

致: 地產代理監管局

To: Estate Agents Authority

「地產代理業務管理課程」申報表
Certificate for Estate Agency Management Course
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「地產代理業務管理課程」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, Estate Agency Management Course, 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	如何有效管理地產代理業務，確保轄下營業員遵守《地產代理條例》及其附屬法例和操守守則 Effective agency management and supervision of salespersons to ensure compliance with the Estate Agents Ordinance, its subsidiary legislation and the Code of Ethics	EAA-EAMC01C1-3	/ /
2	紀律研訊個案選輯 Disciplinary case studies	EAA-EAMC02C1-3	/ /
3	代理法、工商物業交易及土地買賣 Agency Law, commercial/industrial property transaction and land sale	EAA-EAMC03C1-3	/ /
4	打擊清洗黑錢及防止賄賂措施 Anti-money laundering and corruption prevention measures	EAA-EAMC04C1-3	/ /
5	資訊保安措施及保障個人資料私隱 Information security for privacy protection	EAA-EAMC05C1-3	/ /
6	物業估價及市區重建 Valuation and urban renewal	EAA-EAMC06C1-3	/ /
7	人力資源管理、《僱傭條例》及有關平等機會的法例 Human resources management, Employment Ordinance and ordinances in respect of equal opportunities	EAA-EAMC07C1-3	/ /
8	財務會計 Financial accounting	EAA-EAMC08C1-3	/ /

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

日間聯絡電話 Daytime Tel No. : _____

有關領取地產代理業務管理課程證書安排

Method of Receiving the Certificate for Estate Agency Management Course

(請注意:如你同意將證書寄往你的登記地址, 毋須填寫此欄。)

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

- 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“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, 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 “u” in the box. If you would like to collect it through an authorised representative, please provide details of that representative: _____