



續牌通告 Renewal Reminder

根據《地產代理條例》(第 511 章)第 23 條及《地產代理(發牌)規例》第 13 條，牌照續期申請須於該牌照有效期屆滿前 3 個月至屆滿前 1 個月的期間內提出。監管局可不處理逾期的續期申請，逾期申請縱獲處理亦不表示申請人可在牌照屆滿前獲得續期。

現隨函附上牌照續期申請表。若你的牌照有效期已屆滿，請不要使用隨函之續期表格，而是應填寫另一種的申請表格。為節省遞交申請表的輪候時間，本局建議閣下 / 貴公司以郵寄方式遞交牌照續期申請。

請注意《地產代理條例》規定，無牌或在獲批牌照之前從事任何地產代理工作、宣傳或向公眾顯示可以地產代理身份或地產代理的營業員身份從事地產代理工作，均屬犯法行為。

如有任何疑問，請致電 2111 2777 (按 1-1-9) 與本局職員聯絡。

Pursuant to section 23 of the Estate Agents Ordinance (Cap. 511) and section 13 of the Estate Agents (Licensing) Regulation, an application for the renewal of a licence shall be made not more than 3 months and not less than 1 month prior to the expiration of the licence. The Authority is not obliged to process renewal applications submitted after the said period. Where a late application is accepted for processing, there is no guarantee that the renewal process can be completed before the expiry of the current licence.

Attached is a set of renewal application forms. Please note that if your licence has already expired, you should not use the attached forms. You should instead obtain another set of application forms. To save the waiting time that may become necessary if you submit the renewal application in person, it is recommended that you send in the renewal application by post.

Please be reminded that without a valid licence or until a licence is granted, it is an offence under the Estate Agents Ordinance for you to do estate agency work, or advertise that you are or hold yourself out to the public as being ready to undertake estate agency work as an estate agent or a salesperson for an estate agent.

If you have any question, please call us at 2111 2777 (then press 3-1-9).

地產代理監管局
Estate Agents Authority

Estate Agents Authority

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

Supplementary Form for the Renewal of Estate Agent's Licence (Individual)

Please complete this form and return it together with a completed Form 11. Please put a '√' in the appropriate box.

Notes

- (i) The fact that your application and payment are accepted does not mean that a licence will necessarily be granted to you. A licence will only be granted if you meet all the licensing requirements under the Estate Agents Ordinance ("EAO"). In the event that your application is not successful, any fee paid will be refunded.
- (ii) Before the renewal of an expired licence, it is an offence under the EAO for anyone to be / act as / hold himself out to the public as being an estate agent.
- (iii) Pursuant to the EAO, the Estate Agents Authority maintains a register of licensees containing, among other things, their names and registered addresses and periods of validity of their licences. The register is available for public inspection.
- (iv) If you have fully completed all application forms and paid the required fee, it will normally take 10 working days to have your licence renewed. If you do not hear from us within 10 working days, you may find out the status of your application by: calling our hotline at 2111 2777 (then press 3-1-9), calling our licence information enquiry system at 3102 0838 or viewing our licence list at www.eaa.org.hk/search/index.html.
- (v) If you have been issued with an Estate Agent Card, a new card will be issued upon approval of this application. If you have not been issued with the Card and would like to have one issued, please supply the required photograph (specifications can be found at www.eaa.org.hk/licensing/agtcard.htm).

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

Important Reminder

- You are required to declare any conviction for offences involving fraudulent, corrupt or dishonest acts in Question 4 of the Declaration section of Form 11. Such offences include but are not limited to theft, burglary, robbery, fraud, handling stolen goods, obtaining pecuniary advantage by deception and any offence involving corruption.
- The rehabilitation provisions of the Rehabilitation of Offenders Ordinance do not apply to Questions 4 and 5 of the Declaration section of Form 11. In other words, a conviction whether "spent" or not has to be declared.
- If you have any doubt as to whether any conviction should be declared, then you should declare it. What you have declared may not necessarily affect your application. You will be given an opportunity to explain and make representation.

1. Name of applicant:

2. HKID number:

3. I am now employed by the following estate agency: (If you are not employed or not employed by an estate agency, please check this box)

Business name:

Licence / SPOB No.:

4. Payment details \$2,010 (12 months) \$3,930 (24 months)

CHEQUE No. _____ (Cheque should be crossed and made payable to the "Estate Agents Authority"; no receipt will be issued.)

CASH (Please do not send cash through the mail; a receipt will be issued for cash payment.)

5. Please send licence to me by: (If a choice is not indicated, licence will be sent by ordinary mail.)

Ordinary mail Registered mail I will collect the licence in person or by an authorized representative.

6. Preferred language of correspondence Chinese English (If a choice is not indicated, correspondence will be in English.)

To protect the environment, the EAA will communicate with licensees via e-mail or other electronic means where appropriate. Applicants are urged to provide, in Form 11, an e-mail address as well as a fax number and a mobile telephone number.

✧ **The foregoing information is provided to the best of my knowledge and belief.**

✧ **I agree to the issuance of an estate agent card.**

✧ **I authorize the Estate Agents Authority to verify the information I provide in Form 11 from other sources such as government departments. I hereby give my express consent to the Hong Kong Police Force to release my criminal conviction record (if any) to the Estate Agents Authority.**

Date (dd/mm/yyyy)

Applicant's Signature



**ESTATE AGENTS AUTHORITY
APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (INDIVIDUAL)**

FORM 11

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.

Note: 1) Please '√' in the appropriate box.
2) * Delete as appropriate.

| | |
|-----------------------------------|---------------------------------|
| Estate Agent's Licence No. | Expiry Date (DD/MM/YYYY) |
|-----------------------------------|---------------------------------|

Validity Period of Licence Applied for 12 months 24 months

| | | |
|---------------------------------|-----------------|----------------------------------|
| Name in English (Surname first) | Name in Chinese | H.K.I.D Card/Travel Document* No |
|---------------------------------|-----------------|----------------------------------|

| | |
|---------------------------------|--|
| Particulars of Applicant | Note: Applicants should provide the information below only where the information is DIFFERENT from application last filed. |
|---------------------------------|--|

| | |
|--|-------|
| Educational Level <input type="checkbox"/> Completed F. 5 or equivalent <input type="checkbox"/> Tertiary or above | Alias |
|--|-------|

Pass in Qualifying Examination Estate Agents Examination Salespersons Examination

Registered Address

| | | | |
|---------------------------|-------|----------|-------------------------|
| Flat/Room | Floor | Block | Name of Building/Estate |
| Number and Name of Street | | | HK / KLN / NT* |
| | | District | |

| | | | |
|---------------|------------------|---------|---------------|
| Telephone No. | Mobile Phone No. | Fax No. | Email Address |
|---------------|------------------|---------|---------------|

| | |
|--------------------|--|
| Declaration | Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. They form an integral part of this form and must be answered. |
|--------------------|--|

- | | 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 for each place at which and each business name under which I am to carry on an estate agency business (if any), I have filed as part of this application an application for the grant or renewal of statement of particulars of business (Form 8 or 14), and 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)

_____ Signature of Applicant

Estate Agents Authority **Licence Renewal Survey**

Please complete this anonymous questionnaire below and return it to the Estate Agents Authority. Findings will be used for reference and statistical purposes only.

1. How long have you been practising estate agency work?
 Less than 1 year 5 to 8 years Over 12 years
 1 to 4 years 9 to 12 years
2. What is the level of education you have attained?
 University Degree or above Completed Form 7 Below Form 5
 Higher Diploma / Higher Certificate Completed Form 5
3. Did you practise estate agency work in the past 12 months? Yes No
4. Are you practising estate agency work now? Yes No
If your answer to question 4 is "No", please skip questions 5 – 7 and go straight to question 8.
5. You are currently practising as:
 an estate agent / salesperson
 a management level officer of an estate agency
 a sole proprietor, partner or director of an estate agency
 a member of the support staff of an estate agency
 an employee of a property developer
 Others (please specify) : _____
6. Apart from estate agency work, are you engaged in other areas of work?
 Yes (please specify) : _____ No
7. In the past year, you are primarily engaged in the handling of:
 First sale residential properties Industrial and commercial properties
 Second hand residential properties Mainland properties
 Others (please specify) : _____
8. Are you currently a member of any estate agency trade association(s)? Yes No
9. Do you use the computer at home? Yes No
10. Do you use the computer at work? Yes No
11. Do you use the Internet? Yes No
If your answer to question 11 is "No", please skip questions 12 – 14 and go straight to question 15.
12. If you use the Internet, would you consider submitting your licence renewal application via the Internet when such facilities are introduced? Yes No
13. If you use the internet, would you consider submitting statutory notices via the Internet when such facilities are introduced? Yes No
14. Generally you use the computer to:
 collect listing / market information contact clients / trade members
 perform land searches for e-mail communication
 browse EAA website handle office administration
 browse websites of other agencies Others
15. Please name the areas in which training is the most desirable :
 Laws related to estate agency Customer service
 Professional ethics Sales and marketing techniques
 Computer application Management skills
 Languages Mainland property market and law
 Others (please specify) : _____

< End of Survey – Thank you >