

Estate Agents Authority

Application for Replacement of Licence / Statement of Particulars of Business (SPOB) Supplementary Form

For Personal Information Collection Statement, please visit our website at
<http://www.eaa.org.hk/en-us/About-EAA/Privacy-policy-statement>.

Licence / SPOB* Number: (* 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

- ☐ By **CHEQUE** (Cheque should be crossed and made payable to “**Estate Agents Authority**”.)*
Cheque No: _____

* Applicant will be responsible for all the bank charges (if any) arising from the cheque being unable to be cashed.

- ☐ By **Cash / EPS** (Pay at any Circle K convenience store by producing the payment slip issued by the EAA after your submission of the application forms 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 / SPOB 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)

FORM 10	ESTATE AGENTS AUTHORITY APPLICATION FOR REPLACEMENT OF LICENCE/STATEMENT OF PARTICULARS OF BUSINESS	FORM 10
<p>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.</p> <p>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.</p>		
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		
<div style="display: flex; flex-direction: column; gap: 10px;"> <div> <input type="checkbox"/> the original licence/Statement of Particulars of Business * is lost </div> <div> <input type="checkbox"/> the original licence/Statement of Particulars of Business * is stolen </div> <div> <input type="checkbox"/> the original licence/Statement of Particulars of Business * is destroyed </div> <div> <input type="checkbox"/> 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) </div> </div>		
Information on the licensee		
Name of the Licensee (surname first for individual)		
Business Name (if applicable and if different from above)		
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date (DD/MM/YYYY) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Representative (for company licensee only) (in BLOCK LETTERS) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Estate Agent's Licence (Individual) number of Representative (for company licensee only) </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of licensee (Authorized signature and company chop are required if the licensee is a company, a sole proprietor or a partner) </div> </div>		