



Change of Contact Information Form (Individual)
更改通訊資料表格 (個人適用)

Submission Methods 遞交方法：

1. Email 電郵: licensing@eaa.org.hk
2. Mail 郵寄: Licensing Section, 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong
香港柴灣利眾街 24 號東貿廣場 7 樓 (牌照部)

Personal Information Collection Statement 收集個人資料聲明

The personal data collected are to be used for the purpose of processing licence applications, enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511), providing appropriate training to licensees and provision of information on matters concerning estate agency practice. The personal data may be transferred to relevant government departments and authorities (including the Hong Kong Police Force and the Independent Commission Against Corruption) in connection with the above purposes. Request for access to and correction of personal data shall be made in writing to the Data Protection Officer of the EAA.

持牌人／申請人所提供的個人資料將用於審批牌照申請、執行及遵從《地產代理條例》(第 511 章) 的要求、培訓及提供與地產代理執業有關的資訊。持牌人／申請人的個人資料亦可能為了上述目的而向有關政府部門及機構 (包括香港警務處及廉政公署) 披露。有關查閱或更正個人資料的要求，應以書面向監管局保障資料主任提出。

Information of Licensee / Applicant 持牌人／申請人資料 (*Please delete as appropriate 請將不適用者刪去)

Name 姓名	(English 英文)
	(Chinese 中文)
Licence No. 牌照號碼 (If any 如有)	
HKID Card/Travel Document* No. 香港身分證或旅遊證件*號碼	(First 3 letters and/or digits only 只需填寫首三個字母及/或數字)

Details of Changes 更改資料詳情 (Please tick the appropriate box(es) 請於適當的空格內填上√ 號)

☐ Registered Address 登記地址	
☐ Telephone No. 電話號碼	
☐ Fax No. 傳真號碼	
☐ E-mail address 電郵地址	

Effective Date 生效日期 (Please tick the appropriate box) 請於適當的空格內填上√ 號)

☐ Immediate 即時生效	☐ Effective from 於 _____ (DD/MM/YY 日/月/年) 生效
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Signature of Licensee / Applicant
持牌人 / 申請人簽署

Date 簽署日期

Note: If you do not receive a confirmation from us within 14 days, please call us at 2111 2777 (press 2, 2 after selecting language) to ascertain the status of your notice.

注意：如你在 14 天內仍未收到監管局的確認通知，請致電 2111 2777 (選擇語言後按 2, 2) 查詢。