

I 處理牌照申請的服務承諾

為確保更有效地運用資源，監管局將由2012年7月1日起修訂處理牌照申請的服務承諾，詳情如下：

申請類別	2012年7月1日前的指標：	2012年7月1日或以後的指標：
新牌照申請（包括牌照有效期已屆滿的申請）	10個工作天	10個工作天
牌照續期申請	10個工作天	20個工作天

在今年7月1日或之後提交的續牌申請，監管局將會根據新的服務承諾處理。換言之，倘若申請續牌人士已交妥所需文件及費用，監管局會在20個工作天內完成處理其申請。

監管局提醒持牌人，地產代理（發牌）規例第13條規定，牌照續期申請須於有關牌照有效期屆滿前三個月至屆滿前一個月的期間內提出。因此，尋求續牌的持牌人須於其牌照有效期屆滿前最少一個月提交申請。

I Performance pledge of handling licence applications

To ensure more efficient use of resources, the EAA's performance pledges on the processing of licence applications will be revised from 1 July 2012 as follows:

Type of applications	Standard before 1 July 2012	Standard on or after 1 July 2012
Applications for the grant of licences (including applications from those whose licences have already expired)	10 working days	10 working days
Applications for the renewal of licences	10 working days	20 working days

For those renewal applications submitted on or after 1 July 2012, the EAA will process them according to the new performance pledge. In other words, licensees will have their licences renewed within 20 working days provided that they have submitted the required documents and fees.

The EAA would like to remind licensees that under section 13 of the Estate Agents (Licensing) Regulation, an application for the renewal of a licence shall be made not more than three months and not less than one month prior to the expiration of the licence. Therefore, a licensee seeking to renew his licence is required to make an application at least one month prior to the expiry of his licence.

印製訂明表格新指引

監管局最近發出一份新執業通告(12-01(CR))，載列了訂明表格1-6的印製格式指引。通告已於5月17日生效。持牌人可到監管局網站參閱通告的詳細內容。

New guidelines on printing prescribed forms

EAA has recently issued a new practice circular (12-01(CR)) setting out the guidelines on printing format for Forms 1-6. The circular has taken effect since 17 May 2012. Licensees may view the practice circular on the EAA website.