

優越嘉許獎章設計比賽

PREMIUM CPD ATTAINMENT SYMBOL DESIGN COMPETITION

為表揚從業員努力不懈參與持續專業進修活動，連續達到學分要求的從業員將獲頒發優越嘉許獎章。從業員連續在三個進修時段*達到學分要求將獲頒優越嘉許獎章(銀)；連續五個進修時段*達到學分要求將獲頒優越嘉許獎章(金)。優越嘉許獎章將可印於獲頒者的名片上。

* 自2014年9月30日完結的進修時段開始起計算。

監管局就優越嘉許獎章的設計舉辦比賽，歡迎所有人士參加(監管局成員、監管局委任成員、監管局職員、評審小組成員，及其直系親屬除外)，截止日期為2016年2月1日。

獎項及獎品：

冠軍：\$3,000書券及獎座乙個

亞軍：\$2,000書券及獎座乙個

季軍：\$1,000書券及獎座乙個

參加辦法：

請將參賽作品連同報名表格遞交或郵寄(以郵戳日期為準)至香港灣仔皇后大道東183號合和中心48樓地產代理監管局專業發展部收。

比賽結果將於 2016年3月中公布。

有關的規則及條款和報名表格可於監管局網頁(www.eaa.org.hk)下載，參加者亦可親臨監管局或致電專業發展部(2111 2777 – 選擇語言後按2-3)索取。



In recognition of the practitioners' persistence in participating in Continuing Professional Development ("CPD") activities, a Premium CPD Attainment Symbol is to be presented to those practitioners who have continuously achieved the CPD attainment target. The Premium CPD Attainment Symbol (Silver) will be awarded to those practitioners who have achieved the CPD attainment target for three consecutive CPD periods*; the Premium CPD Attainment Symbol (Gold) will be awarded to those practitioners who have achieved the CPD attainment target for five consecutive CPD periods*. The Premium CPD Attainment Symbol could be printed on the awardees' business cards.

* starting from the CPD period ended on 30 September 2014.

For the design of the Premium CPD Attainment Symbol, a competition has been organised. The design competition is open to all, except EAA Members, EAA Board-appointed Members, EAA staff members, members of the Judging Panel, and their respective next of kins. The closing date is 1 February 2016.

AWARDS AND PRIZES

Champion: \$3,000 book store coupon and a trophy.

First runner-up: \$2,000 book store coupon and a trophy.

Second runner-up: \$1,000 book store coupon and a trophy.

SUBMISSION OF ENTRIES

Please submit your entry via a completed entry form to the Professional Development Section, Estate Agents Authority, 48/F Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong, by hand or by post (date as of postmark).

Results will be announced in mid-March 2016.

The Rules and Conditions of the design competition and the entry form can be downloaded from the EAA website (www.eaa.org.hk) or obtained at the EAA office in person. For details, please call the Professional Development Section of the EAA by dialling 2111 2777 and press 2-3 after selecting language.

有關泊車位及租約的新執業通告 NEW PRACTICE CIRCULARS ABOUT PARKING SPACES AND TENANCY AGREEMENT

監管局最近發出兩份新執業通告，為持牌人在從事地產代理工作時，涉及填寫臨時租約和正式租約及處理買賣或租賃泊車位時應依循的指引。

有關「填寫臨時租約和正式租約」的執業通告（編號15-04（CR））於2015年11月11日發出。通告列明，除非租約內所有重要條款的空白位置均已填妥，否則地產代理不得安排其客戶簽署該租約。不論是臨時租約抑或正式租約，租約上所有重要條款必須全部填妥，包括物業詳情、立約各方姓名、租約期限及其生效日期、租金金額及佣金總額等。倘若有任何修訂，必須先徵求各訂約方的同意。



The EAA issued two new practice circulars recently to provide guidelines for licensees to follow when engaging in estate agency work relating to the completion of provisional tenancy agreement and tenancy agreement and the sale and purchase or leasing of car parking spaces.

According to the Practice Circular (No. 15-04 (CR)) on “Completion of Provisional Tenancy Agreement and Tenancy Agreement” issued on 11 November 2015, licensees should not arrange for their clients to sign a tenancy agreement unless all blank spaces for essential terms in the agreement have been filled in. No matter whether it is the provisional tenancy agreement or the formal one, all essential terms of the tenancy should be filled in, including the property description, names of the parties to the agreement, term of the tenancy and its commencement date, amount of rent and the amount of commission etc. Consent from the parties must be sought before any amendments are made.

新聞速遞 NEWS FLASH

另一份有關「買賣或租賃泊車位」的執業通告(編號15-05(CR))於2015年12月1日發出。根據該通告載列的指引，持牌人在僅處理泊車位的買賣或租賃時，應確定有關泊車位有否任何使用上的限制，即該泊車位是否只可用作停泊屬於大廈的住戶或佔用人的車輛。

為讓持牌人更了解此通告的指引，一份相關的「問與答」已上載於監管局網頁。

上述的兩份執業通告經已生效，及已上載於監管局網頁供業界參考。倘若持牌人被證實未有遵守有關規定，有可能會遭受監管局紀律處分。

Another Practice Circular (No. 15-05(CR)) on “Sale and Purchase or Leasing of Car Parking Spaces” was issued on 1 December 2015. According to the guidelines set out in this Circular, licensees should ascertain whether there is any restriction on the use of the car parking space concerned that it can only be used for the parking of vehicles belonging to the residents or occupiers of the building when handling the sale and purchase or leasing of a car parking space alone.

A set of relevant “Questions and Answers” on this particular Circular is also available on the EAA’s website in order to enhance licensees’ understanding of the guidelines.

The above two Practice Circulars have come into operation already and are available on the EAA’s website for the trade’s reference. Licensees who fail to comply with the guidelines may be subject to disciplinary action by the EAA.

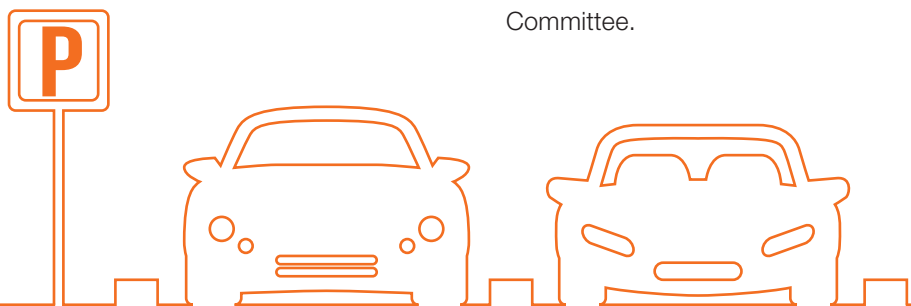
監管局董事局兩位新任成員上任 TWO NEWLY APPOINTED EAA BOARD MEMBERS ON BOARD

兩位監管局董事局新成員凌潔心女士及吳啟民先生，獲香港特別行政區行政長官委任，任期由2015年11月1日至2017年10月31日為止。監管局董事局現有正、副主席各一名及18名來自社會上不同界別的普通成員。

監管局董事局並於2015年11月24日通過，凌女士出任監管局牌照委員會、執業及考試委員會及專業發展委員會成員。吳先生則擔任監管局紀律委員會、執業及考試委員會及專業發展委員會成員。

Two new EAA Board members, Ms Imma Ling Kit-sum and Mr Ng Kai-man, have been appointed by the Chief Executive of the HKSAR and their term of office is from 1 November 2015 to 31 October 2017. The EAA Board now consists of a Chairman, a Vice-chairman and 18 ordinary members from various sectors in the community.

As endorsed by the EAA Board on 24 November 2015, Ms Ling has become a member of the EAA Licensing Committee, Practice and Examination Committee and Professional Development Committee. At the same time, Mr Ng has become a member of the EAA Disciplinary Committee, Practice and Examination Committee and Professional Development Committee.



監管局員工獲頒發「2015申訴專員嘉許獎」 EAA EMPLOYEES RECEIVED “THE OMBUDSMAN’S AWARD” 2015

監管局投訴部兩名員工獲頒發「2015申訴專員嘉許獎-公職人員獎」，表揚他們處理投訴時的專業表現和積極態度。

2015年的申訴專員嘉許獎頒獎典禮已於10月29日舉行，監管局投訴部的何世榮先生及鄧君豪先生，憑藉處理查詢及投訴方面的出色表現，獲頒「公職人員獎」。

Two employees of the EAA’s Complaints Section received “The Ombudsman’s Award” 2015 for “Officers of Public Organisations” in recognition of their professionalism and positive attitude in complaints handling.

The Ombudsman’s Awards Presentation Ceremony was held on 29 October 2015. Mr Stephen Ho Sai-wing and Mr Edmond Chau Kwan-ho both working in the EAA’s Complaints Section, received individual awards for their outstanding performance in handling enquiries and complaints.



監管局主席梁永祥太平紳士，BBS（右一）、行政總裁韓婉萍女士（左二），以及執行總監方安妮女士（左一）在頒獎典禮上與監管局兩位得獎者合照。

EAA Chairman Mr William Leung Wing-cheung, BBS, JP, (first from right), Chief Executive Officer Ms Ruby Hon Yuen-ping (second from left) and Director of Operations Ms Annie Fonda (first from left) took photos with the two awardees at the ceremony.

兩位得獎者對是次獲獎感到十分高興。何世榮先生表示：「我們應不偏不倚、本着『同理心』、盡力地處理每宗投訴個案。」鄧君豪先生補充道：「我們應用心處理投訴個案，以贏取大眾的尊重和信心。」

Both awardees were very pleased to receive the award. “We should try our best with empathy to handle each complaint case impartially”, Mr Stephen Ho said. “We should handle each complaint case with diligence to earn the respect and confidence of the public”, Mr Edmond Chau added.

這是監管局首次提名員工參加申訴專員嘉許獎，共有50名來自不同公營機構和政府部門的公職人員獲獎。

This was the first time that EAA officers were commended for their outstanding performance in providing quality customer service. They had set good examples by adopting a positive attitude to serve the public. There were 50 awardees from various public organisations and Government departments.



何世榮先生感謝同事們的支持。

Mr Stephen Ho was grateful to his colleagues for their continued support.

鄧君豪先生從申訴專員劉燕卿女士手上接過獎座。

Mr Edmond Chau received the award from The Ombudsman, Ms Connie Lau.



監管局繳費處接受以易辦事繳付牌照申請費用 THE EAA'S SHROFF OFFICE ACCEPTS EPS FOR APPLICATION FEES PAYMENT

由2015年10月2日起，監管局繳費處接受以易辦事繳付牌照申請費用。有關費用可以現金、易辦事或支票繳付。牌照申請人如欲於有關期間的最後數天才提出申請，則監管局建議申請人避免以支票繳付有關費用。因為倘若所遞交的有關支票因任何原因不能兌現，有關申請或不會被認為是於有關期間內提出。

Effective from 2 October 2015, the EAA's Shroff office accepts EPS for licence application fees payment. While payment may be made in cash, by EPS or cheque, licence applicants are advised not to pay by cheque if they intend to make an application in the last few days of the stipulated period because the application may not be considered made within the stipulated period if the cheque cannot be cashed for whatever reason.

新消費者小冊子《安心租屋指南》經已出版 NEW CONSUMER BOOKLET “A GUIDE TO TENANCY” HAS BEEN PUBLISHED

為提醒大眾在訂立住宅物業租約時應注意的事項，以協助他們在過程中能細心考慮，監管局於2015年11月下旬出版全新消費者小冊子《安心租屋指南》。

該小冊子提供豐富資訊，包括承租/放租過程中涉及的不同步驟。公眾可於監管局網頁閱覽該小冊子，或親臨監管局辦事處或各區民政事務處諮詢服務中心索取。

In order to remind the public of the essential points to note and to help them consider carefully the process of entering into a tenancy agreement of residential properties, the EAA published a new consumer booklet named “A Guide to Tenancy” in late November 2015.

The booklet provides important information on the different steps during the renting/leasing process. The public may view the booklet on the EAA’s website or collect it at the office of the EAA or at the Public Enquiry Service Centres of the Home Affairs Department.



聯合國更新恐怖分子及與恐怖分子有聯繫者的名單 UPDATED LIST OF TERRORISTS AND TERRORIST ASSOCIATES ISSUED BY THE UNITED NATIONS

持牌人應採取措施協助打擊洗黑錢活動及定期瀏覽打擊清洗黑錢財務行動特別組織的網頁(www.fatf-gafi.org)，以獲取其最新消息，及留意有關恐怖分子或與恐怖分子有聯繫者的更新名單。

請留意，財務行動特別組織於2015年10月18-23日舉行會議後已發出公開聲明及一份有關改善全球打擊洗黑錢及反恐怖主義融資規管的文件，而恐怖份子或與恐怖份子有聯繫者的名單則已於2015年12月4日更新，持牌人可參閱該組織的網頁及相關政府憲報資料(www.gld.gov.hk/egazette/pdf/20151949/cgn201519499389.pdf)。

監管局提醒所有持牌人，如發現任何懷疑洗黑錢個案，須向聯合財富情報組作出舉報(www.jfiu.gov.hk)。

Licensees should adopt measures to help combat money laundering activities and visit the website of Financial Action Task Force (“FATF”) on money laundering (www.fatf-gafi.org) regularly for its updates and news, and pay attention to any updated list of terrorists and terrorist associates.

Please note that the FATF has issued a public statement and a document titled “Improving Global AML/CFT Compliance: On-going Process” subsequent to its meeting on 18-23 October 2015 and the list of terrorists and terrorist associates has been last updated on 4 December 2015. Licensees may visit the FATF’s website and the notice at the Government’s Gazette for more details (www.gld.gov.hk/egazette/pdf/20151949/egn201519499389.pdf).

The EAA reminds all licensees that any suspicious cases of money laundering should be reported to the Joint Financial Intelligence Unit (www.jfiu.gov.hk).