



致：持牌人

監管局舉辦的持續專業進修講座的出席證書及網上學習活動的合格證書已可透過監管局網頁 (www.eaa.org.hk) 的電子服務 (e-Services) 下載。持牌人如需監管局另行向其發出有關證書文本，煩請填妥以下回條並交回監管局專業發展部。

查詢：監管局熱線 - 2111 2777 (選擇語言後按 2-3)

專業發展部

Dear Licensee,

Attendance Certificates of EAA CPD seminars and Completion Certificates of EAA e-Learning programmes are now available for download through the e-Services of the EAA website (www.eaa.org.hk). For licensees who would like the EAA to issue a copy of certificate to them, please complete and return the reply slip below to the Professional Development Section of the EAA.

Enquiry: EAA Hotline - 2111 2777 (Press 2-3 after selecting language)

Professional Development Section

回條 - 郵寄或親身領取監管局持續專業進修活動出席/合格證書

Reply Slip – Request for Obtaining the Attendance / Completion Certificate by Post or in Person

請將填妥的回條以郵寄或傳真(傳真:2152 3600) 方式交回監管局專業發展部。

Please return this reply slip to the Professional Development Section of the EAA by post or by fax at 2152 3600.

持牌人姓名: Name of Licensee :		牌照號碼: Licence Number:	
活動名稱 Activity Title :			
活動日期: Activity Date :		聯絡電話 Telephone Number:	

請於適當方格內加上“✓”號 Please “✓” where appropriate:

☐ 本人將親身或授權代表到監管局領取證書 I will collect the certificate at the EAA Office in person or by an authorized representative.

☐ 請將證書寄往本人的牌照登記地址 Please send the certificate to my registered address.

[如欲寄往其他地址，請於下方填上郵寄地址 If the certificate is to be sent to other address, please specify below]

(註 Remark: 證書將會以平郵方式寄出 The certificate will be sent by **ORDINARY POST**.)

日期 Date

收集個人資料聲明 Personal Information Collection Statement

所收集的個人資料將會用於舉辦持續專業進修計劃活動、核實持續專業進修計劃活動參加者的出席紀錄、其他直接相關的目的或用於執行及遵從《地產代理條例》(第 511 章)的規例。持牌人必須提供所需資料。如持牌人不提供該等資料，監管局則不會處理有關申請。有關查閱或更正資料的要求可向監管局保障資料主任提出。Personal data collected may be used for the purpose of conducting and verifying attendance at Continuing Professional Development Scheme activities, other directly related purpose or for enforcing and complying with the provisions of the Estate Agents Ordinance (Cap. 511). It is necessary for licensees to supply the data. If the data is not supplied, the application would not be processed. All data access and correction requests should be addressed to the Data Protection Officer of the EAA.

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

專業發展部(持續專業進修計劃) Professional Development Section (Continuing Professional Development Scheme)

電話 Telephone : 2111 2777 傳真 Facsimile : 2152 3600