Estate Agents Authority

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Supplementary Form for the Grant of Salesperson's Licence

Part I – Mandatory CPD Scheme (Phase I)

Under the first phase of the Estate Agents Authority (EAA)'s Mandatory Continuing Professional Development Scheme, licence applicants who use the passing result of a qualifying examination held after 1 January 2025 to obtain a salesperson's licence or an estate agent's licence (individual) will be subject to mandatory learning requirement upon the grant of a licence unless such applicants are excluded from the Scheme. Failure to comply with the mandatory learning requirement could affect a licensee's eligibility to renew a licence. For details, please refer to the *Guidelines* and *Q&As* of the Scheme published on the EAA website: www.eaa.org.hk/en-us/CPD-Scheme/Mandatory-CPD-Scheme.

Part II – Disclosure of Criminal Conviction Record and Important Notice

(1) To be granted a licence or have your licence renewed, you must be considered a fit and proper person by the EAA. In this respect, the EAA takes all relevant factors into consideration. The EAA policy on whether licence applicants having criminal conviction is a fit and proper person is set out in www.eaa.org.hk/licensing/criminalpolicye.htm.

(2) You should seek the EAA's help and/or your own legal advice if you do not understand any part of the questions in this form or the prescribed Form 4 **because it is an offence to provide any information which is false or misleading in connection with a licence application.** If you choose not to answer any of the questions, your application may be delayed and/or refused.

(3) If you are not sure whether you have any criminal conviction, you may obtain your criminal conviction record from the Criminal Conviction Data Office of the Hong Kong Police Force (Website: www.police.gov.hk/ppp_en/11_useful_info/ccd.html or Tel: 2860 6557) and/or a "certificate of trial" from the relevant court.

Please note that the Rehabilitation of Offenders Ordinance (Cap. 297) does not apply pursuant to sections 4(1)(c) and 4(2)(b), and you must disclose any spent convictions in this application. *In other words, you must answer "yes" to Question (1) below even if your conviction is considered "spent" under the said Ordinance. If you are not sure of the answer, you should check the "not sure" checkbox.*

(1) Except the offences in the attached List of Minor Offences, have you been convicted of any criminal offence in Hong Kong or elsewhere? ☐ **Yes** ☐ **No** ☐ **Not Sure**

If your answer for the above question is "yes" or "not sure", please provide further information on a separate sheet which should include date of conviction, name of the offence, the punishment (if any) and the court which tried the offence.

(2) Have you been sentenced to imprisonment (including suspended sentence)? ☐ **Yes** ☐ **No**

✧ **I hereby:**

- declare that the foregoing information is full, complete and true to the best of my knowledge and belief.
- declare that I have read and fully understand all the notices, instructions and notes stated in this form (including those listed out in Part IV overleaf) and Form 4.
- undertake to notify the EAA in writing of any change to the matters declared in Part II of this form and the Declaration part of Form 4 within 31 days beginning on the date of such change [Note]; and I understand that the EAA may not consider me a fit and proper person to hold a licence if I fail to notify the EAA of the relevant change within the required time period.
- authorize the EAA to verify the information I provide in connection with this application in any manner as it deems fit.
- authorize and consent to the Hong Kong Police Force and/or the relevant court, the Official Receiver's Office and/or Trustee in Bankruptcy, and the Hospital Authority and/or my doctor (if applicable) to release any records they possess to the EAA.

[Note: Applicant may use the form "Notification Form - Changes to Matters Related to Fit and Proper Person (Individual)"available on the EAA website to notify the EAA of the relevant change.]

Name of Applicant	**HKID Card/Travel Document No.**
Signature of Applicant	**Date of Signing (dd/mm/yyyy)**

Part III - Other Application Details

Submission method:

☐ **In person** (or by representative) – Room 2601, 26/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

☐ **By post** – 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong

Payment details: ☐ $1,280 (12 months salesperson's licence) ☐ $2,510 (24 months salesperson's licence)

☐ **Cash / EPS** (Pay at any Circle K convenience store by producing the payment slip issued by the EAA after your submission of the application forms at the EAA office in Hopewell Centre (Wanchai))

☐ **Cheque** No. _____ (Cheque should be crossed and made payable to "**Estate Agents Authority**".) *

* Applicant will be responsible for all the bank charges (if any) arising from the cheque being unable to be cashed.

Collection of licence: (If a choice is not indicated, the licence will be sent by ordinary mail.)

☐ Send by ordinary mail ☐ Collect in person or by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

Preferred language of correspondence: ☐ Chinese ☐ English (If a choice is not indicated, correspondence will be in English.)

I am currently working for a licensed estate agent: ☐ Yes ☐ No

If your answer is "yes", please fill in the information of the licensed estate agent below:

Business name of the licensed estate agent:

SPOB / Licence No.:

For official use only

10 **20** **swap**

Part IV – Application Notes

Personal Information Collection Statement

Personal data collected in this and subsequent licence applications are to be used for the purpose of processing the applications and may be subject to verification by the Estate Agents Authority (EAA) from other sources. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511) (EAO), 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. You are reminded that your personal data to be provided to the EAA will be made available for public inspection, including (where applicable) in the provision of the reasons for decisions of inquiry hearings (whether publicized or not) in accordance with the policies prevailing from time to time. The personal data collected are necessary for the processing of licence applications and not providing them may result in the EAA being unable to process the applications. Request for access to and correction of personal data shall be made in writing to the Data Protection Officer of the EAA.

Required Documents

(1) A duly completed and signed supplementary form (i.e. this form);
(2) A duly completed and signed Form 4;
(3) Qualifying examination result slip or certificate;
(4) Hong Kong identity card or travel document;
(5) Document(s) indicating completion of an educational level of Form 5 of secondary education or its equivalent.

For documents (3), (4) and (5), **only original documents or copies certified by a practising solicitor in Hong Kong are accepted**.

Refund and/or Cancellation of Licence Application

(1) Once a licence application has been approved, no cancellation request will be accepted. Refund will only be made to those: (a) whose applications have been refused; (b) who have overpaid the required fees; (c) who cancel their applications before they are approved.
(2) Where a refund is made, the refund will only be in the form of a crossed cheque payable to the applicant. In other words, a refund cheque will not be issued to a third party (except where the applicant is a bankrupt, then the cheque will be issued either to the applicant or to the trustee, depending on the instructions of the trustee).
(3) Pursuant to section 5(2) of the Estate Agents (Licensing) Regulation, if for any reason a licence ceases to be valid, no part of any fee paid for the licence will be refunded.

Performance Pledge

(1) If you have fully completed all application forms, submitted all required documents and paid the required fee, it will normally take 10 working days to have an application processed.
(2) If you do not hear from us after 10 working days, you may find out the status of your application by: calling our hotline at 2111 2777 (press 2, 2 after selecting language) or viewing our licence list at www.eaa.org.hk/search/index.html.

Estate Agent Card

(1) The estate agent card is made available to holders of a salesperson's licence or estate agent's licence (individual) as a convenient means of identification. The card features the name of the licensee and the type, number and expiry date of the licence. The card also carries the photograph of the licensee.
(2) The photograph affixed to the prescribed application form (Form 4) will be used for the estate agent card.
(3) To be issued with a card, an applicant for the grant of a licence should attach a photograph to the licence application form with the following specifications:
- 40 mm (W) x 50 mm (H)
- Size from chin to crown: 32 mm to 36 mm
- Recent colour photograph showing full frontal face with clear facial features
- Plain white background

(4) The above specifications are the same as those for a HKSAR passport. Licensees may not be issued a card if the specifications of the photograph provided do not meet those stated above.

Communication between EAA and Licensee/Licence Applicant

With a view to facilitating communication and protecting the environment, the EAA will communicate with licensees and licence applicants via e-mail, mobile SMS/MMS or other electronic means in lieu of mailing where appropriate. Certain information on matters concerning estate agency practice (e.g. practice circulars) will **ONLY** be published on the EAA website and drawn to the attention of licensees by electronic means. If you do not wish to receive notices electronically, please let us know or log in your e-Services account www.eaa.org.hk/eServicesEng.htm and manage your subscription preferences. Licensees should visit the EAA website www.eaa.org.hk regularly to obtain such information and familiarize themselves with any requirement which is applicable to them. The EAA will not provide printed copy of such information which is already published on its website. ***Licence applicants who have provided an email address will be notified of the approval in advance.***

Notes

(1) Please see general application procedure at www.eaa.org.hk/licensing/applicationproceduree.htm
(2) The EAA policy on education can be seen at www.eaa.org.hk/licensing/educatione.htm
(3) The fact that your application and payment are accepted (including your cheque being encashed) does not mean that a licence will necessarily be granted to you or your licence will necessarily be renewed. A licence will only be granted or renewed if you meet all the licensing requirements under the EAO.
(4) Subject to the EAO, it is an offence for anyone without a licence to be / act as / hold himself out to the public as being a salesperson.
(5) Subject to (6) below, a licence will take effect on the day it is granted and you will not be notified prior to the grant.
(6) If you hold an estate agent's licence (individual) which will expire 3 months from the date of this application or later, then the salesperson's licence for which you are applying will take effect on the day it is granted.

Estate Agents Authority

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ANNEX

List of Minor Offences Requiring No Disclosure to the EAA

Licence applicants are **not** required to disclose to the EAA the offences in the list below, ***unless*** he/she has been sentenced to ***imprisonment (including suspended sentence)*** for any of them.

	Offence
Fixed Penalties	
1.	All fixed penalties (Payment settled and liabilities not disputed)
Traffic-related offences	
2.	Riding / Driving on foot-path
3.	Using or caused to be used a vehicle without a 3rd party risks insurance
4.	Dangerous / Careless driving (without causing death / grievous bodily harm of another person)
5.	Driving, attempting to drive or being in charge of a vehicle with alcohol concentration above prescribed limit
6.	Failing to provide a specimen of breath / blood / urine
7.	Driving in excess of speed limit
8.	Driving or permitting a person to drive without a driving licence
9.	Driving / Using a non-registered and non-licensed vehicle
10.	Installing non-permitted visual display unit in or on a vehicle
11.	Failing to comply with the regulations regarding mudguard and mudflaps / reflector / glass or transparent material used in windscreens and windows
12.	Driving or riding as a passenger without wearing a seat belt / Driving a private car when a rear seat passenger is not wearing a seat belt
13.	Driver failing to comply with traffic signals
14.	Using a mobile telephone / other communications equipment while driving
15.	Failing to keep relevant obligatory lamps lighted during darkness / in poor visibility conditions
16.	Failing to stop when an accident occurred whereby damage was caused to another vehicle, an animal or any other thing
17.	Crossing double white lines
18.	Vehicle entering the bus lane without permission
19.	Failing to return original driving licence to the Commissioner for Transport for cancellation
20.	Learner driver driving without displaying the prescribed plate
21.	Learner driver driving at the time not specified
22.	Pedestrian failing to comply with light signal when crossing a carriageway
23.	Pedestrian failing to comply with the requirement of traffic signs
24.	Failing to comply with the notice of the Commissioner for Transport to attend and complete a driving improvement course
Other offences	
25.	Dumping of litter in public places
26.	Failing to pay the business registration fee and the levy
27.	Dogs not on a leash or under control
28.	Traveller failing to give information as required by the health officer
29.	Failing to produce proof of identity for inspection as required
30.	Riding / Possessing bicycle within country park or special area without consent

- END -

Oct 2026

FORM 4	**ESTATE AGENTS AUTHORITY** **APPLICATION FOR THE GRANT OF SALESPERSON'S LICENCE**	FORM 4

Section 55(1)(d) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.

Note: 1) Please '√' in the appropriate box.
2) * Delete as appropriate.

Validity Period of Licence applied for ☐ 12 months ☐ 24 months

Particulars of Applicant

Name in English (Surname first)	Name in Chinese	H.K.I.D Card/Travel Document* No
Date of Birth (DD/MM/YYYY)	Sex ☐ Male ☐ Female	Alias

Educational Level ☐ Below F. 5 ☐ Completed F. 5 or equivalent ☐ Tertiary or above

Pass in Qualifying Examination ☐ Estate Agents Examination ☐ Salespersons Examination

Have you ever held a licence issued by the Estate Agents Authority? ☐ Yes ☐ No	If the answer is 'yes', please state the Licence No.

Registered Address

_____ _____ _____ _____
Flat/Room Floor Block Name of Building/Estate

_____ _____ HK / KLN / NT*
Number and Name of Street District

Telephone No.	Mobile Phone No.	Fax No.	Email Address

Declaration **Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of licence. They form an integral part of this form and must be answered.**

		Yes	No
1.	Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?	☐	☐
2.	Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?	☐	☐
3.	Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?	☐	☐
4.	Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?	☐	☐
5.	Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not?	☐	☐

If you have answered 'Yes' to any of the above questions, please give details using additional sheets.

Photograph

(40 mm X 50 mm)

I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

_____ _____
Date (DD/MM/YYYY) Signature of Applicant