

**地產代理監管局**  
**Estate Agents Authority**

灣仔皇后大道東 183 號合和中心 48 樓 (牌照部熱線 2111 3883)  
48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (Licensing hotline 2111 3883)

**申請補發地產代理證**  
**Application for the Replacement of Estate Agent Card**

**收取個人資料聲明**

申請人所提供的個人資料將用於審批補發地產代理證申請。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) 的規例及提供培訓。申請人的個人資料亦可能為了上述目的而向政府部門及有關機構 (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, 監管局可能因此不能審批有關補發地產代理證申請。申請人對其個人資料有取閱和更正權。如欲行使上述權利, 請與監管局保障資料主任聯絡。

**Personal Information Collection Statement**

The personal data collected in the application are to be used for the purpose of processing the estate agent card replacement application which may be subject to verification by the Estate Agents Authority from other source. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511) and providing appropriate training to the applicant. The personal data may be transferred to government departments and relevant authorities (including the Hong Kong Police and the ICAC) in connection with the above purposes. The personal data collected are necessary for the processing of the estate agent card replacement application and, if not provided, may result in the Authority being unable to process the application. An applicant has the right to access and correct his/her personal data by writing to the Data Protection Officer of the Estate Agents Authority.

地產代理證會以**平郵**寄往你在地產代理監管局的登記地址。  
The estate agent card will be sent by **ORDINARY MAIL** to your address registered with the Estate Agents Authority.

**1. 持牌人姓名 Name of licensee:**

**2. 牌照號碼 Licence number:**

**3. 申請補發代理證的原因 Reason for applying for replacement (在適當的空格中填上✓號 please check the relevant box):**

- 遺失 lost       損毀 damaged (請一併提交舊證 please submit your current card)       其他 other reason  
 被竊 stolen       更新相片 update photo (請一併提交舊證 please submit your current card)      \_\_\_\_\_  
(請說明詳情 please specify)

**相片規格:**

- 40 毫米(闊) x 50 毫米(高)
- 下額至頭頂尺寸: 32 毫米至 36 毫米
- 正面並清楚顯示面容特徵的彩色近照
- 白色背景

以上規格與香港特區護照相片規格相同。

**Photo specifications:**

- 40mm (W) x 50 mm (H)
- Size from chin to crown: 32 mm to 36 mm
- Recent colour photograph showing full frontal face with clear facial features
- Plain white background

The above specifications are the same as those for a HKSAR passport.

如欲更新相片, 請在此  
貼上相片  
Affix a photo here only  
if you wish to update  
your photo

**4. 付款細節 Payment details (費用為港幣 100 元 A fee of \$100 is required)**

- 支票號碼** \_\_\_\_\_ (支票必須劃線, 並註明收款人為「地產代理監管局」; 本局不會另發收據。)  
**CHEQUE No** \_\_\_\_\_ (Cheque should be crossed and made payable to the "Estate Agents Authority"; no receipt will be issued.)
- 現金** (請勿郵寄現金; 本局將會發收據。)  
By **CASH** (Please do not send cash through the mail; a receipt will be issued for cash payment.)

**5. 本人所提供的上述資料皆為本人所知及所信的。**  
**The foregoing information is provided to the best of my knowledge and belief.**

\_\_\_\_\_  
日期  
Date

\_\_\_\_\_  
簽署  
Signature