



Sections 55(1)(c) and (d) of the Estate Agents Ordinance (Cap. 511) make 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.

- Note:
- 1) This form has to be completed and signed by the licensee.
 - 2) For a company licensee, this form has to be completed by a representative of the company. The representative must be in effective control of the company's estate agency business and he has to be a licensed estate agent.
 - 3) Please '✓' in the appropriate box.
 - 4) * Delete as appropriate.

Application for a replacement of the following licence/Statement of Particulars of Business*

No. of the Licence/
Statement of Particulars of Business*

Expiry Date (DD/MM/YYYY)

Please indicate the reason for applying for a replacement of licence/Statement of Particulars of Business

- the original licence/Statement of Particulars of Business * is lost
- the original licence/Statement of Particulars of Business * is stolen
- the original licence/Statement of Particulars of Business * is destroyed
- the original licence/Statement of Particulars of Business * is damaged
(the damaged licence/Statement of Particulars of Business has to be submitted with this application)

Information on the licensee

Name of the Licensee (surname first for individual)

Business Name (if applicable and if different from above)

I / I, on behalf of my company, sole proprietorship or partnership (as the case may be)* 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.

Date (DD/MM/YYYY)

Name of Representative
(for company licensee only)
(in BLOCK LETTERS)

Estate Agent's Licence (Individual) number
of Representative
(for company licensee only)

Signature of licensee
(Authorized signature and company chop
are required if the licensee is a company,
a sole proprietor or a partner)

Application for Replacement of Licence/Statement of Particulars of Business

Supplemental Form

Please complete this Supplemental Form and submit it together with your application.

No. of the Licence/Statement of Particulars of Business* (* Delete as appropriate)

1. Methods of Payment

- By **CHEQUE** Amount HK\$ _____ Bank: _____
Cheque No: _____
(Cheque should be crossed and made payable to the "Estate Agents Authority"; no receipt will be issued)
- By **CASH** (Please do not send cash by mail; cash payment will be acknowledged by receipt.)

2. Please indicate how you would like to receive the Licence /Statement of Particulars of Business:

- By **REGISTERED MAIL**
- To collect, **IN PERSON** or through an **AUTHORIZED REPRESENTATIVE**

3. If refund is required, the cheque for refund will be made out in the name of the applicant. Should the applicant require that the cheque be made out to a third party, the applicant shall be required to sign a Letter of Authorization and Indemnity in a separate form and such cheque shall be collected in person by the applicant.

If the lost Licence / Statement of Particulars of Business is found after the replacement has been issued, I undertake to return as soon as practicable the recovered Licence / Statement of Particulars of Business to the Estate Agents Authority.

Date (DD/MM/YYYY)

Name of Representative
(for company licensee only)
(IN BLOCK LETTERS)

Estate Agent's Licence (Individual) number of
Representative
(for company licensee only)

Signature of Licensee
(Authorized signature and company chop
are required if the licensee is a company,
a sole proprietor or a partner)