

**Supplementary Form for the Renewal of Statement of Particulars of Business (SPOB)  
Held by a Company Branch**

Please complete this form and submit it together with a completed Form 14 and a copy of a valid business registration certificate.

**1. Name of company:**

**2. SPOB number:**

**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**    ☐ \$2,120 (12 months)    ☐ \$4,140 (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. Collection of the SPOB** (If a choice is not indicated, the statement 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**

- 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.
- 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.
- Any person not complying with the said requirements may be disciplined.

\_\_\_\_\_  
**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 statement), validity of your statement 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**

With a view to facilitating communication and protecting the environment, the EAA will communicate with licensees and licence applicants via e-mail, mobile SMS/MMS or other electronic means in lieu of mailing where appropriate. Certain information on matters concerning estate agency practice (e.g. practice circulars) will **ONLY** be published on the EAA website and drawn to the attention of licensees by electronic means. If you do not wish to receive notices electronically, please let us know. Licensees should visit the EAA website [www.eaa.org.hk](http://www.eaa.org.hk) regularly to obtain such information and familiarize themselves with any requirement which is applicable to them. The EAA will not provide printed copy of such information which is already published on its website. ***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 14</b>	<b>ESTATE AGENTS AUTHORITY</b> <b>APPLICATION FOR RENEWAL OF STATEMENT OF PARTICULARS OF BUSINESS</b>	<b>FORM 14</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:</p> <ol style="list-style-type: none"> <li>1) This application forms part of the application for the renewal of estate agent's licence</li> <li>2) For a company that applies for the renewal of a Statement of Particulars of Business, 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.</li> <li>3) For a sole proprietorship that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by the sole proprietor and he must be a licensed estate agent.</li> <li>4) For a partnership that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by a partner and he has to be a licensed estate agent. In addition, each partner of the partnership has to complete and submit a Section B of this form.</li> <li>5) Please '√' in the appropriate box.</li> <li>6) * Delete as appropriate.</li> </ol>		
<b>Validity Period of Licence applied for</b> <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months		
<b>Section A</b>	<b>Particulars of Business</b>	
Nature of Business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Company Branch	
Statement of Particulars of Business No.		
Expiry Date (DD/MM/YYYY)		
Applicant's Individual / Company Licence No.		
Expiry Date (DD/MM/YYYY)		
<del>H.K.I.D. Card / Travel Document</del> / Certificate of Incorporation* No.		
Number of Partners in the Partnership		
Nature of the Place of Business <input type="checkbox"/> Principal Office <input type="checkbox"/> Branch Office		
Business Name in English (as shown in Business Registration Certificate)		
Business Name in Chinese (as shown in Business Registration Certificate)		
Business Registration No.		Expiry Date (DD/MM/YYYY)
<b>For the following particulars, applicants only need to provide the information that is <u>DIFFERENT</u> from application last filed.</b>		
Address of 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
<p>On behalf of my sole proprietorship, partnership or company (as the case may be), 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.</p>		
Date (DD/MM/YYYY)	Name of Representative / <del>Sole Proprietor</del> / <del>Partner</del> * (in BLOCK LETTERS)	Estate Agent's Licence (Individual) No. of Representative / <del>Sole Proprietor</del> / <del>Partner</del> *
Authorized Signature and Company Chop		