



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、宣傳或向公眾顯示隨時可以地產代理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 3883 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.

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

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 (Licensing hotline 2111 3883)

Supplementary Form for the Renewal of Statement of Particulars of Business Held by a Sole Proprietor

Please complete this form and return it together with a completed Form 14 and a copy of a valid business registration certificate.
Please put a '√' in the appropriate box.

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

1. Name of business	2. Number of statement of particulars of business	
3. Payment details <input type="checkbox"/> \$2,120 (12 months) <input type="checkbox"/> \$4,140 (24 months) <input type="checkbox"/> CHEQUE No. _____ (Cheque should be crossed and made payable to the "Estate Agents Authority"; no receipt will be issued.) <input type="checkbox"/> 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.		
4. Please send licence to me by: (If not indicated, licence will be sent by ordinary mail.) <input type="checkbox"/> Ordinary mail <input type="checkbox"/> Registered mail <input type="checkbox"/> I will collect the licence in person or by an authorized representative.		
5. Preferred language of correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> 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 14, an e-mail address as well as a fax number.		
The foregoing information is provided to the best of my knowledge and belief.		
_____ Date (dd/mm/yyyy)	_____ Name of Sole Proprietor and Licence No.	_____ Signature



ESTATE AGENTS AUTHORITY
APPLICATION FOR RENEWAL OF STATEMENT OF PARTICULARS OF BUSINESS

FORM 14

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) This application forms part of the application for the renewal of estate agent's licence
 - 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.
 - 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.
 - 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.
 - 5) Please '√' in the appropriate box.
 - 6) * Delete as appropriate.

Validity Period of Licence applied for 12 months 24 months

Section A **Particulars of Business**

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)			
Licence No.			
Expiry Date (DD/MM/YYYY)			
H.K.I.D. Card / Travel Document / Certificate of Incorporation* No.			
Number of Partners in the Partnership			

Nature of the Place of Business Principal Office 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)

For the following particulars, applicants only need to provide the information that is DIFFERENT from application last filed.

Address of Place of Business

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

Telephone No.

Fax No.

Email Address

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.

 Date
 (DD/MM/YYYY)

 Name of Representative /
 Sole Proprietor / Partner*
 (in BLOCK LETTERS)

 Estate Agent's Licence (Individual) No.
 of Representative /
 Sole Proprietor / Partner*

 Authorized Signature and
 Company Chop

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.

Partnerships with more than two partners are requested to obtain or make sufficient copies of Section B of this form for completion by EACH of the partners.

B-1	Particulars of Partnership
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Business Registration No.	Expiry Date (DD/MM/YYYY)
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Business Name of Partnership

B-2	Particulars of Partner
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Name in English (Surname first)	Name in Chinese	H.K.I.D. Card/Travel Document* No	Estate Agent's Licence No. (if applicable)
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B-3	Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of Statement of Particulars of Business. They form an integral part of this form and must be answered.
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- | | 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)	_____ Name of Partner (in BLOCK LETTERS)	_____ Signature
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B-2	Particulars of Partner
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Name in English (Surname first)	Name in Chinese	H.K.I.D. Card/Travel Document* No	Estate Agent's Licence No. (if applicable)
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B-3	Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of Statement of Particulars of Business. They form an integral part of this form and must be answered.
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- | | 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)	_____ Name of Partner (in BLOCK LETTERS)	_____ Signature
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Please write your name and address at the back and return this card with your application to the Estate Agents Authority.

請於本咭背面填寫你的姓名及地址，連同申請表格一併交回地產代理監管局。

Acknowledgement of Application 申請書覆函

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.

本局已收到你的牌照 / 營業詳情說明書申請，現正詳加審閱。你的申請能否成功，須視乎你是否符合《地產代理條例》及其附例的規定。本局收納你的申請或繳付的費用，並不表示你的申請一定成功。如申請不成功，本局將安排退款。本局將盡快通知你申請的結果。本局謹請你注意，根據《條例》，在獲批牌照之前從事任何地產代理工作、宣傳或向公眾自稱隨時可以從事地產代理工作，均屬犯法行為。

Estate Agents Authority
地產代理監管局



地產代理監管局
ESTATE AGENTS AUTHORITY

Name: _____
姓名

Address: _____
地址

