



地產代理商舖專業進修嘉許獎章 – 自願申報書

Voluntary Declaration Form for CPD Mark for Estate Agencies

(請將填妥及簽署的申報書的正本交予地產代理監管局專業發展部)

(Please submit the **original** of the completed and signed form to the EAA's Professional Development Section.)

第一部份：營業詳情說明書資料 Part I: Particulars of SPOB

營業詳情說明書號碼 SPOB No.		受僱的持牌人總數* Total No. of licensed employees*	
營業詳情說明書 所載營業地點 Business address shown in the SPOB		地區 (例如：灣仔) District (e.g. Wan Chai)	
營業詳情說明書 持有人姓名/名稱 Name of SPOB Holder		聯絡人及電話 Contact person & telephone number	

第二部份：受僱持牌人詳情* Part II: Particulars of licensed employees*

	姓名 Name	牌照號碼 Licence Number	於申報年份之 9 月 30 日完結的進修時段獲頒嘉許證書*** Awarded the CPD Certificate of Attainment for the CPD period ended on 30 September of the declaration year ***	
1.	(經理**Branch Manager **)		是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
2.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
3.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
4.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
5.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
6.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
7.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
8.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
9.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
10.			是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>
(如有需要請另加紙張填寫) (Continue on additional sheets, if necessary)		總數 Total		

註：獲頒「商舖嘉許獎章」的商舖，必須有 80%或以上
受僱持牌人(包括經理**) 獲頒個人嘉許證書
Remark: To be awarded the CPD Mark, 80% of licensed employees (including the
manager**) of an agency shop must have awarded the Certificate of Attainment

*包括所有於申報年份之 10 月 1 日當日受僱於此營業詳情說明書持有人的持牌人，不論該持牌人是否於申報年份之 9 月 30 日完結的進修時段獲頒發嘉許證書。Include all licensed employees of the holder of this SPOB as at 1st October of the declaration year, regardless of whether they have been awarded the Certificate of Attainment for the CPD period ended on 30 September of the declaration year.

**根據《地產代理條例》第 38 條委任的經理。The manager appointed for the purpose of s. 38 of EAO.

***有關持續專業進修時段及學分要求，請參閱「持續專業進修計劃指引」第 7 章及附件 E。Please refer to Section 7 and Annex F of the CPD Scheme Guidelines on the meaning of CPD period and CPD attainment target.



第三部份：聲明 Part III: Declaration

本人謹代表本獨資經營商號、合夥經營商號或公司(視屬何情況而定)聲明本人已細閱「地產代理商舖專業進修嘉許獎章計劃一般規則及條款」，並完全明白所有內容。本人聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確，而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。 On behalf of my sole proprietorship, partnership or company (as the case may be), I hereby declare that I have read and fully understood the “Rules and Conditions for CPD Mark for Estate Agencies Award Scheme”. I declare that 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.

日期 Date	公司代表/ 獨資經營者/ 合夥人# 姓名 Name of Representative/ Sole Proprietor/ Partner #	公司代表/獨資經營者/合夥人# 地產代理(個人)牌照號碼 Estate Agent’s Licence (Individual) No. of Representative/ Sole Proprietor / Partner#	授權簽署及公司印章 Authorized Signature and Company Chop
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將不適用者刪去 Delete as appropriate

重要事項
IMPORTANT NOTICE

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)處理有關的地產代理商舖專業進修嘉許獎章(“商舖嘉許獎章”)申請包括在監管局網頁公布獲頒發「商舖嘉許獎章」的商舖; (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。如果營業詳情說明書持有人未能提供申報書所需之資料，可能會影響監管局處理其參與計劃的申請。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 including announcing the awardees on the the EAA website; (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. SPOB holders who could not provide all necessary data may affect the processing by the EAA of its application to participate in the Scheme. 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 Estate Agents Authority.

計劃結果公布 Announcement of Results

監管局按其認為合適的方式在監管局網頁上公布獲頒發「商舖嘉許獎章」的商舖，例如營業詳情說明書編號、營業名稱及營業地點。如閣下不欲貴商舖資料在監管局網頁的「商舖嘉許獎章」計劃的獲嘉許名單上公布，請將「拒絕公布」要求傳真至 2152 3600 或電郵至 eaatraining@eaa.org.hk。 The EAA will announce the list of awardees of the CPD Mark, e.g., the SPOB numbers, business names and business addresses on its website in such manner as the EAA may think fit. If you wish to be excluded from the list of awardees of the “CPD Mark for Estate Agencies Award Scheme” on the EAA website, you may fax to us at 2152 3600 or e-mail us at eaatraining@eaa.org.hk to inform us of the request.