

## Estate Agents Authority

### Application for Replacement of Licence / Statement of Particulars of Business Supplementary Form

For Personal Information Collection Statement, please visit our website at

<http://www.eaa.org.hk/en-us/About-EAA/Privacy-policy-statement>.

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

#### 1. Application submission method:

- In person** (or by representative) – Address: Room 2601, 26/F, Hopewell Centre, 183 Queen’s Road East, Wanchai, Hong Kong
- By post** – Address: 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong

#### 2. Method of Payment

Amount: HK\$300.00

Cheque No: \_\_\_\_\_

- By **CHEQUE** (Cheque should be crossed and made payable to the “Estate Agents Authority”).
- By **EPS** (should be paid at the EAA office in Hopewell Centre (Wanchai))

#### 3. Collection of licence / SPOB:

- Send by ordinary mail
- Collect in person or by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

(If a choice is not indicated, the licence / statement will be sent by ordinary mail.)

\_\_\_\_\_  
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)

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)