

地產代理監管局 Estate Agents Authority

申請核證登記冊副本或摘錄

Application for a certified copy of or extract from the Register

重要提示 Important Note

登記冊是由地產代理監管局備存的，為了讓公眾人士確定自己是否正在就受《地產代理條例》規管的地產代理工作與持牌地產代理或營業員往來，或確定某人作為持牌地產代理或營業員的訂明詳情（統稱為「特定目的」）。根據《個人資料（私隱）條例》（第486章）的規定，任何人士只可以上述特定目的查閱登記冊及／或取得該登記冊內的摘錄。

The Register is maintained by the Estate Agent Authority to enable a person to ascertain whether the person is dealing with a licensed estate agent or salesperson in matters of or connected with any estate agency work regulated under the Estate Agents Ordinance; or to ascertain the prescribed particulars of a licensed estate agent or salesperson. According to the Personal Data (Privacy) Ordinance (Cap. 486), any person who inspects the Register and/or obtains an extract from the Register shall do so for the purposes mentioned above only.

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處理以上申請。如果申請人不提供有關資料，監管局可能因此而不能處理以上申請。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。

The personal data collected in this application are to be used for the purpose of processing this application. The personal data collected are necessary for the processing of licence application and, if not provided, may result in the Authority being unable to process the application. An applicant can access and correct his/her personal data by writing to the Data Protection Officer of the Estate Agents Authority.

注意：核證登記冊副本或摘錄，費用為每份港幣 150 元。

Note: A fee of HK\$150 is charged for each certified copy of or extract from any part the register.

1. 請發給下列持牌人之核證登記冊副本或摘錄 Certified copy of or extract from the register of the following licensee is requested:

持牌人姓名／名稱 Name of Licensee: _____

牌照號碼 Licence Number: _____

2. 遞交申請方法 Application submission method

☐ 親身（或授權代表）— 地址：香港灣仔皇后大道東 183 號合和中心 26 樓 2601 室
In person / By representative – Address: Room 2601, 26/F, Hopewell Centre, 183 Queen's Road East, Wanchai, HK

☐ 郵寄 — 地址：香港柴灣利眾街 24 號東貿廣場 7 樓
By post – Address: 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, HK

3. 繳費方法 Method of Payment

總額 Amount: 港幣 HK\$ _____

☐ 支票 CHEQUE (支票號碼 Cheque No: _____ 銀行 Bank: _____)
[劃線支票及收款人為「地產代理監管局」；如支票未能兌現，全部銀行費用（如有）由申請人負責。Cheque should be crossed and made payable to "Estate Agents Authority". *]

* Applicant will be responsible for all the bank charges (if any) arising from the cheque being unable to be cashed.

☐ 現金 Cash / 易辦事 EPS
[於監管局灣仔合和中心辦事處遞交申請表格後將獲發繳費單，請攜同該繳費單前往任何一間 OK 便利店付款。Pay at any Circle K convenience store by producing the payment slip issued by the EAA after your submission of the application forms at the EAA office in Hopewell Centre (Wanchai).]

4. 領取方法 Collection Method:

☐ 郵寄 ORDINARY MAIL (地址 Address: _____)

☐ 電郵 E-MAIL (E-mail Address: _____)

☐ 親身或授權代表到監管局位於灣仔合和中心的辦事處領取
Collect in person or by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

聯絡電話 Contact Telephone: _____

日期 Date

申請人姓名 Name of Applicant

簽署 Signature