



Voluntary Declaration Form for CPD Mark for Estate Agencies (2011)

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

Part I: Particulars of SPOB

SPOB No.		Total No. of licensed employees*	
Business address shown in the SPOB		District (e.g. Wan Chai)	
Name of SPOB holder		Contact person and telephone number	

Part II: Particulars of licensed employees*

	Name	Licence Number	Awarded the CPD Certificate of Attainment for the CPD period ended on 30 September 2011 ***	
1.	(Branch Manager**)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Continue on additional sheets, if necessary		Total		
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				

* Include all licensed employees of the holder of this SPOB as at 1st October 2011, regardless of whether they have been awarded the Certificate of Attainment for the CPD period ended on 30 September 2011.

** The manager appointed for the purpose of s. 38 of EAO.

*** Please refer to Section 7 and Annex H of the CPD Guidelines on the meaning of CPD period and CPD attainment target.

Part III: Declaration

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.

Date Name of Representative/ Sole Proprietor/ Partner # Estate Agent's Licence (Individual) No. of Representative/ Sole Proprietor / Partner# Authorized Signature and Company Chop

Delete as appropriate.

IMPORTANT NOTICE

Personal Information Collection Statement

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 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 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.

Announcement of Results

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.