

CEA Ref: N27-20

Date: 17 June 2020

By Email

To: Key Executive Officers and Salespersons

Dear Sir / Madam,

**[NOTICE 27-20] CONTACT TRACING REQUIREMENTS UNDER NOTICE 26-20  
ADVISORY ON PHASE TWO RESUMPTION OF PROPERTY TRANSACTION  
ACTIVITIES BY ESTATE AGENTS AND REAL ESTATE SALESPERSONS  
AFTER THE CIRCUIT BREAKER PERIOD**

1. Please refer to [Notice 26-20](#) on advisory on Phase Two resumption of property transaction activities by estate agents (EAs) and real estate salespersons (RESs) after the circuit breaker period dated 16 June 2020.
2. RESs may come into contact with many people in the course of your work when providing property transaction services. Therefore, it is important that you keep records of persons you meet when you resume physical viewings and meetings with your clients in Phase Two starting 19 June 2020. This is to facilitate effective contact tracing when the need arises.
3. CEA has received feedback from the industry on the implementation of “**contact tracing requirements**” in paragraph 7(b) of the Annex to Notice 26-20. We have taken your feedback into consideration and decided to allow EAs and RESs to choose your method of collecting the records. You can keep the records manually or using other methods. You may also wish to use the SafeEntry QR code which offers a convenient way of capturing such information.
4. We have updated Paragraph 7(b) and Appendix II of Annex to Notice 26-20. Please refer to CEA’s COVID-19 webpage for Notice 26-20 with the updated Paragraph 7(b) and Appendix II.

Yours sincerely,

GAVIN NG  
DEPUTY DIRECTOR (POLICY & PLANNING)  
COUNCIL FOR ESTATE AGENCIES