

致: 地產代理監管局

To: Estate Agents Authority

「新入職地產代理課程證書」申報表
**Certificate for Introduction to Estate Agency Practice
Declaration Form**

本人(姓名) _____ (牌照號碼: _____) 謹聲明已於一年內(以完成第一個課堂日期起計)完成「新入職地產代理課程」全部八個課堂。詳情如下:

I (Name) _____ (Licence No: _____) hereby declare that I have completed all eight sessions of the course, Introduction to Estate Agency Practice, within one year after completing the first session.

	課堂名稱 Subject Title	活動編號 Activity Code	完成日期 日/月/年 Date Completed (DD/MM/YY)
1	地產代理條例及其附屬法例、執業通告及操守守則 Estate agents ordinance and its subsidiary legislation, practice circulars and code of ethics	EAA-EAEC01C1-3	/ /
2	投訴個案、紀律研訊程序及案例選輯 Common complaints, inquiry hearing procedures and inquiry hearing cases	EAA-EAEC02C1-3	/ /
3	打擊清洗黑錢及防止賄賂措施 Anti-money laundering and corruption prevention measures	EAA-EAEC03C1-3	/ /
4	認識土地查 Interpretation of land search	EAA-EAEC04C1-3	/ /
5	物業轉易、租務法及代理法 General conveyancing law, tenancy law and agency law	EAA-EAEC05C1-3	/ /
6	一手住宅樓盤銷售事宜 Matters to be attended to by practitioners involved in first sales of residential properties (Practical session)	EAA-EAEC06C1-3	/ /
7	物業資料查冊 Interpretation of land search (Practical session)	EAA-EAEC07C1-3	/ /
8	填寫標準文件注意事項 Use of standard forms (Practical session)	EAA-EAEC08C1-3	/ /

持牌人簽署 Licensee's Signature: _____ 日期 Date: _____

日間聯絡電話 Daytime Tel No. : _____

有關領取新入職地產代理課程證書安排

Method of Receiving the Certificate for Introduction to Estate Agency Practice

(請注意:如你同意將證書寄往你的登記地址者不需要填寫此欄)

Note: NO NEED to complete this section if you wish to receive the Certificate by post.)

- 監管局在核實從業員所申報的資料後, 將會把證書以平郵方式寄往從業員的登記地址。如從業員欲親臨監管局領取證書, 請於方格內加上 號。若授權代表領取, 請註明該授權代表的資料: _____
Subject to EAA's endorsement, the Certificate will be sent by ordinary post to the registered address of the practitioner. If you wish to collect the Certificate from the EAA office, please kindly put a in the box. If you would like to collect it through an authorised representative, please provide details of that representative: _____