



**Application Form for
Reimbursement of EAA CPD Training Subsidy
持續專業進修計劃進修津貼申請表**

Important Note 重要事項
Reimbursement application has to be made within three months of the completion of the Designated CPD Activity. 持續專業進修計劃進修津貼的申請須於完成特定活動後三個月內提出。

Please refer to the “Rules and Conditions for the EAA CPD Training Subsidy” before filling out this form.
在填寫表格前請先參閱「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」。

Part I: Particulars of Applicant 第一部份: 申請人資料

Name 姓名		Licence No. 牌照號碼	Contact Tel No. 聯絡電話
------------	--	---------------------	-------------------------

Part II: Particulars of Designated CPD Activities attended

第二部份: 申請地產代理監管局持續專業進修計劃進修津貼的活動資料

Title of Activity 活動名稱#	Activity Code 活動編號	Date of Activity 活動日期	Activity Provider 主辦機構	Fees# 費用#

(Continue on additional sheets, if necessary)
如有須要請另加紙張填寫)

Total reimbursement *applied for:
是次申請的持續專業進修計劃進修津貼*總金額: _____

Please provide proof of payment and completion of activity (e.g. receipt of activity fees and certificate of attendance)
請提供支付活動費用的證明及完成活動的證明 (例如: 活動費用收據及出席證書)
*Maximum \$300 per calendar year *每年最多\$300

Part III: Declaration 聲明書

I have read and fully understood the “Rules and Conditions for the EAA CPD Training Subsidy” overleaf. I declare that the information and documents provided by me in this application form is complete and true to the best of my knowledge. 本人已細閱背頁的「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」，並完全明白所有內容。現特此聲明: 本人在這份申請表內所填報的各項資料及提供的文件，盡本人所知，均屬詳盡而真實的資料。

I am aware that the EAA will rely on the information provided by me to determine my eligibility for reimbursement of activity fees by the EAA and to assess the amount of reimbursement to be offered. I also understand that in this application, any omission/ mis-statement/ misrepresentation of information made in a material particular may result in disciplinary action. 本人知道，地產代理監管局將依據本人所提供的資料，決定本人是否符合獲持續專業進修計劃進修津貼的資格，以及評估本人可獲發還的金額。本人亦明白，就是項申請而在要項上漏報資料或作出失實陳述，可能受紀律處分。

I authorize the EAA to handle the personal data/ information provided in this application in accordance with the “Rules and Conditions for the EAA CPD Training Subsidy”. I also give my consent to the institution/ activity provider concerned to release my personal data to EAA for the purpose of processing my application or verifying the information provided in this application. 本人授權地產代理監管局按照「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」的內容，處理本人就這宗申請而提供的個人資料及其他資料。本人亦同意有關的院校或辦學機構向地產代理監管局提供本人的個人資料，以便地產代理監管局處理本人的申請或核實本人就這宗申請而提供的資料。

I understand that EAA has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to EAA any overpayment made to me upon demand. 本人明白，地產代理監管局有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在地產代理監管局提出要求時，將本人多收的款項歸還地產代理監管局。

Signature 簽署 _____ Date 日期 _____

Name of Applicant
申請人姓名 _____

FOR OFFICE USE ONLY 由監管局填寫 Date Received: _____ Application No.: _____

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 Annex¹).

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.

¹ 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.
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.