

## **Rules and Conditions for the EAA CPD Training Subsidy**

### General

1. An annual training subsidy (CPD training subsidy) of \$300 per licensee will be provided to set-off designated CPD activity fees.
2. CPD activities eligible for the reimbursement of CPD training subsidy (“Designated CPD Activities”) must be pre-approved by the Professional Development Committee (PDC) of EAA and solely organized by the endorsed training institutions which already had the PDC’s standing endorsement (See Annex<sup>1</sup>).

### Responsibilities of the activity providers of Designated CPD Activities

3. The endorsed training institutions are eligible to submit application to PDC, at least six weeks before an activity begins, for approval as Designated CPD Activities.
4. Activity providers must observe the requirements set out under the “Assessment Procedure” in accordance with Clause 6.3 of the CPD Guidelines.

### Conditions for reimbursement of the CPD training subsidy

5. The applicant is a holder of a valid licence (Estate Agent’s Licence (Individual) or Salesperson’s Licence) at the time of participating in the Designated CPD Activities.
6. The CPD training subsidy is based on the actual CPD activity fee incurred from the activity completed during the calendar year (i.e. from January to December of the year), subject to a maximum of \$300 per calendar year.
7. In the event of the applicant obtaining or becoming entitled to a refund of activity fees or charges from any other source, the amount of activity fee eligible for reimbursement of the EAA CPD training subsidy will be the amount in excess of the refund recoverable from such other source, subject always to the maximum amount stated in paragraph 6 above.
8. In the event that there is overpayment due to error or omission in calculation, the amount overpaid must be refunded by the applicant in one lump sum forthwith upon demand.
9. Balance of CPD training subsidy cannot be carried over from one calendar year to another.
10. There is no limit on the number of sessions of Designated CPD Activities applied for reimbursement.
11. EAA reserves the right to amend the terms and conditions of or withhold the CPD training subsidy at its discretion without prior notice.
12. The Designated CPD Activities attended in compliance with disciplinary sanctions will also be eligible for reimbursement of CPD training subsidy, subject to these Rules and Conditions.

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<sup>1</sup> Annex refers to Annex C of the *Continuing Professional Development Scheme - Guidelines*

### Handling of information

13. Applicants are obliged to supply information pertaining to their personal data as required in the application form. EAA will use the personal data provided in the applications for the following purposes –
  - (a) processing the application;
  - (b) enforcing or complying with the Estate Agents Ordinance (Chapter 511); and
  - (c) in research and statistics.
14. The personal data and other supplementary information that are provided in the application may be disclosed to the institutions/ activity providers concerned for the purposes mentioned in paragraph 13 above or where such disclosure is authorized and required by law.
15. If necessary, EAA will contact the activity providers concerned to verify the data provided in the application with those held by them for the purposes mentioned in paragraph 13 above.
16. The personal data provided by applicants in the application form will be handled in accordance with the provisions contained in the Personal Data (Privacy) Ordinance (Chapter 486). An applicant has the right to access and correct any personal data provided by writing to the Data Protection Officer of the EAA.

### Application Procedures

17. Application for reimbursement of CPD training subsidy has to be made **within three months of the completion of the Designated CPD Activity.**
18. Reimbursement of EAA CPD Training Subsidy Application Form and the Rules and Conditions for the EAA CPD Training Subsidy are available at the EAA office and on the EAA website: [www.eaa.org.hk](http://www.eaa.org.hk).
19. Applicants are required to submit the original of the completed and signed application form together with proof of payment and completion of activity (e.g. receipt and certificate of attendance) to EAA's Professional Development Section (Address: 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong; Enquiry: 2111 2777) in person or by post.