



致：地產代理監管局 (傳真 Fax : 2152 3600)

To: Estate Agents Authority

地址：香港灣仔皇后大道東 183 號合和中心 48 樓

Address: 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong

持續專業進修計劃 - 自願申報書
Continuing Professional Development ("CPD") Scheme
Voluntary Declaration of CPD Attainment

持牌人姓名

Name of Licensee :

牌照號碼

Licence No :

持續專業進修時段*

CPD Period* :

牌照屆滿日期

Licence Expiry Date:

至

to

*有關持續專業進修時段的定義及學分要求，請參閱「持續專業進修計劃指引」第 7 章。Please refer to Section 7 of the CPD Scheme Guidelines on the meaning of CPD Period and the CPD attainment target.

本人謹聲明於有關持續專業進修時段內取得學分總數如下：

I hereby declare that during the relevant CPD Period I have accumulated:

合規及有效管理科目持續專業進修學分
CPD points for Compliance and Effective Management subjects

全面提升發展科目持續專業進修學分
CPD points for All-round Advancement subjects

學分總數 Total CPD points

持牌人簽署 Licensee's Signature: _____ 日期 Date: _____

日間聯絡電話 Daytime Telephone No: _____

收集個人資料聲明 Personal Information Collection Statement

地產代理監管局(“監管局”)從此申報書所收集或處理所得的個人資料將作下列用途: (a) 處理有關的持續專業進修計劃嘉許證書及嘉許獎章的申請; (b) 執行和遵從地產代理條例(第 511 章)的規定; 及 (c) 研究及統計。在此申報書提供個人資料純屬自願性質。如果持牌人未能提供申報書所需之資料，可能會影響監管局處理其申請。收集所得的個人資料將只會轉交負責執行上述用途之人士。有關查閱及改正個人資料要求，請聯絡地產代理監管局保障資料主任。The personal data collected or generated from this Declaration Form will be used by the EAA for the following purposes: (a) processing the application for Certificate of Attainment and CPD Attainment Symbol; (b) enforcing compliance with the Estate Agents Ordinance (Chapter 511); and (c) researches and statistics. The provision of the information in this Declaration Form is voluntary. Licensee who could not provide all necessary data may affect the processing by the EAA of his/her application. Personal data collected will only be transferred to such persons who are responsible for carrying out the above purposes. Personal data access and correction request should be addressed to the Data Protection Officer of the EAA.

有關領取嘉許證書安排 Method of Receiving the Certificate of Attainment

(請注意:同意將嘉許證書寄往從業員的登記地址者不需要填寫此欄)

Note: **NO NEED** to complete this section if you wish to receive the Certificate of Attainment by post.)

- 監管局在核實從業員所申報的學分後，將會把嘉許證書以平郵方式寄往從業員的登記地址。如從業員欲親臨監管局領取嘉許證書，請於方格內加上“✓”號。若授權代表領取，請註明該授權代表的資料:

Subject to the EAA's endorsement of the points, the CPD Certificate of Attainment will be sent by ordinary post to the registered address of the licensee. If licensees wish to collect the Certificate from our offices, please kindly put a "✓" in the box. If you would like to collect it through an authorized representative, please provide details on that representative: