撤銷申請要求 / **Request to cancel application**

收取個人資料聲明 **Personal Information Collection Statement**

申請人所提供的個人資料將用於審批牌照申請。監管局可能會從其他途徑核實有關資料。有關資料亦會用於執行及遵從《地產代理條例》(第 511 章) 的要求、培訓及提供與地產代理執業有關的資訊。申請人的個人資料亦可能為了上述目的而向有關政府部門及機構 (包括香港警察及廉政公署) 披露。如果申請人不提供有關資料，監管局可能因此而不能審批有關牌照申請。申請人如欲取閱或更正其個人資料，可與監管局保障資料主任聯絡。Personal data collected in licence applications are to be used for the purpose of processing the applications and may be subject to verification by the Estate Agents Authority from other sources. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511), providing appropriate training to licensees and provision of information on matters concerning estate agency practice. The personal data may be transferred to relevant government departments and authorities (including the Hong Kong Police and the Independent Commission Against Corruption) in connection with the above purposes. The personal data collected are necessary for the processing of licence applications and not providing them may result in the Authority being unable to process the applications. Applicants can access and correct their personal data by writing to the Data Protection Officer of the Estate Agents Authority.

致 **To**：地產代理監管局 **Estate Agents Authority**

本人決定撤銷於 ＿＿＿＿＿年＿＿＿＿＿月＿＿＿＿＿日遞交的牌照申請。

Please cancel my licence application submitted on ＿＿＿＿＿＿＿＿＿＿ .

撤銷申請的原因 Reason for the cancellation：

＿＿＿

＿＿＿

申請人姓名或名稱 Name of applicant	＿＿＿＿＿＿＿＿＿＿＿＿＿
身份證號碼 / 牌照號碼 / 營業詳情說明書號碼 Hong Kong Identity Card / Licence / SPOB number	＿＿＿＿＿＿＿＿＿＿＿＿＿
申請人簽署或其授權人簽署 (請出示授權信) 及印章 (如適用) Signature of the Applicant or authorized representative (please present authorization letter) and chop (if applicable)	＿＿＿＿＿＿＿＿＿＿＿＿＿
日期 **/** Date	＿＿＿＿＿＿＿＿＿＿＿＿＿

注意 / Note: 填妥的表格可郵寄到香港柴灣利眾街 24 號東貿廣場 7 樓或傳真到 2119 9077。退款 (如適用) 會以支票形式郵寄到申請人所提供的地址。監管局一般會在收到撤銷要求後 10 個工作天內寄出退款支票。Completed form can be mailed to 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong or faxed to 2119 9077. Refund, where applicable, will be in the form of a cheque sent to the address the applicant has provided within 10 working days after receipt of this request.
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Internal Use Only

☐   R/J APP IN SYS by ＿＿＿＿＿＿＿＿＿   ☐   U/D ADR IN LIC MODE by ＿＿＿＿＿＿＿＿

☐   ORL CAN C/F by ＿＿＿＿＿＿＿＿＿＿ on ＿＿＿＿＿＿＿＿＿＿; ref no. ＿＿＿＿＿＿＿＿＿＿

A-008-08