

Estate Agents Authority

Room 4801, 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (Hotline 2111 2777)

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Application for Amendment of Particulars of Licence or Statement of Particulars of Business

Please fill out this form and submit it with **your current licence or statement of particulars of business** (if it requires amendment) and the relevant documents specified below and, where applicable, the required fee. Your application may be submitted by mail or by hand to the address stated above. Please check the appropriate box.

Notes

- A licensed estate agent or a licensed salesperson who, without reasonable excuse, for or in connection with an estate agency business uses any name other than the name specified in his licence commits an offence. In addition, every holder of an estate agent's licence shall apply to have his statement of particulars of business amended if any matter stated therein is for any reason incorrect.
- The fact that your application and payment are accepted (including encashing your cheque) does not mean that the licence or statement of particulars of business or, where appropriate, the relevant records in question will necessarily be amended. Your licence or statement or the relevant records will only be amended if all the relevant supporting documents are submitted. See http://www.eaa.org.hk/licensing/refund_e.htm for our refund and cancellation policy.
- If you have fully completed this application form, submitted all the required documents and, where applicable, paid the required fee, it will normally take 21 working days to complete the application process. If you do not hear from us after 21 working days, you may find out the status of your application by: calling our hotline at 2111 2777 (press 2, 2 after selecting language) or viewing our licence list at www.eaa.org.hk/search/index.html.

For Personal Information Collection Statement, please visit our website at www.eaa.org.hk/licpicse.htm or call our hotline 2111 2777.

Licence / SPOB number:	Name of licence / SPOB holder:		
(A)	(B)	(C)	
Items to be amended	Yes	If "Yes", provide the relevant document specified below:	Payment required
For individuals only			
1. Has your name been changed?	<input type="checkbox"/>	New Hong Kong Identity Card or travel document (copy)	Yes
For limited companies only			
2. Has your company name been changed?	<input type="checkbox"/>	Certificate of change of name* (copy)	Yes
3. Has your registered address been changed?	<input type="checkbox"/>	Notification of situation of registered office (R1)* (copy)	No
For holders of SPOBs held by limited companies, sole proprietors or partnerships			
4. Has your business name been changed?	<input type="checkbox"/>	New business registration certificate (copy)	Yes
5. Has your business address been changed?	<input type="checkbox"/>	New business registration certificate (copy)	Yes
For partnerships and for previous partnerships having changed to sole proprietorships only			
6. Has there been a departing or incoming partner?	<input type="checkbox"/>	<ul style="list-style-type: none"> ● Certified extract of information of the Business Register** (copy) ● Declaration by partner (attached Form G3-020-01) completed and signed by each incoming partner (original) 	See question 7 below
7. Does the departing or incoming partner hold an estate agent's licence?	<input type="checkbox"/>	Prescribed notice (attached Form 12) signed by the departing or incoming partner holding an estate agent's licence (original)	Yes
Amount of payment (if applicable; see Column C above): <input type="checkbox"/> \$300 <input type="checkbox"/> Free of charge <input type="checkbox"/> CHEQUE No. _____ (Cheque should be crossed and made payable to the "Estate Agents Authority".) <input type="checkbox"/> CASH (Cash should be paid at the office of the Estate Agents Authority; please do not send cash through the mail.)			
Please send the amended licence or SPOB to me by: (If a choice is not indicated, the licence / SPOB will be sent by ordinary mail.) <input type="checkbox"/> Ordinary mail <input type="checkbox"/> I will collect the licence / SPOB in person or by an authorized representative.			
<i>Unless the ONLY change is the registered address of a company (i.e. item 3 above), please submit your licence / SPOB with this application. You may also return your licence / SPOB in exchange of the amended one when it is available.</i>			
Date (dd / mm / yyyy)	Name of licensed partner or company representative	Licence no. of licensed partner or company representative	Signature

* Companies Registry document ** The extract may be applied at the Inland Revenue Department (visit www.ird.gov.hk/eng/tax/bre.htm or call its hotline at 2594 3143).

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Declaration by Member of Partnership Carrying On Estate Agency Business

Personal Information Collection Statement

The personal data collected in this declaration (the "relevant data") are to be used for the purpose of considering whether the person making the declaration is a "fit and proper person" under the Estate Agents Ordinance (Cap. 511) or whether the person is an "unfit person" under the Estate Agents (Exemption From Licensing) Order. The relevant data will be subject to verification by the Authority from other sources. The relevant data will also be used for the purpose of enforcing or complying with the provisions of the Ordinance. The relevant data may be transferred to government departments and relevant authorities (including the Hong Kong Police and the ICAC) in connection with the above purpose. The relevant data collected are necessary for the purpose stated and, if not provided, may result in the Authority (i) being unable to consider whether the person making the declaration is a "fit and proper person" or (ii) considering the person an "unfit person". The person making the declaration can access and correct the relevant data by writing to the Data Protection Officer of the Authority.

Note

Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.

Declaration

(Please '√' in the appropriate box.)

Yes No

- | | | |
|---|--------------------------|--------------------------|
| 1. Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered 'Yes' to any of the above questions, please give details using additional sheets.

I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

Partner's Name (Chinese)

Partner's Name (English)

HKID Card / Travel Document No.

Licence No. (if applicable)

Date (dd/mm/yyyy)

Signature