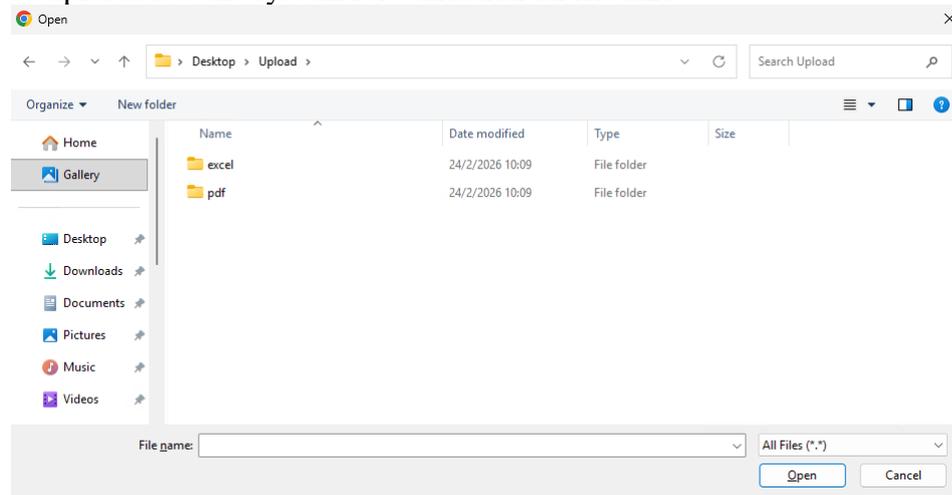
Date of Examination of the Sales Brochure (if applicable)

*Mandatory fields

Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

Cancel Next

- A pop-up window for file selection will [be openedopen](#). Select the file from the relevant directory and then [pressclick](#) “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

- Repeat steps 5 – 7 to upload the Examination Record, if any.
- Input the “Date of [First](#) Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- [PressClick](#) the “Next” button to continue.
- Check the uploaded file(s) and related information pending for submission. The uploaded file(s) pending for submission can be previewed by clicking “Preview”.

- If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded file(s) and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.

14. [PressClick](#) the “Confirm to Submit” button to submit the file(s) onto the SRPE for public access.

Note: After [pressingclicking](#) the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

15. After successful submission of the file(s) and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:
Submission Number : ██████████
Date/Time of Submission : 24 Feb 2026 10:17:47 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Submitted:
Date of First Printing of the Sales Brochure : 01 Feb 2026
Date of Examination of the Sales Brochure : 02 Feb 2026

(1) Document:
Sales Brochure

File Name: 001.pdf	File Size: 425 KB
System Assigned File Name for Public Viewing: 5900326022400100.pdf	

(2) Document:
Examination Record

File Name: 002.pdf	File Size: 425 KB
System Assigned File Name for Public Viewing: 59003260224001ER.pdf	

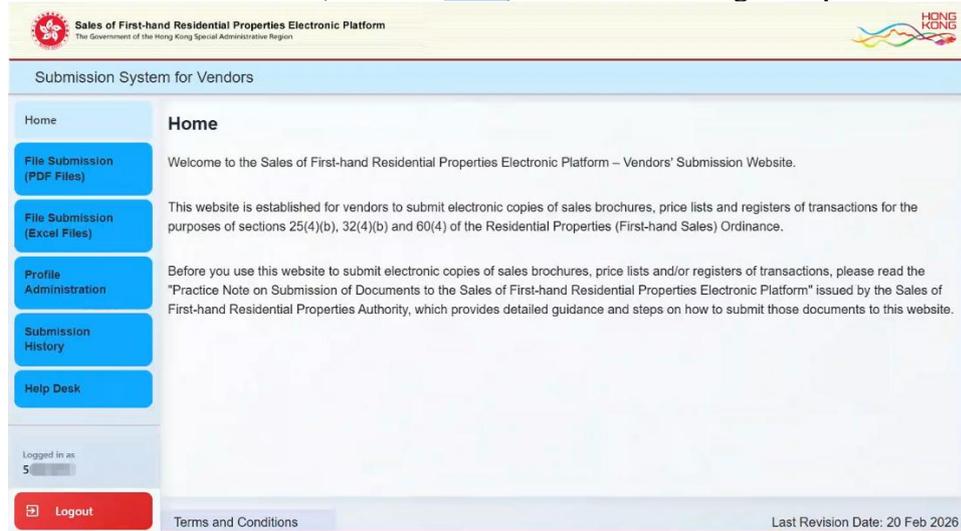
[Print / Save](#) [Finish](#)

16. [PressClick](#) the “Print/Save” button to print or save the “Confirmation of Submission” page²², if necessary.

17. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.1.2 Submission of First Sales Brochure (Multiple Files)

1. Click “File Submission (PDF ~~File~~Files)” on the left navigation panel.



2. ~~Note~~ Check the relevant “Development Information”, select “Sales Brochure”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.

File Submission (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Sales Brochure

Price List

Register of Transactions

Sales Arrangement

Please enter the four Block English Letter(s) and/or Number(s) shown below:

to refresh the image if it is unclear.

3. ~~Press~~Click the “Continue” button.
4. Select “Multiple Files for a Complete Copy of Sales Brochure” and ~~press~~click the “Next” button.

File Submission - Sales Brochure (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Single File for a Complete Copy of Sales Brochure

Multiple Files for a Complete Copy of Sales Brochure

Point to note:

1. File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

5. Select the “Number of Files for Sales Brochure” to be uploaded from ~~pull the~~ drop-down menu.

First Submission of Sales Brochure

Please enter the number of file(s) for Sales Brochure

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1* Select document to upload

Part 2* Select document to upload

Examination Record (if any) Select document to upload

Date of First Printing of the Sales Brochure*

Date of Examination of the Sales Brochure (if applicable)

*Mandatory fields

Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

6. ~~Press-Click~~ the “~~Browse~~Select document to upload” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files ~~they uploaded~~ are uploaded in the sequence they intend for viewing by the public.**

First Submission of Sales Brochure

Please enter the number of file(s) for Sales Brochure

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1* Select document to upload

Part 2* Select document to upload

Examination Record (if any) Select document to upload

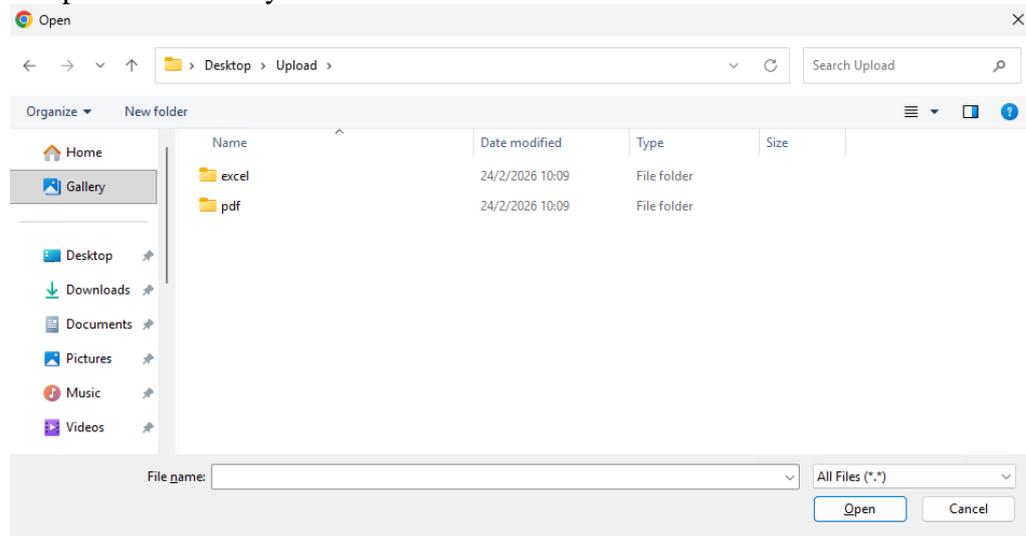
Date of First Printing of the Sales Brochure*

Date of Examination of the Sales Brochure (if applicable)

*Mandatory fields

Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

- A pop-up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

First Submission of Sales Brochure

Please enter the number of file(s) for Sales Brochure

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1*	003.pdf Size: 200 KB	Delete
Part 2*	Select document to upload	
Examination Record (if any)	Select document to upload	
Date of First Printing of the Sales Brochure*	DD-MM-YYYY	
Date of Examination of the Sales Brochure (if applicable)	DD-MM-YYYY	

*Mandatory fields

Point to note:
 1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
 2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Cancel Next

- Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record, if any.
- Input the “Date of First Printing of the Sales Brochure” and the “Date of Examination of the Sales Brochure”, if applicable.
- Press the “Next” button to continue.

12. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

First Submission of Sales Brochure

File(s) and Related Information Pending for Submission:

Date of First Pringing of the Sales Brochure : 01 Feb 2026
Date of Examination of the Sales Brochure : 02 Feb 2026

(1)	Document: Sales Brochure (Part 1)	
	File Name: 003.pdf	File Size: 266 KB
	Preview	

(2)	Document: Sales Brochure (Part 2)	
	File Name: 003 - 1.pdf	File Size: 266 KB
	Preview	

(3)	Document: Examination Record	
	File Name: 003 - 2.pdf	File Size: 266 KB
	Preview	

Enter Password to Confirm File Submission:

Password:

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
15. [Press-Click](#) the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After [pressingclicking](#) the “Confirm to Submit” button, the Sales Brochure and the Examination Record (if any) will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” page will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:

Submission Number : ██████████
 Date/Time of Submission : 24 Feb 2026 10:49:47 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

First Submission of Sales Brochure

File(s) and Related Information Submitted:

Date of First Printing of the Sales Brochure : 01 Feb 2026
 Date of Examination of the Sales Brochure : 02 Feb 2026

(1) Document:
Sales Brochure (Part 1)

File Name: 003.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 6610526022404101.pdf	

(2) Document:
Sales Brochure (Part 2)

File Name: 003 - 1.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 6610526022404102.pdf	

(3) Document:
Examination Record

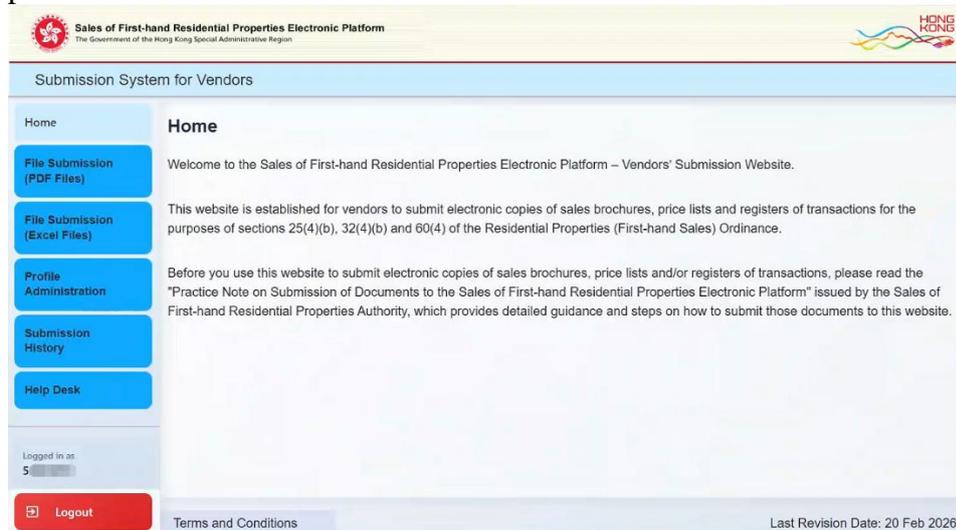
File Name: 003 - 2.pdf	File Size: 266 KB
System Assigned File Name for Public Viewing: 66105260224041ER.pdf	

17. [PressClick](#) the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.

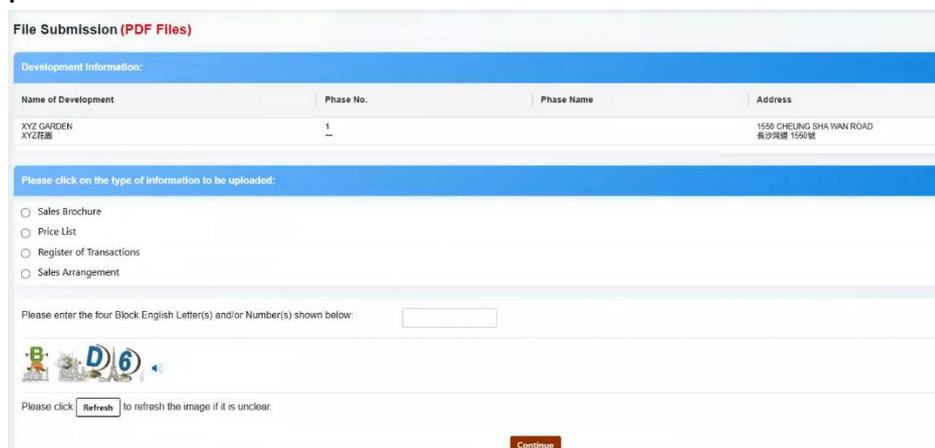
18. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.1.3 Submission of Revised Sales Brochure after Examination (Single File)

1. Click the “File Submission (PDF FileFiles)” button on the left navigation panel.



2. Note Check the relevant “Development Information”, select “Sales Brochure”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Sales Brochure”.



3. PressClick the “Continue” button.

- Select “Single File for a Complete Copy of Sales Brochure” and [pressclick](#) the “Next” button.

File Submission - Sales Brochure (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Single File for a Complete Copy of Sales Brochure
 Multiple Files for a Complete Copy of Sales Brochure

Point to note:
1.File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

- [PressClick](#) the “[BrowseSelect document to upload](#)” button of “Sales Brochure” and select the file of the Sales Brochure for uploading.

File Submission - Sales Brochure (Single File) (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

Select File for Uploading:

Sales Brochure*

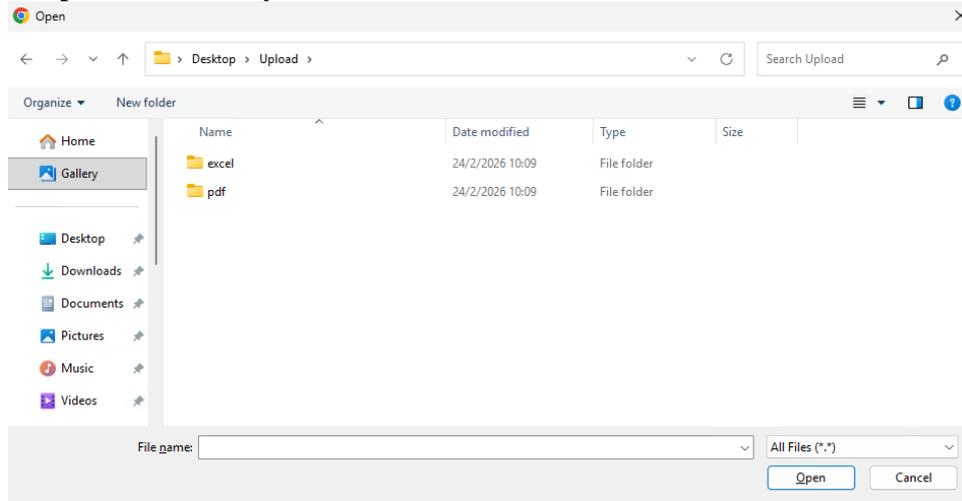
Examination Record*

Date of Examination of the Sales Brochure*

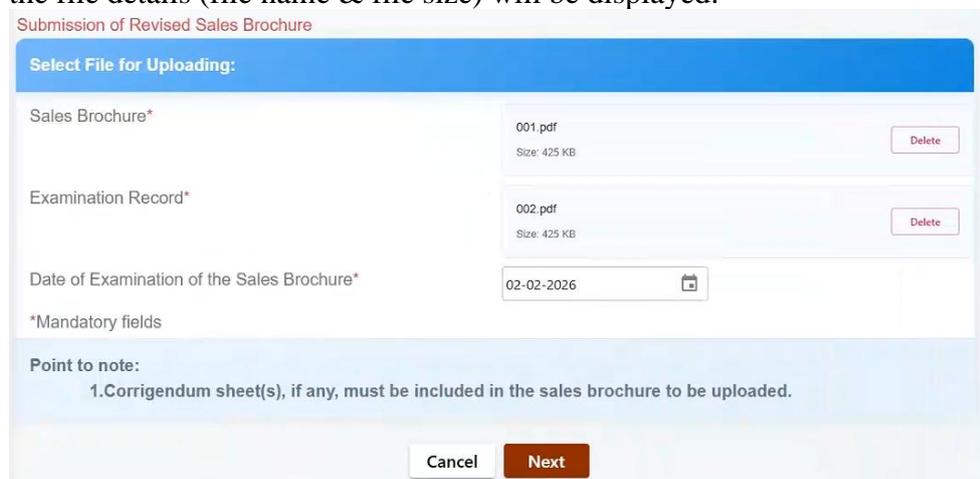
*Mandatory fields

Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.

- A pop-up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.



- Repeat steps 5 – 7 to upload the Examination Record.
- Input the “Date of Examination of the Sales Brochure”.
- Press the “Next” button to continue.

11. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 02 Feb 2026

(1) Document:
Sales Brochure

File Name: 001.pdf	File Size: 425 KB
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Preview

(2) Document:
Examination Record

File Name: 002.pdf	File Size: 425 KB
-----------------------	----------------------

Preview

Enter Password to Confirm File Submission:

Password:

Cancel Back Confirm to Submit

12. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 5 – 7.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded files and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.

14. [PressClick](#) the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After clicking the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

15. After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

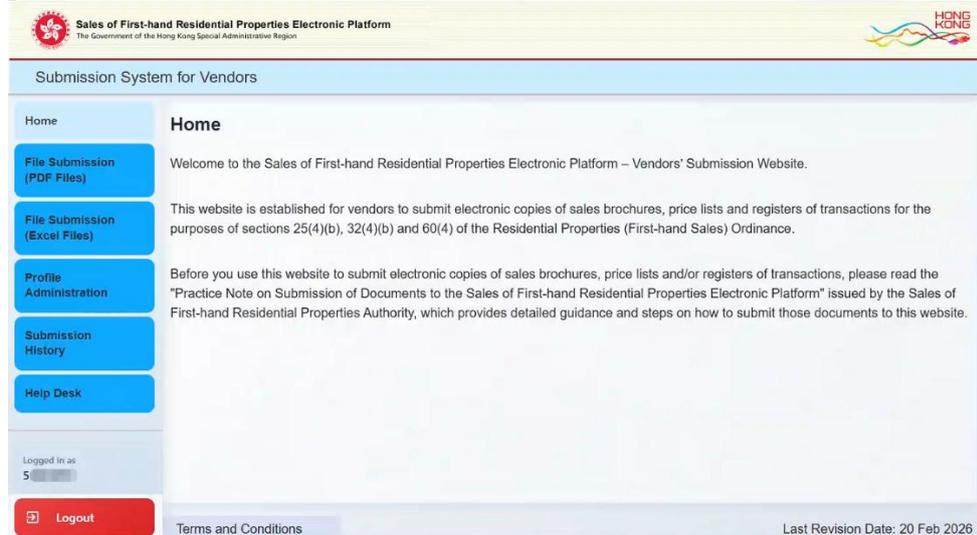
File Submission - Confirmation of Submission (PDF Files)

Submission Details:			
Submission Number : ██████████			
Date/Time of Submission : 24 Feb 2026 11:06:31 AM			
Development Information:			
Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號
Submission of Revised Sales Brochure			
File(s) and Related Information Submitted:			
Date of Examination of the Sales Brochure : 02 Feb 2026			
(1)	Document: Sales Brochure		
	File Name: 001.pdf	File Size: 425 KB	
	System Assigned File Name for Public Viewing: 5900326022400200.pdf		
(2)	Document: Examination Record		
	File Name: 002.pdf	File Size: 425 KB	
	System Assigned File Name for Public Viewing: 59003260224002ER.pdf		
Print / Save Finish			

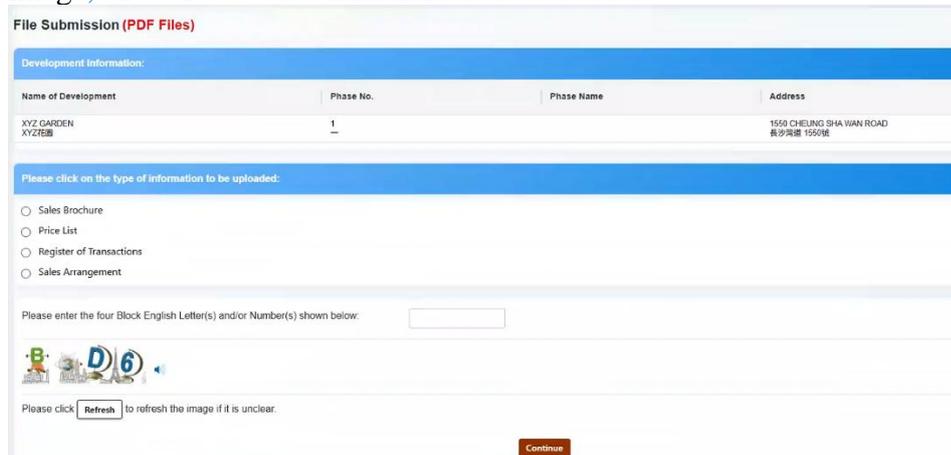
16. [PressClick](#) the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
17. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.1.4 Submission of Revised Sales Brochure after Examination (Multiple Files)

1. Click the “File Submission (PDF ~~File~~Files)” button on the left navigation panel.



2. ~~Note-Check~~ the relevant “Development Information”, select “Sales Brochure”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, ~~and select “Sales Brochure”~~.



3. ~~Press~~Click the “Continue” button.

- Select “Multiple Files for a Complete Copy of Sales Brochure” and [pressclick](#) the next button.

File Submission - Sales Brochure (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Single File for a Complete Copy of Sales Brochure
 Multiple Files for a Complete Copy of Sales Brochure

Point to note:
1.File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

Cancel Next

- Select the “Number of Files for Sales Brochure” to be uploaded from [pull-the drop-down](#) menu.

Submission of Revised Sales Brochure

Please enter the number of file(s) for Sales Brochure

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1*

Part 2*

Examination Record*

Date of Examination of the Sales Brochure*

*Mandatory fields

Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Cancel Next

- [PressClick](#) the “[BrowseSelect document to upload](#)” button of “Part 1” and select the file of Part 1 of the Sales Brochure for uploading. **For submission of Sales Brochure in multiple files, vendors should ensure that the files ~~they uploaded~~ are [uploaded](#) in the sequence they intend for viewing by the public.**

Submission of Revised Sales Brochure

Please enter the number of file(s) for Sales Brochure

Number of Files for Sales Brochure : 2

Select File for Uploading:

Part 1*

Part 2*

Examination Record*

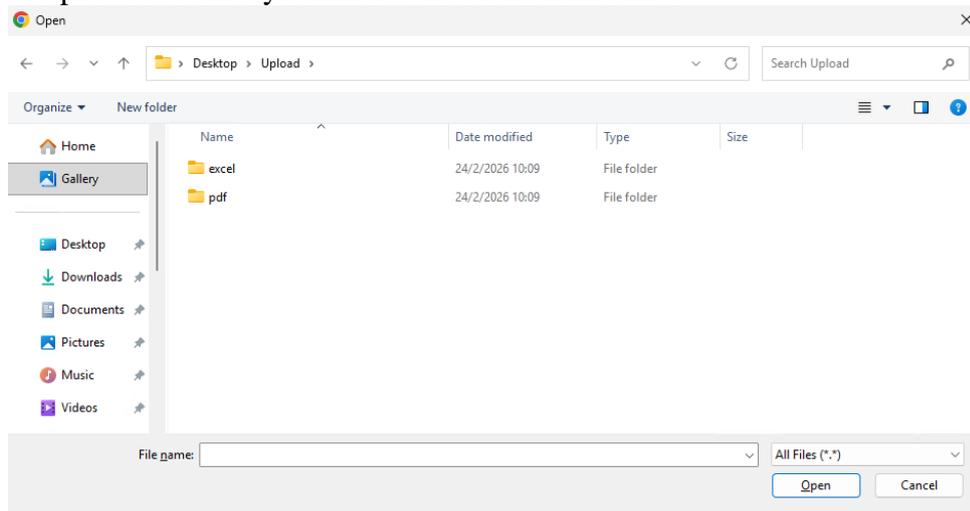
Date of Examination of the Sales Brochure*

*Mandatory fields

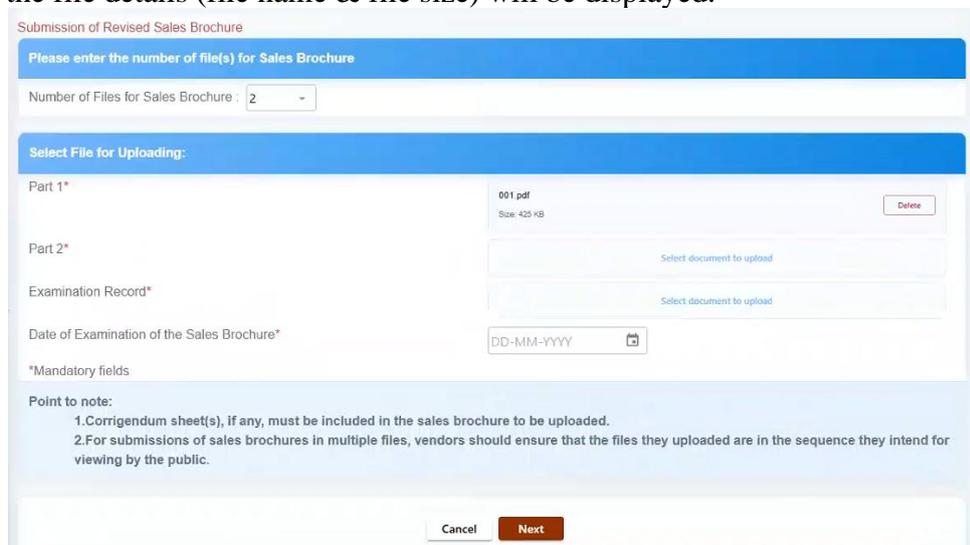
Point to note:
1. Corrigendum sheet(s), if any, must be included in the sales brochure to be uploaded.
2. For submissions of sales brochures in multiple files, vendors should ensure that the files they uploaded are in the sequence they intend for viewing by the public.

Cancel Next

7. A pop-up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



8. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.



9. Repeat steps 6 – 8 to upload other part(s) of the Sales Brochure and the Examination Record.
10. Input the “Date of Examination of the Sales Brochure”.
11. Press the “Next” button to continue.

12. Check the uploaded files and related information pending for submission. The uploaded files pending for submission can be previewed by clicking “Preview”.

Submission of Revised Sales Brochure

File(s) and Related Information Pending for Submission:

Date of Examination of the Sales Brochure : 03 Feb 2026

(1)	Document: Sales Brochure (Part 1)		
	File Name: 001.pdf	File Size: 425 KB	
	Preview		
(2)	Document: Sales Brochure (Part 2)		
	File Name: 002.pdf	File Size: 425 KB	
	Preview		
(3)	Document: Examination Record		
	File Name: 003.pdf	File Size: 5211 KB	
	Preview		

Enter Password to Confirm File Submission:

Password:

13. If incorrect file(s) is/are uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

14. If the uploaded files and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
15. [PressClick](#) the “Confirm to Submit” button to submit the files onto the SRPE for public access.

Note: After [clicking](#) the “Confirm to Submit” button, the Sales Brochure and the Examination Record will be uploaded automatically onto the SRPE for public access.

16. After successful submission of the files and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Sales Brochure and the Examination Record (if any) will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:
Submission Number : 5
Date/Time of Submission : 24 Feb 2026 11:20:53 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Submission of Revised Sales Brochure

File(s) and Related Information Submitted:
Date of Examination of the Sales Brochure : 03 Feb 2026

(1) Document:
Sales Brochure (Part 1)

File Name: 001.pdf	File Size: 425 KB
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System Assigned File Name for Public Viewing:
5900326022400301.pdf

(2) Document:
Sales Brochure (Part 2)

File Name: 002.pdf	File Size: 425 KB
-----------------------	----------------------

System Assigned File Name for Public Viewing:
5900326022400302.pdf

(3) Document:
Examination Record

File Name: 003.pdf	File Size: 5211 KB
-----------------------	-----------------------

System Assigned File Name for Public Viewing:
59003260224003ER.pdf

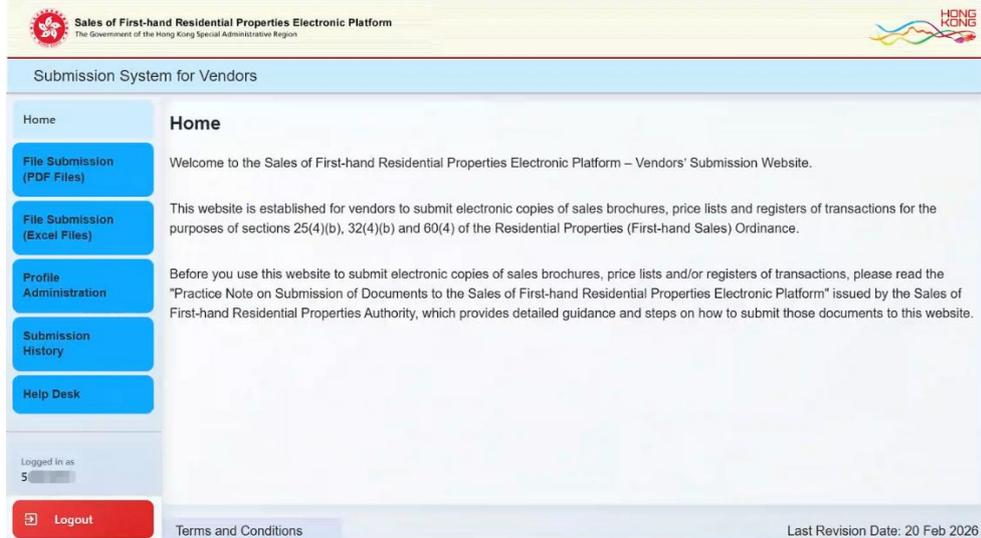
[Print / Save](#) [Finish](#)

17. [Press-Click](#) the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
18. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.2 SUBMISSION OF PRICE LIST

1.2.1 Submission of New Price List

1. Click the “File Submission (PDF [File Files](#))” on the left navigation panel.



2. ~~Note-Check~~ the relevant “Development Information”, [select “Price List”](#), and input the Four Block English Letter(s) and/or Number(s) shown on the image, ~~and select “Price List”~~.

The screenshot shows the 'File Submission (PDF Files)' page. It features a table for 'Development Information' with columns for Name of Development, Phase No., Phase Name, and Address. Below the table, there are radio buttons for selecting the type of information to be uploaded: Sales Brochure, Price List, Register of Transactions, and Sales Arrangement. A text input field is provided for entering the four-block English letter(s) and/or number(s) shown in the captcha image. The captcha image displays the letters 'E', 'D', and '6'. A 'Refresh' button is located below the captcha, and a 'Continue' button is at the bottom right of the form.

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

3. [PressClick](#) the “Continue” button.

4. Select “New Price List” and [pressclick](#) the “Next” button.

File Submission - Price List (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

New Price List
 Revision to Existing Price List

Point to note:
1.File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

5. Input the “Serial Number of Price List” and its “Date of Printing”.

File Submission - New Price List (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* :

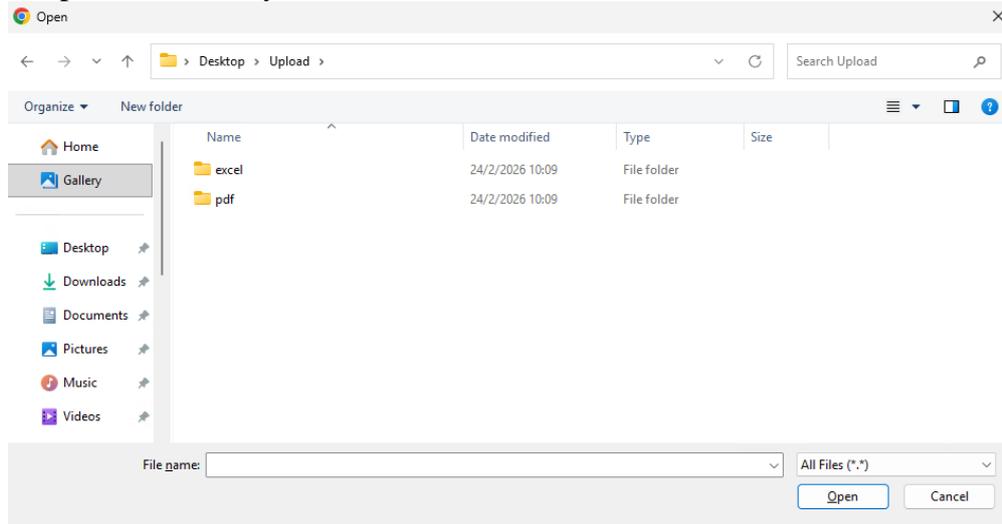
Date of Printing*

*Mandatory fields

Point to note:
1.The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

6. [PressClick](#) the “[BrowseSelect document to upload](#)” button and select the file of the New Price List for uploading.

- A pop-up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



- After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select File(s) for Uploading:

Serial Number of Price List* :

Select File to be Uploaded* : 001.pdf
Size: 425 KB Delete

Date of Printing* : 📅

*Mandatory fields

Point to note:
1. The file to be uploaded should be in searchable PDF format and the file size should be less than 40 MB.

Cancel Next

- Press the “Next” button to continue.

- Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File(s) and Related Information Pending for Submission:

(1) Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision 03 Feb 2026
File Name: 001.pdf	File Size: 425 KB	
Preview		

Enter Password to Confirm File Submission:

Password:

Important Note:
All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SPRE for public viewing

Cancel Back Confirm to Submit

11. If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 6 – 8.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

12. If the uploaded file and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
13. [PressClick](#) the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After [pressingclicking](#) the “Confirm to Submit” button, the New Price List will be uploaded automatically onto the SRPE for public access.

- After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:
Submission Number : 5
Date/Time of Submission : 24 Feb 2026 11:34:00 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

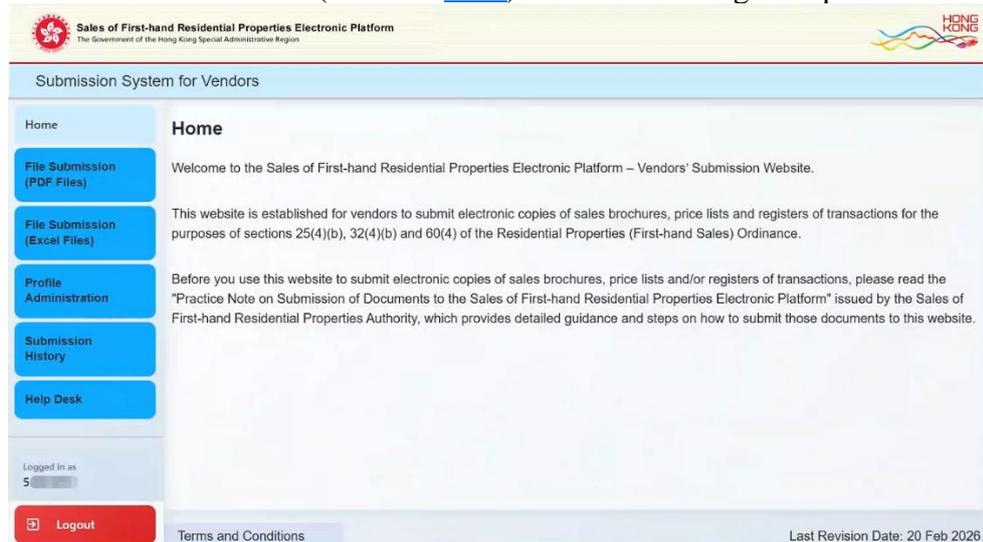
(1) Document: New Price List	Serial Number of Price List: 1	Date of Printing/Revision 03 Feb 2026
File Name: 001.pdf	File Size: 425 KB	
System Assigned File Name for Public Viewing: 59003260224004PO.pdf		

[Print / Save](#) [Finish](#)

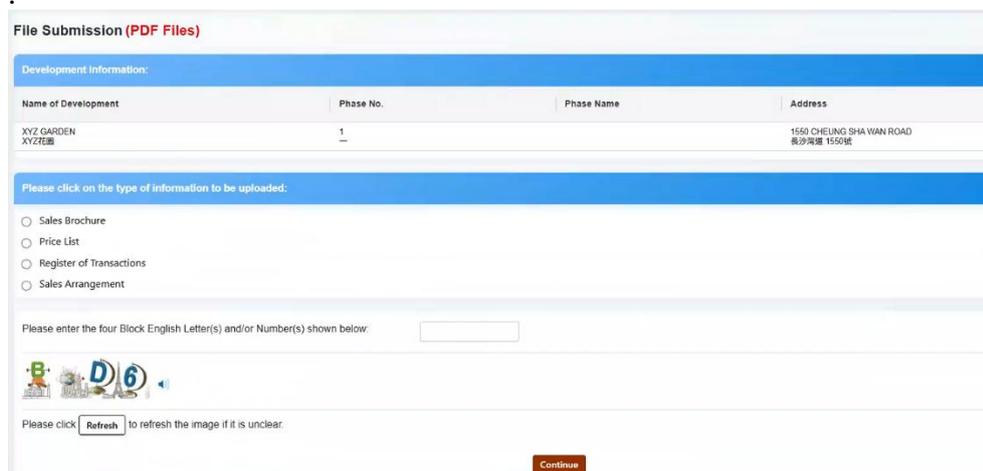
- [PressClick](#) the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
- [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.2.2 Submission of Revision to Existing Price list

1. Click “File Submission (PDF ~~File~~Files)” on the left navigation panel.



2. ~~Note~~ Check the relevant “Development Information”, select “Price List”, and input the Four Block English Letter(s) and/or Number(s) shown on the image ~~and, select “Price List”~~.



3. PressClick the “Continue” button.

4. Select “Revision to Existing Price List” and [pressclick](#) the “Next” button.

File Submission - Price List (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1 —		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

New Price List
 Revision to Existing Price List

Point to note:
1.File(s) to be uploaded should be in pdf format and the size of each file should be less than 40 MB.

5. Select the existing price list to be revised.

Please select the existing price list to be revised:

Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
1	03 Feb 2026	24 Feb 2026 11:34:00 AM

Select File(s) for Uploading:

Serial Number of Revised Price List* :

Select File to be Uploaded* :

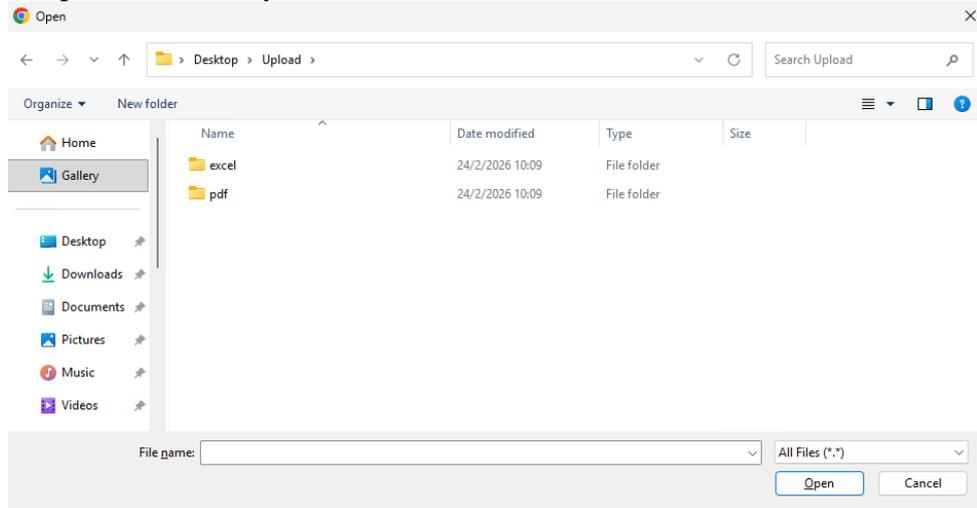
Date of Revision*

*Mandatory fields

Point to note:
1.The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

6. Input the “Serial Number of Revised Price List” and its “Date of Revision”.
7. [PressClick](#) the “[BrowseSelect document to upload](#)” button to select the file of the Revised Price List for uploading.

8. A pop-up window for file selection will be opened. Select the file from the relevant directory and then press “Open”. The selected file will then be uploaded to the system for validation on file size.



9. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed

The screenshot shows a web application interface for selecting a price list to be revised. It features a table with the following data:

Serial No. of Price List	Date of Printing/Revision	Date/Time of Submission
1	03 Feb 2026	24 Feb 2026 11:34:00 AM

Below the table, there are fields for "Serial Number of Revised Price List*" (1A), "Select File to be Uploaded*" (002.pdf, Size: 425 KB), and "Date of Revision*" (05-02-2026). A note states: "1. The file to be uploaded should be in searchable PDF format and the file size should be less than 40 MB." The "Next" button is highlighted.

10. Click the “Next” button to continue.

11. Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File(s) and Related Information Pending for Submission:		
(1) Document: Revision to Existing Price List	Serial Number of Price List: 1A	Date of Printing/Revision 05 Feb 2026
File Name: 002.pdf	File Size: 425 KB	
Preview		

Enter Password to Confirm File Submission:

Password:

Important Note:
All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing

Cancel Back Confirm to Submit

12. If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 7 – 9.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

13. If the uploaded file and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
14. [PressClick](#) the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After [pressingclicking](#) the “Confirm to Submit” button, the Revised Price List will be uploaded automatically onto the SRPE for public access.

15. After successful submission of the file and related information, a “Confirmation of Submission” page will be shown the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: All price lists submitted, whether or not they are new price lists or revised price lists, will be retained on the SRPE for public viewing.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:
Submission Number : 5
Date/Time of Submission : 24 Feb 2026 11:39:44 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1	—	1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

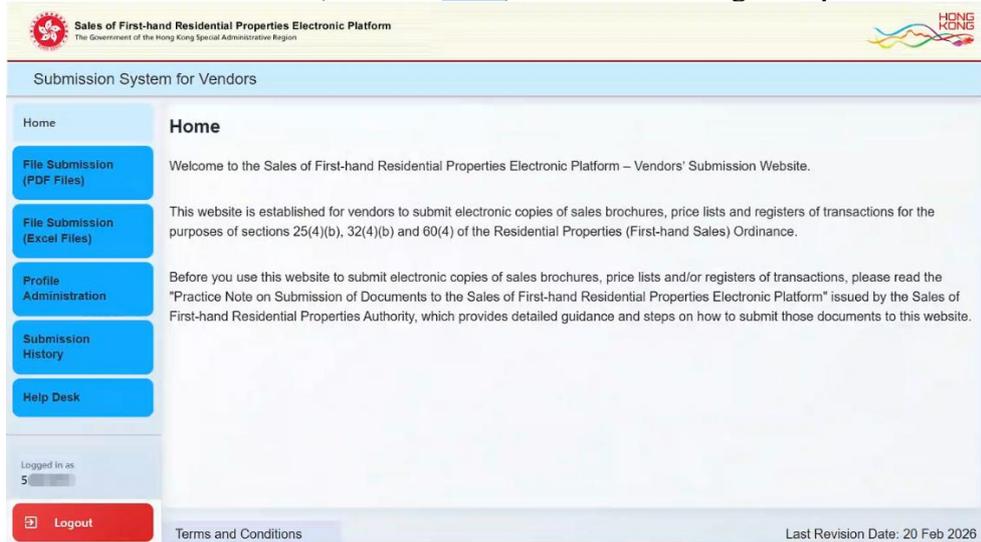
(1)	Document:	Serial Number of Price List:	Date of Printing/Revision
	Revision to Existing Price List	1A	05 Feb 2026
	File Name: 002.pdf		File Size: 425 KB
	System Assigned File Name for Public Viewing: 59003260224005PR.pdf		

[Print / Save](#) [Finish](#)

16. [PressClick](#) the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
17. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.3 SUBMISSION OF REGISTER OF TRANSACTIONS

1. Click “File Submission (PDF ~~File~~Files)” on the left navigation panel.



2. ~~Note-Check~~ the relevant “Development Information”, select “Register of Transactions”, and input the Four Block English Letter(s) and/or Number(s) shown on the image., ~~and select “Register of Transactions”~~.

The screenshot shows the 'File Submission (PDF Files)' page. It features a table for 'Development Information' with columns for Name of Development, Phase No., Phase Name, and Address. Below the table, there are radio buttons for selecting the type of information to be uploaded: Sales Brochure, Price List, Register of Transactions, and Sales Arrangement. A text input field is provided for entering the four-block English letter(s) and/or number(s) shown in a CAPTCHA image. The CAPTCHA image displays the letters 'E', 'D', '6', and '3'. A 'Refresh' button is located below the CAPTCHA, and a 'Continue' button is at the bottom right of the form.

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

3. PressClick the “Continue” button.

4. [Press-Click](#) the “[BrowseSelect document to upload](#)” button to select the file of the Register of Transactions for uploading.

File Submission - Register of Transactions (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Select File(s) for Uploading:

Select File to be Uploaded* [Select document to upload](#)

Date of Update* : DD-MM-YYYY

Time of Update* : : (hh:mm) am pm

*Mandatory fields

The register of transactions to be uploaded* :

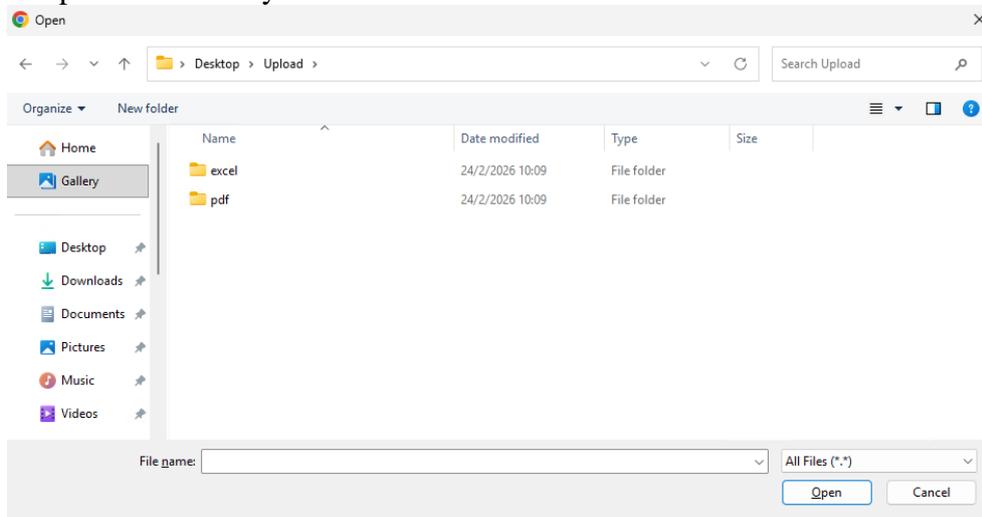
is the first register.

involves addition(s) of new entry(entries).

involves revision(s) to existing entry(entries).

involves addition(s) of new entry(entries) and revision(s) to existing entry(entries).

5. A pop-up window for file selection will [be openedopen](#). Select the file from the relevant directory and then [pressclick](#) “Open”. The selected file will then be uploaded to the system for validation on file size.



6. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select File(s) for Uploading:

Select File to be Uploaded*

001.pdf
Size: 425 KB Delete

Date of Update* : DD-MM-YYYY 📅

Time of Update* : : (hh:mm) am pm

*Mandatory fields

The register of transactions to be uploaded* :

is the first register.

involves addition(s) of new entry(entries).

involves revision(s) to existing entry(entries).

involves addition(s) of new entry(entries) and revision(s) to existing entry(entries).

Point to note:

1. The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.
2. New entry (entries) refer(s) to new transaction(s). Or in case there is already information of PASP for a property in the Register and the vendor has just signed an ASP, the information of that ASP is regarded as a new entry but not a revision in this case.

Cancel Next

7. Input the “Date of Update”, “Time of Update” and select “am/pm” for the Register of Transactions to be uploaded.
8. Select whether the Register of Transactions to be uploaded (a) *is the first register*, (b) *involves addition(s) of new entry (entries)*, (c) *involves revision(s) to existing entry (entries)* or (d) *involves addition(s) of new entry (entries) and revision(s) to existing entry (entries)*.

Note: New entry (entries) refer(s) to new transaction(s). If there is already information of Preliminary Agreement for Sales & Purchase for a property entered in the Register of Transactions and if the vendor is just entering information on the Agreement for Sales & Purchase (ASP) for that property, the information of that ASP is regarded as a new entry but not a revision. Revisions to existing entries refer to making amendments to contents of transaction information which has previously been entered into the Register of Transactions.

9. [PressClick](#) the “Next” button to continue.

10. Check the [uploaded](#) file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

The screenshot displays a web interface for file submission. At the top, a blue header reads "File(s) and Related Information Pending for Submission:". Below this, a table lists the document details:

(1) Document: Register of Transactions	Date of Update: 06 Feb 2026	Time of Update: 10:01 AM
File Name: 001.pdf	File Size: 425 KB	

Below the table is a "Preview" button. A red message states: "The register of transactions is the first register." Below this is a blue header "Enter Password to Confirm File Submission:" and a "Password:" input field. At the bottom, an "Important Note" in red text reads: "Upon confirmation of submission, the previous version of the register of transactions, if any, will be removed from SRPE for public viewing." At the very bottom are three buttons: "Cancel", "Back", and "Confirm to Submit".

11. If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [pressclick](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps 4 – 6.

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

12. If the uploaded file and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
13. [PressClick](#) the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After [pressingclicking](#) the “Confirm to Submit” button, the Register of Transactions will be uploaded automatically onto the SRPE for public access.

14. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

Note: The previous version of the Register of Transactions, if any, will be removed from the SRPE for public viewing.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:

Submission Number : 5-
Date/Time of Submission : 24 Feb 2026 11:52:53 AM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

(1) Document: Register of Transactions	Date of Update: 06 Feb 2026	Time of Update: 10:01 AM
File Name: 001.pdf	File Size: 425 KB	
System Assigned File Name for Public Viewing: 59003260224006RT.pdf		

The register of transactions is the first register.

[Print / Save](#) [Finish](#)

15. [PressClick](#) “Print/Save” button to print or save the “Confirmation of Submission” page², if necessary.
16. [PressClick](#) the “Finish” button [to return to the File Submission page](#).

1.4 SUBMISSION OF SALES ARRANGEMENT

1. Click “[File Submission \(PDF Files\)](#)” on the left navigation panel.

Sales of First-hand Residential Properties Electronic Platform
The Government of the Hong Kong Special Administrative Region

Submission System for Vendors

Home

Home

Welcome to the Sales of First-hand Residential Properties Electronic Platform – Vendors' Submission Website.

This website is established for vendors to submit electronic copies of sales brochures, price lists and registers of transactions for the purposes of sections 25(4)(b), 32(4)(b) and 60(4) of the Residential Properties (First-hand Sales) Ordinance.

Before you use this website to submit electronic copies of sales brochures, price lists and/or registers of transactions, please read the "Practice Note on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform" issued by the Sales of First-hand Residential Properties Authority, which provides detailed guidance and steps on how to submit those documents to this website.

Logged in as 5

Logout

Terms and Conditions

Last Revision Date: 20 Feb 2026

2. ~~Note~~ Check the relevant “Development Information”, select “Sales Arrangement”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, ~~and select~~ “Sales Arrangement”.

File Submission (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Sales Brochure
 Price List
 Register of Transactions
 Sales Arrangement

Please enter the four Block English Letter(s) and/or Number(s) shown below:

Please click to refresh the image if it is unclear.

3. Click the “Continue” button.

4. ~~Input~~ Input the “Date of Issue”.

5.4. *ClickPress* the “[Select document to upload](#)[Browse](#)” button to select the file of the Sales Arrangement for uploading.

File Submission - Sales Arrangement (PDF Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Select File(s) for Uploading:

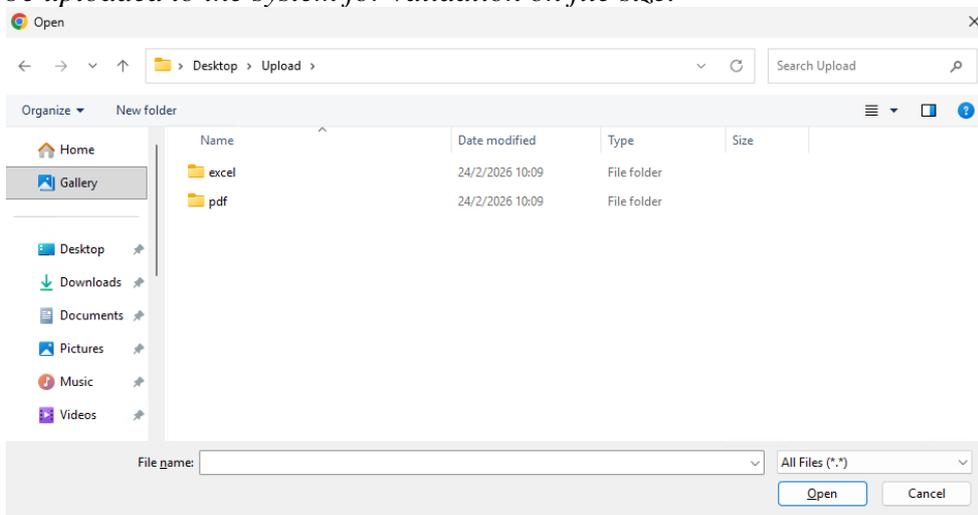
Select File to be Uploaded* : [Select document to upload](#)

Date of Issue*

*Mandatory fields

Point to note:
1. The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

6.5. A ~~pop-pop~~ *pop-up* window for file selection will ~~openbe opened~~. Select the file from the relevant directory and then *clickpress* “Open”. The selected file will then be uploaded to the system for validation on file size.



7.6. After successful completion of upload process (file still pending for submission), the file details (file name & file size) will be displayed.

Select File(s) for Uploading:

Select File to be Uploaded* : 001.pdf
Size: 425 KB

Date of Issue*

*Mandatory fields

Point to note:
1. The file to be uploaded should be in **searchable** PDF format and the file size should be less than 40 MB.

7. *Input the “Date of Issue”.*

8. [ClickPress](#) the “Next” button to continue.
9. Check the uploaded file and related information pending for submission. The uploaded file pending for submission can be previewed by clicking “Preview”.

File(s) and Related Information Pending for Submission:	
(1) Document: Sales Arrangement	Date of Issue: 06 Feb 2026
File Name: 001.pdf	File Size: 425 KB
Preview	

Enter Password to Confirm File Submission:

Password:

Important Note:
All sales arrangements submitted will be retained on the SRPE for public viewing.

10. If incorrect file is uploaded and/or amendment to the inputted information is required, click the “Back” button (next to the “Confirm to Submit” button) to return to the previous page and make necessary amendment. To replace the incorrect file with a correct one, [clickpress](#) the “Delete” button next to the incorrect file and then re-attach the correct file by repeating steps [54](#) – [76](#).

Note: Do NOT use the BACK button in your browser as it may lead to loss of file/data you previously uploaded/inputted.

11. If the uploaded file and the related information pending for submission are in order, enter the [First](#) Password for confirmation of file submission.
12. [ClickPress](#) the “Confirm to Submit” button to submit the file onto the SRPE for public access.

Note: After [clickingpressing](#) the “Confirm to Submit” button, the Sales Arrangement will be uploaded automatically onto the SRPE for public access.

13. After successful submission of the file and related information, a “Confirmation of Submission” will be shown with the submission details. A confirmation e-mail will also be sent to the user’s e-mail address registered in the system. Please do not reply to the confirmation e-mail.

File Submission - Confirmation of Submission (PDF Files)

Submission Details:
 Submission Number : 5
 Date/Time of Submission : 24 Feb 2026 12:35:48 PM

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

File(s) and Related Information Submitted:

(1) Document: Sales Arrangement	Date of Issue: 06 Feb 2026
File Name: 001.pdf	File Size: 425 KB
System Assigned File Name for Public Viewing: 59003260224007SA.pdf	

14. ClickPress the “Print/Save” button to print or save the “Confirmation of Submission” page, if necessary.
15. ClickPress the “Finish” button to return to the File Submission page.

March 2026

Steps for Submission of Data files to the Submission Website for Access of the SRPA

Vendors are advised to make use of the Excel Template for Price List (at **Annex E**) and Excel Template for Register for Transactions (at **Annex F**) attached to the softcopy of this practice notes at the website of the SRPA when preparing submissions of data files to the SRPA.

FILE SUBMISSION (EXCEL FILES)

This Annex sets out the specifications and requirements for submitting the electronic copies of price lists and registers of transactions in respect of a development or a phase of development in Microsoft Excel ~~for Windows~~ format onto the SRPE for internal reference by the Sales of First-hand Residential Properties Authority. The Excel files submitted will not be released to the public.

Specifications for Excel Files

For Excel files to be submitted, vendors should ensure that these files are virus-free and not protected by password. The file size of each of the file to be submitted should be less than 40 mega-bytes.

Vendors should submit all files with filenames written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). Only the following three special characters are allowed between the alphanumeric characters: hyphen, underscore and space. The leading character or the last character of the filename of any file must not be a special character. The length of filenames of files submitted should not exceed 100 characters.

File Requirements for Price Lists

Price list, whether it is a new price list or a revised price list, is to be prepared as **one** Excel file. Vendors should download the “Excel Template for Price List” in the “Help Desk” section of the Submission Website of SRPE, fill in the information in the template and save the file in Microsoft Excel 2003 or later format. Splitting up one price list into multiple files is not accepted.

File Requirements for Registers of Transactions

The register of transactions is to be prepared as **one** Excel file. Vendors should download the “Excel Template for Register of Transactions” in the “Help Desk” section of the Submission Website of SRPE, fill in the information in the template and save the file in Microsoft Excel 2003 [or later](#) format. Splitting up the register into multiple files is not accepted.

SUBMISSION OF PRICE LIST

Submission of New Price List

1. Click the “File Submission (Excel Files)” on the left navigation panel.

The screenshot shows the 'Home' page of the 'Submission System for Vendors'. The page title is 'Sales of First-hand Residential Properties Electronic Platform' and 'The Government of the Hong Kong Special Administrative Region'. The main content area is titled 'Home' and contains a welcome message: 'Welcome to the Sales of First-hand Residential Properties Electronic Platform – Vendors' Submission Website. This website is established for vendors to submit electronic copies of sales brochures, price lists and registers of transactions for the purposes of sections 25(4)(b), 32(4)(b) and 60(4) of the Residential Properties (First-hand Sales) Ordinance. Before you use this website to submit electronic copies of sales brochures, price lists and/or registers of transactions, please read the "Practice Note on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform" issued by the Sales of First-hand Residential Properties Authority, which provides detailed guidance and steps on how to submit those documents to this website.'

On the left-hand navigation panel, there are several blue buttons: 'File Submission (PDF Files)', 'File Submission (Excel Files)', 'Profile Administration', 'Submission History', and 'Help Desk'. The 'File Submission (Excel Files)' button is highlighted in red, indicating it is the selected option.

At the bottom of the page, there is a 'Logout' button and a 'Terms and Conditions' link. The 'Last Revision Date' is noted as '20 Feb 2026'.

2. Note Check the relevant “Development Information”, select “Price List”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

The screenshot shows the 'File Submission (Excel Files)' page. The 'Development Information' section contains a table with the following data:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Below the table, there is a section titled 'Please click on the type of information to be uploaded:' with two radio buttons: 'Price List' (selected) and 'Register of Transactions'.

Below the radio buttons, there is a text input field with the prompt 'Please enter the four Block English Letter(s) and/or Number(s) shown below:'. Below the input field is a captcha image showing the numbers '2' and 'P'.

Below the captcha image, there is a 'Refresh' button and the text 'Please click Refresh to refresh the image if it is unclear.' At the bottom right of the page, there is a 'Continue' button.

3. Follow the same steps in Section 1.2.1 of Annex C.

Submission of Revision to Existing Price List

1. Click the “File Submission (Excel Files)” on the left navigation panel.

Submission System for Vendors

Home

File Submission (Excel Files)

Welcome to the Sales of First-hand Residential Properties Electronic Platform – Vendors' Submission Website.

This website is established for vendors to submit electronic copies of sales brochures, price lists and registers of transactions for the purposes of sections 25(4)(b), 32(4)(b) and 60(4) of the Residential Properties (First-hand Sales) Ordinance.

Before you use this website to submit electronic copies of sales brochures, price lists and/or registers of transactions, please read the "Practice Note on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform" issued by the Sales of First-hand Residential Properties Authority, which provides detailed guidance and steps on how to submit those documents to this website.

Logged in as 5

Logout

Terms and Conditions

Last Revision Date: 20 Feb 2026

2. Note Check the relevant “Development Information”, select “Price List”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Price List”.

File Submission (Excel Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Price List

Register of Transactions

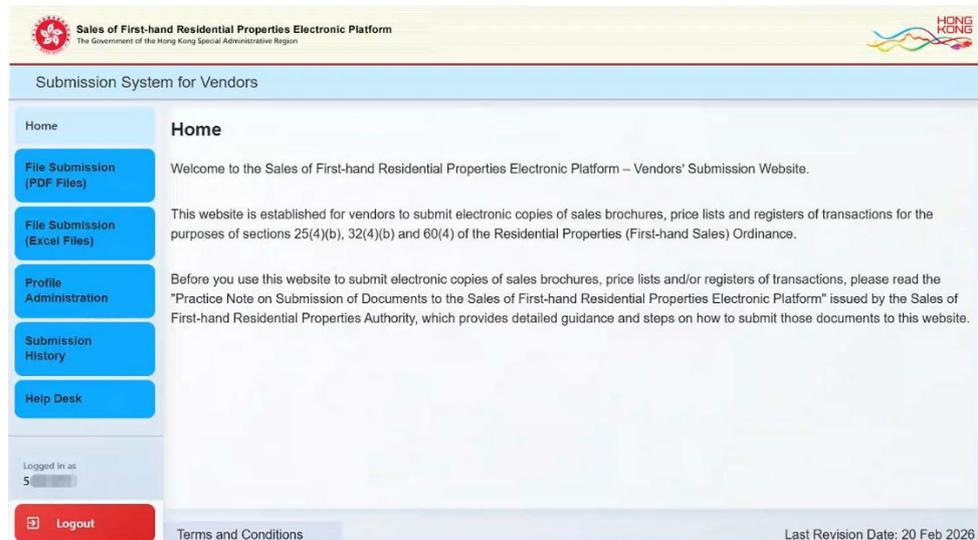
Please enter the four Block English Letter(s) and/or Number(s) shown below:

Please click to refresh the image if it is unclear.

3. Follow the same steps in Section 1.2.2 of Annex C.

SUBMISSION OF REGISTER OF TRANSACTIONS

1. Click “File Submission (Excel Files)” on the left navigation panel.



Sales of First-hand Residential Properties Electronic Platform
The Government of the Hong Kong Special Administrative Region

Submission System for Vendors

Home

Home

Welcome to the Sales of First-hand Residential Properties Electronic Platform – Vendors' Submission Website.

This website is established for vendors to submit electronic copies of sales brochures, price lists and registers of transactions for the purposes of sections 25(4)(b), 32(4)(b) and 60(4) of the Residential Properties (First-hand Sales) Ordinance.

Before you use this website to submit electronic copies of sales brochures, price lists and/or registers of transactions, please read the "Practice Note on Submission of Documents to the Sales of First-hand Residential Properties Electronic Platform" issued by the Sales of First-hand Residential Properties Authority, which provides detailed guidance and steps on how to submit those documents to this website.

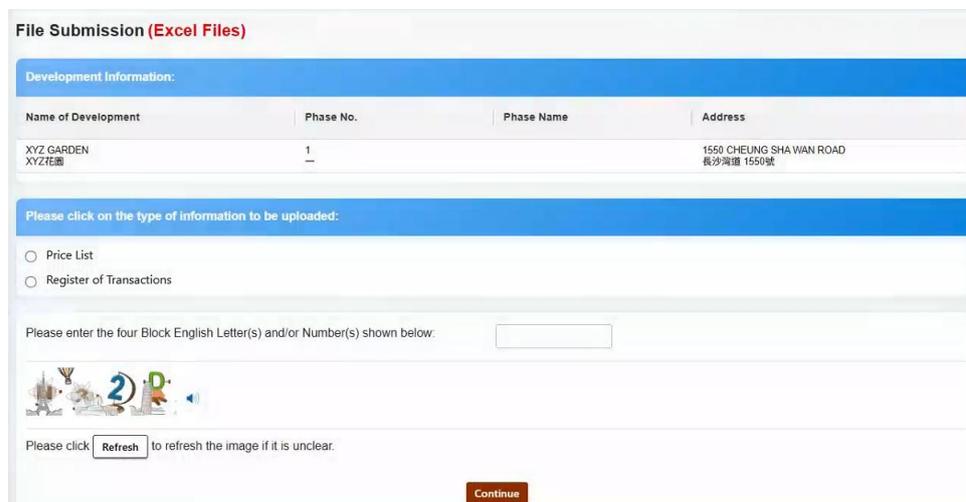
Logged in as 5

Logout

Terms and Conditions

Last Revision Date: 20 Feb 2026

2. Note-Check the relevant “Development Information”, select “Register of Transactions”, and input the Four Block English Letter(s) and/or Number(s) shown on the image, and select “Register of Transactions”.



File Submission (Excel Files)

Development Information:

Name of Development	Phase No.	Phase Name	Address
XYZ GARDEN XYZ花園	1		1550 CHEUNG SHA WAN ROAD 長沙灣道 1550號

Please click on the type of information to be uploaded:

Price List

Register of Transactions

Please enter the four Block English Letter(s) and/or Number(s) shown below:

Please click to refresh the image if it is unclear.

3. Follow the same steps in Section 1.3 of this Annex C.

March 2026