

Estate Agents Authority

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

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

For Personal Information Collection Statement, please visit our website at www.eaa.org.hk/licpicse.htm.

Please complete this Supplementary Form and submit it together with a completed Form 10 to the address stated above.

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

1. Method of Payment

Amount: HK\$300.00 Cheque No: _____

By **CHEQUE** (Cheque should be crossed and made payable to the "Estate Agents Authority".)

By **CASH** (Cash should be paid at the Authority's office; please do not send cash through the mail.)

2. Please send licence / statement of particulars of business to me by:

By ordinary mail

To collect in person or by an authorized representative

(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)