



如已達到學分目標，別忘了申報你的持續專業進修學分!
If you have attained the CPD points target, don't forget to declare your CPD points!

致：地產代理監管局
To: Estate Agents Authority

持續專業進修計劃 – 自願申報書 Continuing Professional Development (“CPD”) Scheme Voluntary Declaration of CPD Attainment

本人(姓名) _____ (牌照號碼： _____) 的牌照
有效期為 12 / _____ 個月 (請將不適用者刪去) 並於 _____ 屆滿。

本人謹聲明於有關持續專業進修時段內*取得學分總數如下：

I (Name) _____ (Licence No: _____) hold a
licence valid for 12 months/ _____ months (delete as appropriate) expiring on
(date) _____. I hereby declare that during the relevant CPD Period* I have
accumulated:

核心科目持續專業進修學分 CPD points for core-subjects _____

非核心科目持續專業進修學分 CPD points for non-core subjects _____

學分總數 Total CPD points _____

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

日間聯絡電話 Daytime Tel No: _____

- *註：
- (1) 有關持續專業進修學分的計算和時段的定義，請參閱「指引」第 5 章、第 7 章和第 9 章。
 - (2) 請填妥背頁之持續專業進修活動綜合記錄表，但切勿呈交出席證書等正本文件予監管局。出席證書及其他參與活動的證明文件由遞交此申報書起計最少保存 3 年。
 - (3) 請把填妥的持續專業進修計劃自願申報書正本於遞交續牌申請時或之前交回監管局。

- *Note:
- (1) Please refer to Section 5, Section 7 and Section 9 of the Guidelines on the calculation of CPD points and the meaning of CPD Period.
 - (2) Please complete the *Record of CPD Activities* on the reverse. DO NOT submit original certificates of attendance to EAA. Original certificates of attendance and other proof of attendance should be kept for 3 years from the date of this declaration.
 - (3) Please return the original of the completed *CPD Voluntary Declaration of CPD Attainment* to EAA at the time of or before the submission of your licence renewal application.



持續專業進修計劃綜合記錄表
Continuing Professional Development (“CPD”) Scheme
Record of CPD Activities

持牌人姓名
Name of Licensee : _____
牌照號碼
Licence No : _____ 牌照屆滿日期
Licence Expiry Date: _____
持續專業進修時段
CPD Period : _____ 至 _____ 若非 12 個月, 請註明 _____ 月)
(If not 12 months, specify _____ months)

曾參與之持續專業進修活動 (按時間前後序) CPD Activities Undertaken (chronological order)					
活動完成日期 日/月/年 Date Completed (DD/MM/YY)	活動編號* Activity Code*	活動名稱 Title of Activity	主辦機構 Name of Activity Provider	核心 Core (“C”) / 非核心 Non-core (“NC”) **	所得學分 Points Earned
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	
/ /				C / NC	

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

持續專業進修學分總數:
Total CPD Activities Undertaken: _____ CPD Points

* 如所參加之活動有不只一個編號, 請填有「EAA」之活動編號。
If an activity has more than one activity code, please fill in the one that includes “EAA”.
** 請刪去不適用者。 Delete as appropriate.

請注意: (1) 有關持續專業進修學分計算方法的限制, 請參閱「指引」第 5 章。
(2) 有關持續專業進修時段的定義請參閱「指引」第 7 及第 9 章。
(3) 請填妥背頁的申報書
(4) 所有活動的證明文件必須保存 3 年

Note: (1) Please refer to Section 5 of the Guidelines for the limitations regarding the calculation of CPD points.
(2) Please refer to Section 7 and Section 9 of the Guidelines on the meaning of CPD Period.
(3) Complete declaration on the back
(4) Proof of completion to be kept for 3 years

簽署 Signature: _____ 日期 Date: _____

有關領取嘉許證書安排 Mode of Receiving the Certificate of Attainment

請注意: 如你同意將嘉許證書寄往你的登記地址則不需要填寫此欄 Note: You are not required to complete this section if you agreed that the Certificate of Attainment be sent to you by post.)

監管局在核實從業員所申報的學分後, 將會把嘉許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嘉許證書, 請於方格內加上“U”號。若授權代表領取, 請註明該授權代表的資料:
Subject to EAA’s endorsement of the CPD points, the CPD Certificate of Attainment will be sent by ordinary post to the registered address of the practitioner. If you wish to collect the Certificate from our office, please put a “U” in the box. If you would like to authorize a representative to collect it, please provide details on your representative: