



**持續專業進修計劃 – 地產代理業務管理課程**

為增進從業員的管理知識和技巧，使他們能有效管理地產代理業務，確保轄下的營業員遵守法規，地產代理監管局已於2008年底推出為分行經理或其他負責管理地產代理業務的從業員而設的「地產代理業務管理課程」。此課程為持續專業進修計劃活動之一。費用全免。

課程包括8節法律、執業及管理知識及技巧的課堂，每節課堂三小時，合共24小時（詳情請參閱課程內容）。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。課程講者包括地產代理監管局代表、專業人士（如律師）、政府官員、專上院校學者等。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 2111 2777。

**Estate Agency Management Course**

To enhance the management and supervisory knowledge and skills of licensees for effective agency management and supervision of salespersons to ensure compliance with the Estate Agents Ordinance, its subsidiary legislation and the Code of Ethics, the Estate Agents Authority (EAA) launched an estate agency management course in December 2008.

The free course is part of EAA's Continuing Professional Development (CPD) Scheme and is targeted at licensees who intend to undertake managerial duties (e.g. branch managers) or would like to improve their management and supervisory knowledge and skills.

The course comprises eight three-hour sessions (i.e. a total of 24 hours). These sessions will cover law and practice issues (Please refer to the course outline for details). Practitioners may choose to participate in some or all of the eight sessions. Speakers include representatives of EAA, professionals and representatives of Government.

Upon successful completion of all eight sessions within one year after completing the first session, practitioners will be awarded a "Certificate for Estate Agency Management Course" in recognition of their efforts. 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 us by fax 2152 3600.

For enquiries, please call 2111 2777.

**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「地產代理業務管理課程」的以下課堂(請以 ✓ 號選擇):

I am interested in the following session(s) of the course, "Estate Agency Management Course":

	課堂名稱 Subject Title	✓
A1	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	<input type="checkbox"/>
A2	紀律研訊個案選輯 Disciplinary case studies	<input type="checkbox"/>
A3	代理法、工商物業交易及土地買賣 Agency Law, commercial/industrial property transaction and land sale	<input type="checkbox"/>
A4	打擊清洗黑錢及防止賄賂措施 Anti-money laundering and corruption prevention measures	<input type="checkbox"/>
A5	資訊保安措施及保障個人資料私隱 Information security for privacy protection	<input type="checkbox"/>
A6	物業估價及市區重建 Valuation and Urban renewal	<input type="checkbox"/>
A7	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	<input type="checkbox"/>
A8	財務會計 Financial accounting	<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。Remarks: Seats will be assigned on a first-come-first-serve basis.

**收集個人資料聲明**

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。

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此傳真由地產代理監管局(地址: 香港灣仔皇后大道東 183 號合和中心 48 樓)發送。閣下可致電 2111 2777 或發送電郵至 eaatraining@eaa.org.hk 與本局聯絡。如閣下不欲再收取同類訊息，請將「拒收」要求傳真至 2152 3600 或電郵至上述電郵地址。This fax is sent by the Estate Agents Authority located at 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. We can be contacted by telephone at 2111 2777 or by e-mail at eaatraining@eaa.org.hk. If you do not want to receive similar messages in future, you may fax to us at 2152 3600 or e-mail us at the above e-mail address to unsubscribe.