

**Selection Criteria and Credit Rating System for Property Development and Conveyance Solicitors List**

**I. Mandatory Requirement of the Solicitors Firms (Submission of evidence is required)**

**1. Year of Services**

1.1 The firm should have been established for a minimum of 10 years. (Change of firm's name due to acquisition and merger during the last 10 years is permitted subject to support of relevant documents).

**2. Accountant's Report**

2.1 The firm should receive clean accountant's report for 3-year period from date of application.

**3. Professional Indemnity**

3.1 Minimum HK\$50,000,000

**II. Credit Rating System for the Selection of the Solicitors Firm**

Criteria	Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
<b>Property Development and Conveyance (Total Max. Points: 100)</b>				
<b>1. <u>Property Development</u></b>				
1.1 Lease modification, land grant conditions & building covenant extension	<i>1 score per one completed project</i>	9	Submit job reference	
1.2 Property acquisition under the Urban Renewal Authority Ordinance (Cap 563) and Land (Compulsory Sale for Redevelopment) Ordinance (Cap 545)		3	"	
1.3 Town planning submissions under the Town Planning Ordinance (Cap 131)		3	"	
1.4 Building management and related issues		3	"	
1.5 Building maintenance matters		3	"	
1.6 Lands Resumption Ordinance (Cap 124)		3	"	
1.7 Trespassing and encroachment		3	"	
1.8 Judicial review		3	"	
<b>Sub-Total Credit Points for Criteria 1</b>		<b>30</b>		

## Appendix II

Criteria	Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
<b>2.</b>	<b><u>Property Conveyance</u></b>			
2.1	Experience in handling the pre-sale and sale under the Residential Properties (First-hand Sales) Ordinance (Cap 621)	<i>4 scores per one Cap 621 project; 1 score per one non Cap 621 project; (Max 5 scores for non Cap 621 project)</i>	25	<i>Submit evidence</i>
2.2	Good experience in liaison with related government authorities	<i>2 scores per one completed project</i>	8	<i>Submit job reference</i>
2.3	Building defects and small claims proceedings under the Small Claims Tribunal Ordinance (Cap 338)	<i>1 score per one completed project</i>	3	"
2.4	Resident and commercial leasing under the Landlord and Tenant (Consolidation) Ordinance (Cap 7)		3	"
2.5	Powers of Attorney Ordinance (Cap 31)		3	"
2.6	Enduring Powers of Attorney Ordinance (Cap 501)		3	"
<b>Sub-Total Credit Points for Criteria 2</b>		<b>45</b>		
<b>3.</b>	<b><u>General Administration</u></b>			
3.1	Proven experiences and track records in providing legal advisory services in the areas of:-			
3.1.1	Personal Data (Privacy) Ordinance (Cap 486)	<i>1 score per one completed project</i>	3	<i>Submit job reference</i>
3.1.2	Anti-discrimination Ordinance (Cap 480, 602, 487, 527)		2	"
<b>Sub-Total Credit Points for Criteria 3</b>		<b>5</b>		

## Appendix II

Criteria		Credit Rating (Points)	Max. Point(s)	Performance Measures	Score (Internal use)
<b>4.</b>	<b><u>Establishment of the Property Development and Conveyance Team of the Firm (The Team)</u></b>				
4.1	The Team should be established for a minimum of 10 years	<i>0 score for non-compliance</i>	2	<i>Submit evidence</i>	
4.2	The Team should have at least 10 persons		1	<i>Submit staff list and brief resume</i>	
4.3	A minimum of 3 out of these 10 persons must be full time qualified solicitors		2	<i>Submit evidence</i>	
4.4	One of the solicitors should be responsible for conveyancing and have at least 10 years post qualification full time services with the present Team		2	"	
4.5	The other two solicitors should have at least 5 years post qualification full time service with the present Team		2	"	
4.6	A minimum of 3 out of these 10 persons must be full time conveyancing clerks		2	"	
4.7	One of the conveyancing clerks should have at least 10 years' experience of which 5 years must be gained through serving in the present Team		3	"	
4.8	The Team should have experience and capacity in handling the conveyance of a minimum no. of 150 residential units in one project at one time	<i>1 score per one completed project</i>	3	<i>Submit evidence including past record with details</i>	
4.9	The Team should have experience and capacity in handling government accommodation conveyancing within the project		3	<i>Submit evidence</i>	
<b>Sub-Total Credit Points for Criteria 4</b>			<b>20</b>		
<i>Total Max. Point</i>			<b><u>100</u></b>		

Supplemental Information

Legal Fee Charges as of April 2021

<b>Year(s) of Post Qualification Experience of the Solicitors</b>	<b>Rank</b>	<b>Hourly Rate</b>
Over 20 years		
10 - 20 years		
5 - 10 years		
2 - 5 years		
Less than 2 years		

Note

1. Legal fee charges quoted are for reference only, not for credit rating purpose.
2. Please indicate the rank of the solicitors according to the years of experience of the solicitors.
3. Solicitors firm may provide separate legal fee charges schedule if the firm's structure is different from the above schedule.