



Renewal Reminder

511

23

13

3

1

/

2111 3883

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.

If you have any question, please call us at 2111 3883.

Estate Agents Authority

F-001-02

Estate Agents Authority

48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (Licensing hotline 2111 3883)

Supplementary Form for the Renewal of Salesperson's Licence

Please complete this form and return it together with a completed Form 13. Please put a '√' in the appropriate box.

Notes

- (i) A licence will only be granted if you meet all the licensing requirements under the Estate Agents Ordinance (Cap 511) ("EAO").
- (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 a salesperson.
- (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.

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 fraudulent, corrupt or dishonest acts in Question 4 of the Declaration section of Form 13. Some offences may comprise an element of fraud, corruption or dishonesty that is not apparent; for example, theft, burglary and robbery all have an element of dishonesty and have to be declared. The rehabilitation provisions of the Rehabilitation of Offenders Ordinance do not apply to Questions 4 and 5 of the Declaration section of Form 13. 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. Licence number:

3. HKID number:

4. 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.:

5. Payment Details \$1,280 (12 months) \$2,510 (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.)

Note: If a refund is required, a cheque will be made out in the name of the applicant.

6. Please send licence to me by: (If 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.

7. Preferred language of correspondence Chinese English (If 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 13, an e-mail address as well as a fax number and a mobile telephone number.

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

2. I authorize the Estate Agents Authority to verify the information I provide in Form 13 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 SALESPERSON'S LICENCE**

FORM 13

Section 55(1)(d) 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.

Salesperson'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 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? No
 Yes (please specify) _____

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 >

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.

/

Estate Agents Authority



ESTATE AGENTS AUTHORITY

Name: _____

Address:

