



EAA and ICAC jointly published *Best Practice Checklist*

(30 March 2012) To reinforce the corporate governance of the estate agency trade and encourage the trade to provide quality professional services so as to enhance its professional image, the Estate Agents Authority (EAA) and the Independent Commission Against Corruption (ICAC) have jointly published a *Best Practice Checklist* to promote and foster the culture of integrity in the trade in the second stage of the Integrity Management Programme launched last year.

Today the EAA and the ICAC organised a launching ceremony of the *Best Practice Checklist* and introduced the content to the trade. The *Best Practice Checklist* includes guidelines beyond legal requirements and set the best standard and procedures for the trade's practice. The *Checklist* covers a broad range of issues including integrity management, good governance and internal control, sale and leasing of properties, accounting controls and staff administration. The *Checklist* provides practical guidelines to help the estate agency trade to reinforce corporate governance and internal control. It also serves to remind practitioners to handle property transactions with integrity so that professional standard of the estate agency trade can be enhanced.

EAA Chief Executive Officer Mrs Rosanna Ure said at the ceremony, "The *Best Practice Checklist* provides practitioners the best practice standard to which they could benchmark their professional services. Practitioners may follow the guidelines in their daily operations according to their own needs and business scale. The professional and ethical levels of the trade will be enhanced if the trade can fulfill the standards set in the *Checklist*, thus enhancing the image of the trade."

Mrs Ure added that the trade supported and received the *Checklist* positively. The trade also provided assistance and comments during the formulation of the *Checklist*. Besides, some guidelines in the *Checklist* have made reference to the practice standard and guidance issued by the Royal Institution of Chartered Surveyors. Thus it can be said that the *Checklist* has matched international standards.



ICAC Assistant Director of Corruption Prevention Mr Mok Wah-hoi said, “The objective of launching the *Checklist* is to provide estate agency companies and practitioners a practical and handy guidebook which helps the companies to effectively improve governance and internal control, and reminds management and frontline staff of estate agencies to maintain their professional conduct and awareness on corruption prevention.”

A continuing professional development seminar was held after the launching ceremony to help the trade understand the *Checklist*. Representatives from the EAA and ICAC explained in detail the content of the *Checklist* at the seminar and about 200 practitioners attended. The EAA and the ICAC will continue to organise seminars for the trade to help them understand and achieve the standards set in the *Checklist*. The English and Chinese versions of the *Best Practice Checklist* have already been uploaded to the websites of the EAA (www.eaa.org.hk) and the ICAC (www.icac.org.hk).

About “Integrity Management Programme”

To reinforce the integrity training and management among estate agency practitioners, the EAA and ICAC jointly launched in March 2011 a three-year “Integrity Management Programme”. The objectives of the programme are to foster a culture of integrity in the trade in addition to the requirement of abiding by the law and to strengthen the practitioners’ positive values.



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EAA Chief Executive Officer Mrs Rosanna Ure (right) and ICAC Assistant Director of Corruption Prevention Mr Mok Wah-hoi officiated at the launching ceremony of *Best Practice Checklist*.



The estate agency trade associations provided assistance and comments during the formulation of the *Best Practice Checklist*. Representatives of the trade associations also attended the launching ceremony and seminar.

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