

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

Please complete this form and submit it together with a completed Form 12, a copy of a valid business registration certificate and a copy of the relevant document(s) specified below.

**Please answer the following questions:**

<b>No</b>	<b>Yes</b>
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**If the answer is "Yes", please submit:**

- (a) Has your registered address been changed?
- (b) Has your registered name been changed?
- (c) Has your board of directors been changed?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Notification of situation of registered office (R1)
- Certificate of incorporation showing the new name
- Latest Annual Return (AR) showing the new board or
- Notification of changes of secretary and directors (D2A)

**1. Name of company:**
**2. Number of certificate of incorporation:**
**3. 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

**4. Payment details:**     \$2,800 (12 months)     \$5,460 (24 months)

- CHEQUE No. \_\_\_\_\_ (Cheque should be crossed and made payable to the "Estate Agents Authority".)
- EPS (should be paid at the EAA Office in Hopewell Centre (Wanchai))
- For payment by cheque, the applicant will be responsible for any bank charge arising from the cheque being unable to be cashed (e.g. non-sufficient fund).

**5. Licence collection** (If a choice is not indicated, licence will be sent by ordinary mail.):

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

**For official use only:**
**6. Preferred language of correspondence:**     Chinese     English    (If a choice is not indicated, correspondence will be in English.)

**7. Notification of appointment or termination of appointment of manager** (If you have appointed or terminated the appointment of a manager for the place of business specified in this application, please fill out this section.):

On behalf of the applicant company, I hereby give the Estate Agents Authority notice that—

The applicant company appointed \_\_\_\_\_ (name of manager appointed) holder of estate agent's licence number E-\_\_\_\_\_ as a manager at the place of business specified in this application on \_\_\_\_\_ (dd/mm/yyyy); and / or

The applicant company terminated the appointment of \_\_\_\_\_ (name of manager appointed) holder of estate agent's licence number E-\_\_\_\_\_ as a manager at the place of business specified in this application on \_\_\_\_\_ (dd/mm/yyyy).

**Note**

- (1) Section 38(1)(a) of the Estate Agents Ordinance stipulates that: a licensed estate agent shall ensure that his business at every one of his offices (whether such offices are referred to as branch offices, sub-offices or otherwise) is under the effective and separate control of a manager appointed by him; a person so appointed must be an individual and the estate agent concerned must also ensure that such a person is the holder of an estate agent's licence. The licensed estate agent may appoint his director who holds a valid estate agent licence to manage one of his offices.
- (2) Section 40(3) of the Ordinance requires a licensed estate agent to notify, in the prescribed form, the Authority of the appointment of a manager or the termination of such appointment within 31 days of either of these events. The prescribed form may be downloaded from [www.eaa.org.hk/practice/documents/form10.pdf](http://www.eaa.org.hk/practice/documents/form10.pdf). If you have already filled out section 6 of this form for the appointment of a manager, then you do not need to fill out the said prescribed form. Otherwise, you must notify the Authority of the appointment within the specified period using the said prescribed form.
- (3) Any person not complying with the said requirements may be disciplined.

**On behalf of the applicant company:**

- ✧ I hereby declare that the foregoing information is provided to the best of my knowledge and belief;
- ✧ I authorize the Estate Agents Authority to verify the information the applicant company provides in Form 12 from other sources such as government departments;
- ✧ I hereby give my express consent to the Hong Kong Police Force to release the applicant company's criminal conviction record (if any) to the Estate Agents Authority.

\_\_\_\_\_  
Date of Signing<sup>#</sup>  
(dd / mm / yyyy)

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
E-  
Licence No. of Representative

\_\_\_\_\_  
Authorized Signature and  
Company Chop

**# (Note: Please fill in the date of signing this form. Incorrect date may cause the information provided invalid and delay in processing)**

**Personal Information Collection Statement**

Personal data collected in this and subsequent licence applications are to be used for the purpose of processing the applications and may be subject to verification by the Estate Agents Authority from other sources. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511), providing appropriate training to licensees and provision of information on matters concerning estate agency practice. The personal data may be transferred to relevant government departments and authorities (including the Hong Kong Police and the Independent Commission Against Corruption) in connection with the above purposes. You are reminded that your personal data to be provided to the Estate Agents Authority will be made available for public inspection, including (where applicable) in the provision of the reasons for decisions of inquiry hearings (whether publicised or not) in accordance with the policies prevailing from time to time. The personal data collected are necessary for the processing of licence applications and not providing them may result in the Authority being unable to process the applications. Applicants can access and correct their personal data by writing to the Data Protection Officer of the Estate Agents Authority.

**Refund and/or cancellation of licence application**

- (1) Once an application has been approved, no cancellation request will be accepted. Refund will only be made to those: (a) whose applications have been refused; (b) who have overpaid the required fees; (c) who cancel their applications before they are approved.
- (2) Where a refund is made, the refund will only be in the form of a crossed cheque payable to the applicant. In other words, a refund cheque will not be issued to a third party.
- (3) Pursuant to section 5(2) of the Estate Agents (Licensing) Regulation, if for any reason a licence ceases to be valid, no part of any fee paid for the licence will be refunded.

**Performance pledge**

- (1) If you have fully completed all application forms, submitted all required documents and paid the required fee, it will normally take 20 working days to have an application processed.
- (2) In any event, if the application is made in the prescribed manner (i.e. correct form duly completed and signed, fee fully paid, application made no more than 3 months and no less than 1 month prior to expiry of your licence), validity of your licence will not be interrupted.
- (3) If you do not hear from us after 20 working days, you may find out the status of your application by: calling our hotline at 2111 2777 (press 2, 2 after selecting language) or viewing our licence list at [www.eaa.org.hk/search/index.html](http://www.eaa.org.hk/search/index.html).

**Communication between EAA and Licensee/Licence Applicant**

To protect the environment and to facilitate communication, the Authority will communicate with licensees via e-mail, SMS, faxes or other electronic means where appropriate. In particular, certain information on matters concerning estate agency practice may be brought to licensees' attention ONLY through electronic means. If you do not wish to receive notices electronically, please let us know, and visit our website [www.eaa.org.hk](http://www.eaa.org.hk) regularly to familiarize yourself with any new requirement. Licence applicants who have provided an email address will be notified of the approval in advance.

**Notes**

The fact that your application and payment are accepted (including your cheque being encashed) does not mean that a licence or a statement of particulars of business will necessarily be granted to you or your licence or statement will necessarily be renewed. A licence or a statement will only be granted or renewed if you meet all the licensing requirements under the Estate Agents Ordinance.

<b>FORM 12</b>	<b>ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (COMPANY) /STATEMENT OF PARTICULARS OF BUSINESS</b>	<b>FORM 12</b>		
<p>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.</p> <p>Note: 1) Please '√' in the appropriate box. 2) * Delete as appropriate.</p>				
<b>Section A</b>	<b>Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.</b>			
<b>Validity Period of Licence applied for</b> <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months				
<b>A-1</b>	<b>Particulars of Applicant Company</b>			
Name of Applicant Company in English (As registered with Companies Registry)		Name of Applicant Company in Chinese (As registered with Companies Registry)		
Licence No.		Expiry Date (DD/MM/YYYY)		
Certificate of Incorporation No.	Business Registration No.	Expiry Date (DD/MM/YYYY)		
<b>For the following particulars in sections A-1 and A-2, applicants only need to provide the information that is <u>DIFFERENT</u> from application last filed.</b>				
Address of Registered Office				
Flat/Room	Floor	Block		
Name of Building/Estate				
HK / KLN / NT*				
Number and Name of Street		District		
Telephone No.	Fax No.	Email Address		
<b>A-2</b>	<b>Particulars of Business ( if DIFFERENT from above)</b>			
Business Name in English (as shown in Business Registration Certificate)				
Business Name in Chinese (as shown in Business Registration Certificate)				
Place of Business				
Flat/Room	Floor	Block		
Name of Building/Estate				
HK / KLN / NT*				
Number and Name of Street		District		
Telephone No.	Fax No.	Email Address		
<b>A-3</b>	<b>List of Directors</b>	<b>Note: 1) As registered with Companies Registry. Please use additional sheet if necessary. 2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Section C of this form.</b>		
List of Directors (Individual)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)
List of Directors (Company)				
<b>A-4</b>	<b>Declaration</b>	<b>Note: The questions below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in the questions means the company applying for the renewal of the Estate Agent's Licence (Company)/Statement of Particulars of Business.</b>		
			Yes    No	
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?			<input type="checkbox"/> <input type="checkbox"/>	
2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?			<input type="checkbox"/> <input type="checkbox"/>	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has 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.				
Name of Representative (in BLOCK LETTERS)		Estate Agent's (Individual) Licence number		
Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)	Authorized Signature and Company Chop	

<b>Section B</b>	<b>Particulars of Director</b> (Directorship held by an individual without a valid estate agent's individual licence)		<b>Form 12 (Page 2)</b>											
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.														
Please obtain or make sufficient copies of Section B of this form as necessary for completion by EACH director without a valid estate agent's individual licence.														
<b>B-1</b>	<b>Particulars of Applicant Company</b>													
Certificate of Incorporation No.		Name of Applicant Company in English												
<b>B-2</b>	<b>Particulars of Director</b>													
Name in English (Surname first)		Name in Chinese	H.K.I.D. Card/Travel Document* No.											
<b>B-3</b>	<b>Declaration</b>	<b>Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered.</b>												
<ol style="list-style-type: none"> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>4. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> </ol>		<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 50%; text-align: center;">Yes</th> <th style="width: 50%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No													
<input type="checkbox"/>	<input type="checkbox"/>													
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<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
<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 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 Director (in BLOCK LETTERS)												
_____		Signature												
<b>B-2</b>	<b>Particulars of Director</b>													
Name in English (Surname first)		Name in Chinese	H.K.I.D. Card/Travel Document* No.											
<b>B-3</b>	<b>Declaration</b>	<b>Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered.</b>												
<ol style="list-style-type: none"> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>4. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> <li>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? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></li> </ol>		<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 50%; text-align: center;">Yes</th> <th style="width: 50%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No													
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
<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 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 Director (in BLOCK LETTERS)												
_____		Signature												

<b>Section C</b>		<b>Particulars of Director</b> (Directorship held by a company without a valid estate agent's company licence)		<b>Form 12 (Page 3)</b>	
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. Please obtain or make sufficient copies of Section C of this form as necessary for completion by EACH director who is a company without a valid estate agent's company licence.					
<b>C-1 Particulars of Applicant Company</b>					
Certificate of Incorporation No.			Name of Applicant Company in English		
<b>C-2 Particulars of Director</b>					
Business Registration No.				Expiry Date (DD/MM/YYYY)	
Business Name in English				Business Name in Chinese	
<b>C-3 Declaration</b>					
<b>Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the renewal of the Estate Agent's Licence (Company)/ Statement of Particulars of Business (directorship is held by a company).</b>					
				Yes	No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into 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. 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"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?				<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I, on behalf of the director company, 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.					
_____			_____		
Name of Representative (in BLOCK LETTERS)			Authorized Signature and Company Chop		
_____			_____		
Position (in BLOCK LETTERS)			Date (DD/MM/YYYY)		
<b>C-2 Particulars of Director</b>					
Business Registration No.				Expiry Date (DD/MM/YYYY)	
Business Name in English				Business Name in Chinese	
<b>C-3 Declaration</b>					
<b>Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the renewal of the Estate Agent's Licence (Company)/ Statement of Particulars of Business (directorship is held by a company).</b>					
				Yes	No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into 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. 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"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?				<input type="checkbox"/>	<input type="checkbox"/>
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I, on behalf of the director company, 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.					
_____			_____		
Name of Representative (in BLOCK LETTERS)			Authorized Signature and Company Chop		
_____			_____		
Position (in BLOCK LETTERS)			Date (DD/MM/YYYY)		

## **Anti-Money Laundering and Counter-Terrorist Financing Self-assessment Form**

Please return the completed form together with the company license renewal application to the EAA. For sole proprietorship or partnership, please return it to the EAA together with the application for renewal of the Statement of Particulars of Business (SPOB). If you have more than one branch, you only need to complete one form.

(This form can also be returned by fax or email)

Fax no.: 2150 2418    Email address: [amlsurvey@eaa.org.hk](mailto:amlsurvey@eaa.org.hk)

Enquiry hotline: 3842 9799

(若需要此表格的中文版本，請以傳真或電郵聯絡監管局。)

- This form assists estate agency companies in conducting self-assessment on AML and CTF matters. The EAA will, with reference to the information provided, update the assessment on the risk classification for each estate agency company.
- The information collected from estate agency companies will be used only for risk assessment purposes. The EAA will not disclose any information of particular companies / individuals to a third party.
- This form is to be completed by the responsible person (or his/her representative) of each estate agency company. If estate agency companies do not provide the required information in a timely manner, it may affect the EAA's assessment on their risk classification and thus the EAA may enhance its supervision and inspection to those companies.
- This form is not intended to imply a single set of universally applicable measures, nor should it be construed as a guide to assist estate agency companies in fulfilling their obligations. Where necessary, estate agency companies should seek independent advice from relevant professionals on compliance with the legal and regulatory requirements.

Company name : \_\_\_\_\_

Company licence no. or SPOB no. : \_\_\_\_\_

Name of the person filling this form : \_\_\_\_\_ Job title : \_\_\_\_\_

Licence no. of the person filling this form : \_\_\_\_\_

Signed by the person filling the form and company chop : \_\_\_\_\_

Part 1: Company Profile

1. Our company is operated
  - in the form of a sole proprietorship
  - in the form of a partnership  
with \_\_\_\_\_partners,  
of which \_\_\_\_\_partners holding estate agent's licences
  - in the form of a limited company  
with\_\_\_\_\_ directors.  
of which \_\_\_\_\_directors holding estate agent's licences.
  
2. Our company's current organizational structure in Hong Kong:
  - a. Total number of business locations (including all branch offices) (i.e. total number of SPOBs):  
\_\_\_\_\_
  
  - b. Total number of staff (including the employer and all staff in branch offices):  
\_\_\_\_\_
  
  - c. Following b. above, among all the staff, the number of staff holding S-licence: \_\_\_\_\_; E-licence: \_\_\_\_\_; total no. of licensees: \_\_\_\_\_
  
  - d. Our company has branch office(s) outside Hong Kong:
    - Yes       NoIf yes, please state the country(ies) or region(s) where the branch office(s) are located:  
\_\_\_\_\_
  
3. Our company has connection with another company(ies) outside Hong Kong:
  - Yes       NoIf yes,
  - (i) Provide details:  
\_\_\_\_\_
  
  - (ii) Any real estate business cooperation with the company(ies)
    - Yes       NoIf yes, provide details:  
\_\_\_\_\_

Part 2: Property Transactions

4. In the past 12 months, the sale and purchase property transactions handled by our company are as follows:

a. The total number of sale and purchase property transactions handled by our company (including all branch offices) is :

\_\_\_\_\_

b. The types of properties involved in the sale and purchase property transactions in the past 12 months are distributed as follows:

Types of property :	Percentage distribution of the number of transactions ( % ) :
<input type="checkbox"/> 1st hand residential properties	%
<input type="checkbox"/> 2nd hand residential properties	%
<input type="checkbox"/> Industrial buildings	%
<input type="checkbox"/> Office buildings	%
<input type="checkbox"/> Overseas properties	%
<input type="checkbox"/> Land	%
<input type="checkbox"/> Car parking spaces	%
<input type="checkbox"/> Shops	%
<input type="checkbox"/> Others ( please specify ) :	%
_____	
	100%

c. The transaction amounts (in Hong Kong dollars) involved in the sale and purchase property transactions in the past 12 months are distributed as follows:

Transaction amount :	Percentage distribution of the number of transactions ( % ) :
<input type="checkbox"/> Below 5M	%
<input type="checkbox"/> 5M or above but less than 10M	%
<input type="checkbox"/> 10M or above but less than 20M	%
<input type="checkbox"/> 20M or above but less than 50M	%
<input type="checkbox"/> 50M or above but less than 100M	%
<input type="checkbox"/> 100M or above but less than 500M	%



<input type="checkbox"/> 500M or above	%
	100%

d. Our clients paid initial deposits by cash in some of the sale and purchase property transactions in the past 12 months:

Yes                       No

If yes,

(i) The number of such transactions:

\_\_\_\_\_

(ii) The amount of the cash paid as initial deposit in each of such transactions:

(Please state the respective amount of the cash paid as initial deposit for each of such transactions):

\_\_\_\_\_

e. The types of clients involved in the sale and purchase property transactions in the past 12 months are distributed as follows:

Types of clients :	Percentage distribution of the number of transactions ( % ) :
Individuals holding HKID cards	%
Individuals holding PRC identity documents	%
Individuals holding overseas (neither HK nor PRC) identity documents	%
Limited companies registered in Hong Kong	%
Limited companies registered in PRC	%
Limited companies registered in overseas (neither in Hong Kong nor PRC)	%
Trust set up in Hong Kong	%
Trust set up in PRC	%
Trust set up in overseas (neither in Hong Kong nor PRC)	%
Others, please specify: _____	%
	100%

- f. Non-local clients or non-local properties were referred to our company by companies outside Hong Kong among the sale and purchase property transactions in the past 12 months:

Yes                       No

If yes, please state the number of referrals and the country(ies) or region(s) at which the company(ies) outside Hong Kong is(are) located:

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### Part 3: AML/CTF Compliance Work

5. To fulfill the AML/CTF compliance requirements, our company's compliance measures are as follows:

- a. Our company has formulated policies and/or guidelines for our staff to comply with the AML/CTF requirements:

Yes       No

- b. Our company has inspected and monitored our staff's compliance with the AML/CTF requirements:

Yes       No

- c. Our company has taken reasonable measures on customer due diligence for identifying and verifying the identities of our clients and the beneficial owners, and such measures include:

Yes      No

For individual clients, inspect and monitor whether our staff have collected the identity information and obtained copies of the identity documents of our clients and/or the beneficial owners

    

Yes      No

For corporate clients, inspect and monitor whether our staff have:

- (i) conducted company search at the Companies Registry and obtained records of the company search;

    

- (ii) collected the identity information and obtained copies of the identity documents of the representatives of the corporate clients;

    

- (iii) collected the identity information and obtained copies of the identity documents of the beneficial owners of the corporate clients.

d. Our company has kept all necessary and sufficient records of our clients and those relevant records in relation to their transactions, including:

Yes No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| (i) the originals or copies of documents and related records obtained when identifying and verifying clients and the beneficial owners; | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) the originals or copies of documents or related records of each sale and purchase property transaction.                            | <input type="checkbox"/> | <input type="checkbox"/> |

e. Our company has installed equipment (such as computers, memory hard-disks) for keeping clients' records obtained from the customer due diligence exercise:

Yes       No

f. Our company has (i) AML/CTF Compliance Officer (CO) and (ii) Money Laundering Reporting Officer (MLRO) :

- CO only  
 MLRO only  
 Both CO and MLRO  
 No CO nor MLRO

<p><b>If “Both CO and MLRO” is chosen in the above, is the MLRO the same person as the CO (please provide their respective names and job titles) :</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p><b>If “No CO nor MLRO” is chosen in the above, who is responsible for AML/CTF compliance matters and who takes the role to report suspicious transactions (please provide their respective names and job titles) :</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
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g. Our company has set up a system or a set of procedures for submitting suspicious transaction reports to MLRO or through MLRO submitting reports to the Joint Financial Intelligence Unit (JFIU):

Yes       No

- h. In the past 12 months, our company has provided internal training on ML/CTF to our staff:  
 Yes       No
- i. In the past 12 months, apart from internal training, our company has arranged for our staff to attend other training on AML/CTF:  
 Yes       No
- j. In the past 12 months, our company, in order to meet the requirements stipulated under Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap.615), has carried Enhanced Customer Due Diligence measures when dealing with situations of high AML/CTF risk:  
 Yes       No

- k. In the past 12 months, when dealing with the sale and purchase property transactions, our company has come across the following situations:

	Yes	No	If yes, no. of such transactions:
i. Big discrepancy between market price and transaction price	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Exceptionally short completion time for the transaction	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Large amount of cash involved in the transaction	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Unknown source of funds	<input type="checkbox"/>	<input type="checkbox"/>	
v. Direct funds flow between buyer and seller without routing through lawyers	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Buying without property viewing (though possible)	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Payments of monies by a third party apparently unconnected with the Buyer / Seller	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Proceeds from the property sales sent to unknown third party or high risk jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	
ix. Payments of multiple small amounts from various sources to avoid thresholds imposed by overseas authorities	<input type="checkbox"/>	<input type="checkbox"/>	

x. Unreasonably generous commission to agent(s)	<input type="checkbox"/>	<input type="checkbox"/>	
xi. Frequent sale and purchase of same property among related parties, with inexplicable changes in value, or within a short period of time	<input type="checkbox"/>	<input type="checkbox"/>	
xii. Purchase / resell / exchange of multiple properties	<input type="checkbox"/>	<input type="checkbox"/>	
xiii. Estate agent asked to temporarily hold a big sum of money and then to refund it back to the client or to a different account	<input type="checkbox"/>	<input type="checkbox"/>	

When the answer to any of the above is “Yes”, our company has taken the following steps to mitigate the AML/CTF risks:

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1. In the past 12 months, when dealing with the sale and purchase property transactions, our company has come across the following situations in relation to our clients:

	Yes	No	If yes, no. of such transactions:
i. Reluctant to provide details of identity	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Providing fake identity document(s)	<input type="checkbox"/>	<input type="checkbox"/>	
iii. No face-to-face meeting between estate agent(s) and Buyer / Seller	<input type="checkbox"/>	<input type="checkbox"/>	
iv. Purchasing power NOT commensurate with level of income or age or background	<input type="checkbox"/>	<input type="checkbox"/>	
v. Buyer / Seller negotiate with estate agent(s) through a third party	<input type="checkbox"/>	<input type="checkbox"/>	
vi. Buyer and the Seller know each other but engage estate agent(s) to complete the sale and purchase without good reasons	<input type="checkbox"/>	<input type="checkbox"/>	
vii. Use of complex layering structure (e.g. trusts, offshore arrangements, multiple companies) to hide ownership	<input type="checkbox"/>	<input type="checkbox"/>	
viii. Transactions handled by a third party (e.g. under power of attorney) without providing details of the client	<input type="checkbox"/>	<input type="checkbox"/>	

ix. Unknown third party appears at a later stage	<input type="checkbox"/>	<input type="checkbox"/>	
x. Holds public positions / from locations that carry high exposure to possibility of corruption, e.g. Politically Exposed Persons	<input type="checkbox"/>	<input type="checkbox"/>	
xi. Subject to financial sanctions	<input type="checkbox"/>	<input type="checkbox"/>	
xii. Suspected terrorist	<input type="checkbox"/>	<input type="checkbox"/>	
xiii. Non-Hong Kong residents (e.g. customer neither holds a Hong Kong identity card nor speak local language) and payments of deposits are remitted from bank accounts in a jurisdiction other than Hong Kong	<input type="checkbox"/>	<input type="checkbox"/>	

When the answer to any of the above is “Yes”, our company has taken the following steps to mitigate the AML/CTF risks:

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m. In the past 12 months, our company has reported suspicious transactions to the JFIU:

Yes       No

If yes:

(i) The number of reports made:

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(ii) Reasons for arousing suspicion:

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**Anti-Money Laundering and Counter-Terrorist Financing  
Self-assessment Form**

Questions and Answers (Q&As)

1. The Form covers information in relation to our company's business situations. Is such information directly related to the AML/CTF risk classification for our company? Can our company not provide such information?

Answer: The information is directly related to the risk classification, so providing such information is necessary.

When conducting the assessment on the risk classification for each estate agency company, the EAA will consider a number of factors, including its market penetration, the scope and nature of its business, the property transactions its handles etc., and each question in the Form carries a score for facilitating the risk classification. Therefore, estate agency companies have to provide information on each question, including information about their businesses, etc., so that the EAA can, with reference to the information provided, update the assessment on the risk classification for each estate agency company. The information collected from each estate agency company will be used only for risk assessment purposes. The EAA will not disclose any information of particular companies / individuals to a third party.

2. The Form covers a lot of information. As our company does not have a system to store all relevant information, can our company not provide information on some of the questions in the Form?

Answer: No.

As aforementioned, when conducting the assessment on the risk classification for each estate agency company, the EAA will consider a number of factors and each question in the Form carries a score for facilitating the risk classification. Therefore, estate agency companies have to provide information on each question. However, if estate agency companies have difficulties in providing detailed data in a certain area, it will suffice so long as the information provided in the relevant questions of

the Form is based on the companies' real situations.

3. Our company has limited resources. We need extra resources and time to complete the Form. Therefore, can our company not submit the Form every time when renewing its licence?

Answer: No.

This Form assists estate agency companies in conducting self-assessment on AML and CTF matters. The EAA will, with reference to the information provided, update the assessment on the risk classification for each estate agency company. If estate agency companies do not provide the required information by submitting the Form every time when they renew their licences, it may affect the EAA's assessment on their risk classification and thus the EAA may enhance its supervision and inspection to those companies.

4. What is the meaning of "connection" in question 3 of the Form?

Answer: "Connection" in that question refers to any connection in relation to management, operation, and/or business, such as whether your company is a branch of a company outside Hong Kong, whether your company and a company outside Hong Kong belong to the same group, whether your company and a company outside Hong Kong share the same business name, whether your company and a company outside Hong Kong refer customers to each other and/or share customer information, etc.

5. What will be regarded as "exceptionally short" in question 5 k ii of the Form?

Answer: The time required for completing a property transaction depends on the mutual agreement between the purchaser and the vendor, the unique nature of the property and the market situations, etc. However, in a property transaction, solicitors need time to review and check title documents. In general, if the time taken from signing the provisional agreement for sale and purchase to the completion of the transaction is within one month, it can be regarded as "exceptionally short".