



**ESTATE AGENTS AUTHORITY
APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (COMPANY)
/STATEMENT OF PARTICULARS OF BUSINESS**

FORM 12

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.

Section A 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.

Validity Period of Licence applied for 12 months 24 months

A-1 Particulars of Applicant Company

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)

For the following particulars in sections A-1 and A-2, applicants only need to provide the information that is DIFFERENT from application last filed.

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

A-2 Particulars of Business (if DIFFERENT from above)

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

A-3 List of Directors **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.

List of Directors (Individual)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)

List of Directors (Company)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)

A-4 Declaration **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.

	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

Section C		Particulars of Director (Directorship held by a company without a valid estate agent's company licence)		Form 12 (Page 3)
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.				
C-1		Particulars of Applicant Company		
Certificate of Incorporation No.		Name of Applicant Company in English		
C-2		Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Business Name in English		Business Name in Chinese		
C-3	Declaration	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).		
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?	Yes <input type="checkbox"/>	No <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)		
C-2		Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Business Name in English		Business Name in Chinese		
C-3	Declaration	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).		
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?	Yes <input type="checkbox"/>	No <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)		

Please write your name and address at the back and return this card with your application to the Estate Agents Authority.

Acknowledgement of Application

Your application for licence / statement of particulars of business has been received and is now being processed. Your application will be considered in accordance with the licensing requirements stipulated in the Estate Agents Ordinance and its subsidiary legislation. Our receipt of your application and/ or payment of licence fee does not necessarily mean that you will be issued a licence. If your application is unsuccessful, a refund of your payment will be made. We will inform you of the result of your application as soon as possible. Please be reminded that until a licence is granted, it is an offence under the Ordinance for you to do estate agency work, advertise that you are or hold yourself out to the public as being ready to undertake estate agency work.

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Estate Agents Authority



ESTATE AGENTS AUTHORITY

Name: _____

Address:

