



持續專業進修計劃 - 新入職地產代理課程

「新入職地產代理課程」為監管局的持續專業進修計劃活動之一。費用全免。對象為獲發牌少於兩年的從業員，旨在提高新入職持牌人的專業技巧和法律知識，讓他們可以更有效地和準確地履行作為一位持牌人的職責。持牌多於兩年的人士亦可報名參與，但名額將優先預留給新持牌人。

課程包括 8 節法律和執業知識的課堂，每節課堂三小時，合共 24 小時(詳情請參閱背頁課程內容或瀏覽監管局網頁 www.eaa.org.hk)，學員每出席一個課堂可獲得三個(核心)學分。從業員可選擇報讀全部八個課堂或其中部份課堂。所有持牌地產代理或營業員凡於一年內(以學員完成第一個課堂日期起計)完成該八個課堂，將獲監管局頒發「新入職地產代理課程證書」。

為照顧從業員的不同需要，監管局將分別提供以中文及英文授課的課程。有興趣報讀中文課程的持牌從業員，請填妥下列回條並傳真予監管局專業發展部(傳真號碼: 2152 3600)。

如有任何查詢，請致電專業發展部熱線 2150 2468。

Introduction to Estate Agency Practice

The course, "Introduction to Estate Agency Practice" is part of EAA's Continuing Professional Development (CPD) Scheme. The course is designed for new licensees with less than two years' experience and aims to enhance their technical and legal skills so that they can discharge their duties effectively. Licensees with more than two years' experience are also welcome, but priority will be given to new licensees.

The course comprises eight three-hour sessions (i.e. a total of 24 hours). These sessions will cover law and practice issues (For details, please refer to the course outline overleaf or visit EAA website www.eaa.org.hk). Practitioners may choose to participate in some or all of the eight sessions. Upon successful completion of all eight sessions within one year after completing the first session, practitioners will be awarded a "Certificate for Introduction to Estate Agency Practice".

To cater for different needs of licensees, the course will be conducted separately in Chinese and English. The English sessions will be open for enrolment all year round, and will be conducted once the minimum number of enrolment is reached. If you are interested in the English sessions, please complete and return the Reply Slip below to our Professional Development Section by fax (2152 3600).

For enquiries, please call the Professional Development Hotline on 2150 2468.

回條 Reply Slip

致 To: 地產代理監管局 Estate Agents Authority (傳真 Fax: 2152 3600)

本人有興趣參加「新入職地產代理課程」的以下課堂(請以 ũ 號選擇):

I am interested in the following session(s) of the course, "Introduction to Estate Agency Practice" (please ũ where appropriate):

	課堂名稱 Subject Title	ũ
B1	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	<input type="checkbox"/>
B2	認識土地查冊 Interpretation of Land Search	<input type="checkbox"/>
B3	物業轉易、租務法及代理法 General Conveyancing Law, Tenancy Law and Agency Law	<input type="checkbox"/>
B4	投訴個案、紀律研訊程序及案例選輯 Common Complaints, Inquiry Hearing Procedures and Inquiry Hearing Cases	<input type="checkbox"/>
B5	打擊清洗黑錢及防止賄賂措施 Anti-money laundering and corruption prevention measures	<input type="checkbox"/>
B6	填寫標準文件注意事項(實務課堂) Practical session on use of standard forms (Practical Sessions)	<input type="checkbox"/>
B7	物業資料查冊(實務課堂) Practical session on interpretation of land search (Practical Sessions)	<input type="checkbox"/>
B8	一手住宅樓盤銷售事宜(實務課堂) Matters to be attended to by practitioners involved in first sales of residential properties (Practical Sessions)	<input type="checkbox"/>

語言 Language 中文 Chinese 英文 English

姓名 Name: _____ 牌照號碼 Licence No: _____ 電話 Telephone No: _____

傳真 Fax No: _____ 電郵地址 E-mail: _____ 公司名稱 Company name: _____

簽名 Signature: _____ 日期 Date: _____

註: 座位將以先到先得形式提供(唯名額將優先預留給持牌少於兩年的持牌人)。Remarks: Seats will be assigned on a first-come-first-serve basis (Priority will be given to new licensees who have held a licence for less than 2 years).

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或申報。有關於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 / declaration would not be processed. All data access and correction requests should be addressed to the Data Protection Officer of the Estate Agents Authority.