

地產代理監管局持續專業進修計劃進修津貼

為鼓勵地產代理從業員更積極參與不同類型的持續專業進修活動，監管局推出進修津貼計劃。監管局將為每位持牌人提供每年\$300的進修津貼，藉此資助從業員修讀持續專業進修計劃的特定活動。特定活動必須由指定的培訓機構或其他擁有認可「自我評審」資格的院校單獨舉辦，有關特定活動的認可培訓機構請瀏覽監管局網頁。

每名持牌人可獲發還的進修津貼金額是按每一年內(即由每年的1月至12月期間)所完成的特定活動的實際費用發還，可獲發還的進修津貼上限為每年\$300。持牌人須於完成特定活動後三個月內，將填妥及已簽署的進修津貼申請表的正本及繳付參加特定活動費用及完成活動的證明文件(活動費用收據及出席證書)副本，一併以人手遞交或郵寄予監管局專業發展部(地址:香港灣仔皇后大道東183號合和中心48樓)。

有關進修津貼詳情及進修津貼申請表可於監管局網頁www.eaa.org.hk下載。如有查詢，請致電監管局熱線2111 2777(持續專業進修計劃)。

EAA CPD Training Subsidy

To encourage practitioners to participate in various activities provided under the CPD Scheme, the Estate Agents Authority launched a CPD training subsidy scheme. An annual training subsidy (CPD training subsidy) of \$300 per licensee will be provided to set-off designated CPD activity fees. CPD activities eligible for the reimbursement of CPD training subsidy (“Designated CPD Activities”) must be solely organized by specified training institutions or by other recognized self-accrediting institutions, the approved training provider of the designated CPD courses, please visit EAA website.

The CPD training subsidy is based on the actual CPD activity fee incurred from the activity completed during the calendar year (i.e. from January to December of the year), subject to a maximum of \$300 per calendar year. Application for reimbursement of CPD training subsidy has to be made within three months of the completion of the Designated CPD Activity. Applicants are required to submit the original of the completed and signed application form together with proof of payment and completion of activity (e.g. receipt and certificate of attendance) to EAA’s Professional Development Section (48/F, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong) in person or by post.

For details of the CPD subsidy scheme or download the relevant application form, please visit EAA website www.eaa.org.hk or call the EAA hotline at 2111 2777 (Continuing Professional Development Scheme).

已獲批核成為可申請發還持續專業進修計劃進修津貼的特定活動

Approved Designated CPD Activities Eligible for Reimbursement of CPD Training Subsidy

	主辦機構 Activity Provider	活動名稱 Title of Activity	語言 Language	學分 CPD Points	查詢 Enquiry
1	職業訓練局高峰進修學院 Institute of Professional Education And Knowledge (PEAK), Vocational Training Council	地產代理客戶關係管理 – 創造忠誠客戶	粵語 Cantonese	3 非核心 non-core	2836 1922 / 2836 1821
2		地產代理客戶關係管理 – 客戶關係管理電子化實踐		3 非核心 non-core	
3		Proficiency Certificate in General Business Management for Estate Agents (PCBM)	英語 English	10 非核心 non-core	2836 1922 / 2836 1821
4		Social Media for Estate Agents	粵語 Cantonese	6 非核心 non-core	2836 1834
5	職業訓練局 – 滙縱專業發展中心 Integrated Vocational Development Centre (IVDC), Vocational Training Council	地產代理的陷阱睇真啲	粵語 Cantonese	3 核心 core	3907 6847
6		查冊全攻略 – 土地及物業		3 核心 core	
7		填表好簡單		3 核心 core	
8		地產代理博奕實戰		3 非核心 non-core	
9		創意銷售多面睇		3 非核心 non-core	
10	香港中文大學專業進修學院 School of Continuing and Professional Studies The Chinese University of Hong Kong	香港商業法	粵語 (輔以英語) Cantonese (Supplemented by English)	15 核心 core	2209 0264
11		香港樓宇轉讓及租務法例		12 核心 core	
12		商業談判技巧		13 非核心 non-core	
13	香港大學專業進修學院 The School of Professional and Continuing Education, the University of Hong Kong	地產代理優質顧客服務證書課程	粵語 Cantonese	18 非核心 non-core	3762 6262
14		揀宅攻略		6 核心 core	3762 0074
15		物業資產管理高級證書	粵語 (輔以英語) Cantonese (Supplemented by English)	64 核心 core	2508 8823



**Application Form for
Reimbursement of EAA CPD Training Subsidy
地產代理監管局持續專業進修計劃進修津貼申請表**

FOR OFFICE USE ONLY 由監管局填寫
Date Received: _____
Application No.: _____

Please refer to the "Rules and Conditions for the EAA CPD Training Subsidy" before filling out this form.
在填寫表格前請先參閱「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」。

Part I: Particulars of Applicant 第一部份: 申請人資料

Name of Applicant 申請人姓名			
Licence No. 牌照號碼		Contact Tel No. 聯絡電話	

Part II: Particulars of Designated CPD Activities attended

第二部份: 申請地產代理監管局持續專業進修計劃進修津貼的活動資料

Title of Activity 活動名稱#	Activity Code 活動編號	Date of Activity 活動日期	Activity Provider 主辦機構	Fees# 費用#

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

Total reimbursement *applied for:

是次申請的持續專業進修計劃進修津貼*總金額: _____

Please provide proof of payment and completion of activity (e.g. receipt of activity fees and certificate of attendance)

請提供支付活動費用的證明及完成活動的證明 (例如: 活動費用收據及出席證書)

*Maximum \$300 per [calendar] year *每年最多\$300

Part III: Declaration 聲明書

I have read and fully understood the "Rules and Conditions for the EAA CPD Training Subsidy" overleaf. I declare that the information and documents provided by me in this application form is complete and true to the best of my knowledge. 本人已細閱背頁的「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」，並完全明白所有內容。現特此聲明: 本人在這份申請表內所填報的各項資料及提供的文件，盡本人所知，均屬詳盡而真實的資料。

I am aware that the EAA will rely on the information provided by me to determine my eligibility for reimbursement of activity fees by the EAA and to assess the amount of reimbursement to be offered. I also understand that in this application, any omission/ mis-statement/ misrepresentation of information made in a material particular may result in disciplinary action. 本人知道，地產代理監管局將依據本人所提供的資料，決定本人是否符合獲持續專業進修計劃進修津貼的資格，以及評估本人可獲發還的金額。本人亦明白，就是項申請而在要項上漏報資料或作出失實陳述，可能受紀律處分。

I authorize the EAA to handle the personal data/ information provided in this application in accordance with the "Rules and Conditions for the EAA CPD Training Subsidy". I also give my consent to the institution/ activity provider concerned to release my personal data to EAA for the purpose of processing my application or verifying the information provided in this application. 本人授權地產代理監管局按照「地產代理監管局持續專業進修計劃進修津貼一般規則及條款」的內容，處理本人就這宗申請而提供的個人資料及其他資料。本人亦同意有關的院校或辦學機構向地產代理監管局提供本人的個人資料，以便地產代理監管局處理本人的申請或核實本人就這宗申請而提供的資料。

I understand that EAA has the right to review my application and adjust my entitlements for reimbursement if necessary. I undertake to refund to EAA any overpayment made to me upon demand. 本人明白，地產代理監管局有權覆檢本人的申請，以及在有需要時調整本人可獲發還的金額。本人承諾在地產代理監管局提出要求時，將本人多收的款項歸還地產代理監管局。

Signature 簽署 _____

Date 日期 _____

Name of Applicant
申請人姓名 _____

Rules and Conditions for the EAA CPD Training Subsidy

General

1. An annual training subsidy (CPD training subsidy) of \$300 per licensee will be provided to set-off designated CPD activity fees.
2. CPD activities eligible for the reimbursement of CPD training subsidy (“Designated CPD Activities”) must be pre-approved by the Professional Development Committee (PDC) of EAA and solely organized by the nine endorsed training institutions¹ which already had the PDC’s standing endorsement, or by other recognized self-accrediting institutions².

Responsibilities of the activity providers of Designated CPD Activities

3. The nine endorsed training institutions and the recognized self-accrediting institutions are eligible to submit application to PDC, at least six weeks before an activity begins, for approval as Designated CPD Activities.
4. Designated CPD Activities do not require Hong Kong Council for Accreditation of Academic and Vocational Qualifications’ (HKCAAVQ) assessment but activity providers must observe the requirements set out under the HKCAAVQ’s Assessment Procedure in accordance with Clause 6.3 of the CPD Guidelines.

Conditions for reimbursement of the CPD training subsidy

5. The applicant is a holder of a valid licence (Estate Agent’s Licence (Individual) or Salesperson’s Licence) at the time of participating in the Designated CPD Activities.
6. The CPD training subsidy is based on the actual CPD activity fee incurred from the activity completed during the calendar year (i.e. from January to December of the year), subject to a maximum of \$300 per calendar year.
7. In the event of the applicant obtaining or becoming entitled to a refund of activity fees or charges from any other source, the amount of activity fee eligible for reimbursement of the EAA CPD training subsidy will be the amount in excess of the refund recoverable from such other source, subject always to the maximum amount stated in paragraph 6 above.
8. In the event that there is overpayment due to error or omission in calculation, the amount overpaid must be refunded by the applicant in one lump sum forthwith upon demand.
9. Balance of CPD training subsidy cannot be carried over from one calendar year to another.
10. There is no limit on the number of sessions of Designated CPD Activities applied for reimbursement.

¹ They are: Caritas Adult & Higher Education Service, The Chinese University of Hong Kong (School of Continuing and Professional Studies), City University of Hong Kong (School of Continuing & Professional Education), The Hong Kong Management Association, The Hong Kong Polytechnic University (School of Professional Education & Executive Development), Hong Kong Productivity Council, The Open University of Hong Kong, The University of Hong Kong (School of Professional & Continuing Education) and Institute of Professional Education and Knowledge of Vocational Training Council.

² They are: City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Hong Kong Institute of Education (applicable to teacher education programmes only), The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, The University of Hong Kong, and The Open University of Hong Kong.

11. EAA reserves the right to amend the terms and conditions of or withhold the CPD training subsidy at its discretion without prior notice.
12. The Designated CPD Activities attended in compliance with disciplinary sanctions will also be eligible for reimbursement of CPD training subsidy, subject to these Rules and Conditions.

Handling of information

13. Applicants are obliged to supply information pertaining to their personal data as required in the application form. EAA will use the personal data provided in the applications for the following purposes –
 - (a) processing the application;
 - (b) enforcing or complying with the Estate Agents Ordinance (Chapter 511); and
 - (c) in research and statistics.
14. The personal data and other supplementary information that are provided in the application may be disclosed to the institutions/ activity providers concerned for the purposes mentioned in paragraph 13 above or where such disclosure is authorized and required by law.
15. If necessary, EAA will contact the activity providers concerned to verify the data provided in the application with those held by them for the purposes mentioned in paragraph 13 above.
16. The personal data provided by applicants in the application form will be handled in accordance with the provisions contained in the Personal Data (Privacy) Ordinance (Chapter 486). An applicant has the right to access and correct any personal data provided by writing to the Data Protection Officer of the EAA.

Application Procedures

17. Application for reimbursement of CPD training subsidy has to be made within three months of the completion of the Designated CPD Activity.
18. Reimbursement of EAA CPD Training Subsidy Application Form and the Rules and Conditions for the EAA CPD Training Subsidy are available at the EAA office and on the EAA website: www.eaa.org.hk.
19. Applicants are required to submit the original of the completed and signed application form together with proof of payment and completion of activity (e.g. receipt and certificate of attendance) to EAA's Professional Development Section (Address: 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong; Enquire: 2111 2777) in person or by post.