

## Supplementary Form for the Grant of Estate Agent's Licence (Individual)

## Part I – Criminal Conviction Record

**Important Notice**

- (1) In determining whether you are a fit and proper person, the Estate Agents Authority (EAA) takes all relevant factors into consideration. The EAA policy on whether licence applicants having criminal conviction is a fit and proper person is set out in [www.eaa.org.hk/licensing/criminalpolicye.htm](http://www.eaa.org.hk/licensing/criminalpolicye.htm). To be granted a licence or have your licence renewed, you must be considered a fit and proper person.
- (2) You should seek help from the EAA and/or seek your own legal advice if you do not understand any part of the questions in this form or in the relevant prescribed form (Form 2) **because it is an offence to provide any information which is false or misleading in connection with a licence application**. Please note that if you choose not to answer any of the questions, your application may be delayed and/or refused.
- (3) If you are not sure whether you have any criminal conviction, you may obtain a “criminal conviction record” from the Criminal Records Bureau of the Hong Kong Police Force (email: [eo-cncc-ib@police.gov.hk](mailto:eo-cncc-ib@police.gov.hk) or Tel: 2860 6557) and/or a “certificate of trial” from the relevant court.

*Please note that the rehabilitation provisions of the Rehabilitation of Offenders Ordinance do not apply to this application. In other words, you must answer “yes” to the following Question (1) even if your conviction is considered “spent” under the said Ordinance. If you are not sure of the answer, you should check the “not sure” checkbox.*

- (1) Except the offences in the attached List of Minor Offences, have you been convicted of any criminal offence in Hong Kong or elsewhere?  Yes  No  Not Sure

If your answer for the above question is “yes” or “not sure”, please provide further information or explanation on a separate sheet which should include date of conviction, name of the offence, the punishment (if any) and the court which tried the offence.

- (2) Have you been sentenced to imprisonment (including suspended sentence)?  Yes  No

- ✧ The foregoing information is provided to the best of my knowledge and belief.
- ✧ I have read all the important notices, instructions and notes stated in this form (including those listed out overleaf) and Form 2.
- ✧ I authorize the Estate Agents Authority (EAA) to verify the information I provide in connection with this application (including information I provide in this form and in the Form 2) from other sources such as government departments.
- ✧ I hereby give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the EAA.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
HKID/Travel Document No.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature (dd/mm/yyyy)

## Part II - Other Application Details

I am currently acting for an estate agent:  Yes  No

If your answer for the above question is “yes”, please fill in the information of the estate agent below:

Business name of the estate agent:

Licence / SPOB No.:

**For official use only:**

**Payment details**  \$2,010 (12 months estate agent's licence (individual))

\$3,930 (24 months estate agent's licence (individual))

CHEQUE No. \_\_\_\_\_ (Cheque should be crossed and made payable to the “Estate Agents Authority”.)

CASH / EPS (Cash should be paid at the EAA's office; do not send cash through the mail.)

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).

**Please send the licence to me by:** (If a choice is not indicated, the licence will be sent by ordinary mail.)

Ordinary mail  I will collect the licence in person or by an authorized representative.

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

## 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.

## Required Documents

- (1) A duly completed and signed supplementary form (i.e. this form);
- (2) A duly completed and signed Form 2;
- (3) Qualifying examination result slip or certificate;
- (4) Hong Kong identity card or travel document;
- (5) Document(s) indicating completion of an educational level of Form 5 of secondary education or its equivalent.

For documents (3), (4) and (5), **only original documents or copies certified by a practising solicitor in Hong Kong are accepted**. Application may be submitted by hand or by mail to the address stated above. Do not submit original documents by mail.

## Refund and/or Cancellation of Licence Application

- (1) Once a licence 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 (except where the applicant is a bankrupt, then the cheque will be issued either to the applicant or to the trustee, depending on the instructions of the trustee).
- (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 10 working days to have an application processed.
- (2) If you do not hear from us after 10 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).

## Estate Agent Card

- (1) The estate agent card is made available to holders of a salesperson's licence or estate agent's licence (individual) as a convenient means of identification. The card features the name of the licensee and the type, number and expiry date of the licence. The card also carries the photograph of the licensee.
- (2) The photograph affixed to the prescribed application form (Form 2) will be used for the estate agent card.
- (3) To be issued with a card, an applicant for the grant of a licence should attach a photograph to the licence application form with the following specifications:
  - 40 mm (W) x 50 mm (H)
  - Size from chin to crown: 32 mm to 36 mm
  - Recent colour photograph showing full frontal face with clear facial features
  - Plain white background
- (4) The above specifications are the same as those for a HKSAR passport. Licensees may not be issued a card if the specifications of the photograph provided do not meet those stated above.

## Communication between EAA and Licensee/Licence Applicant

To protect the environment and to facilitate communication, the EAA 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 or log in your e-Services account [www.eaa.org.hk/eServicesEng.htm](http://www.eaa.org.hk/eServicesEng.htm) and manage your subscription preferences, 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

- (1) Please see general application procedure at [www.eaa.org.hk/licensing/applicationproceduree.htm](http://www.eaa.org.hk/licensing/applicationproceduree.htm).
- (2) The Authority's policy on education can be seen at [www.eaa.org.hk/licensing/educatione.htm](http://www.eaa.org.hk/licensing/educatione.htm).
- (3) The fact that your application and payment are accepted (including your cheque being encashed) does not mean that a licence will necessarily be granted to you or your licence will necessarily be renewed. A licence will only be granted or renewed if you meet all the licensing requirements under the Estate Agents Ordinance.
- (4) Subject to the EAO, it is an offence for anyone without an estate agent's licence to be / act as / hold himself out to the public as being an estate agent.
- (5) Subject to (6) below, a licence will take effect on the day it is granted and you will not be notified prior to the grant.
- (6) If you hold a salesperson's licence which will expire 3 months from the date of this application or later, then the estate agent's licence (individual) for which you are applying will take effect on the day it is granted.

# Estate Agents Authority

Room 4801, 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (Hotline 2111 2777)

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ANNEX

## List of Minor Offences Requiring No Disclosure to the EAA

Licence applicants are **not** required to disclose to the EAA the offences in the list below, *unless* he/she has been sentenced to *imprisonment (including suspended sentence)* for any of them.

	Offence
<b>Fixed Penalties</b>	
1	All fixed penalties (Payment settled and liabilities not disputed)
<b>Traffic-related offences</b>	
2	Riding / Driving on foot-path
3	Using or caused to be used a vehicle without a 3 <sup>rd</sup> party risks insurance
4	Dangerous / Careless driving (without causing death / grievous bodily harm of another person)
5	Driving, attempting to drive or being in charge of a vehicle with alcohol concentration above prescribed limit
6	Failing to provide a specimen of breath / blood / urine
7	Driving in excess of speed limit
8	Driving or permitting a person to drive without a driving licence
9	Driving / Using a non-registered and non-licensed vehicle
10	Installing non-permitted visual display unit in or on a vehicle
11	Driving or riding as a passenger without wearing a seat belt
12	Driver failing to comply with traffic signals
13	Using a mobile telephone / other communications equipment while driving
14	Failing to keep relevant obligatory lamps lighted during darkness / in poor visibility conditions
15	Failing to stop when an accident occurred whereby damage was caused to another vehicle, an animal or any other thing
16	Crossing double white lines
17	Vehicle entering the bus lane without permission
18	Failing to return original driving licence to the Commissioner for Transport for cancellation
19	Learner driver driving without displaying the prescribed plate
20	Learner driver driving at the time not specified
21	Pedestrian failing to comply with light signal when crossing a carriageway
22	Pedestrian failing to comply with the requirement of traffic signs
<b>Other offences</b>	
23	Dumping of litter in public places
24	Failing to pay the business registration fee and the levy
25	Dogs not on a leash or under control
26	Traveller failing to give information as required by the health officer
27	Failing to produce proof of identity for inspection as required
28	Riding / Possessing bicycle within country park or special area without consent

- END -

January 2019

<b>FORM 2</b>	<b>ESTATE AGENTS AUTHORITY</b> <b>APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (INDIVIDUAL)</b>	<b>FORM 2</b>
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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.

**Validity Period of Licence applied for**     12 months     24 months

**Particulars of Applicant**

Name in English (Surname first)	Name in Chinese	H.K.I.D Card/Travel Document* No
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Date of Birth (DD / MM / YYYY)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Alias
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Educational Level     Below F. 5     Completed F. 5 or equivalent     Tertiary or above

Pass in Qualifying Examination     Estate Agents Examination     Salespersons Examination

Have you ever held a licence issued by the Estate Agents Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer is 'yes', please state the Licence No.
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Registered Address

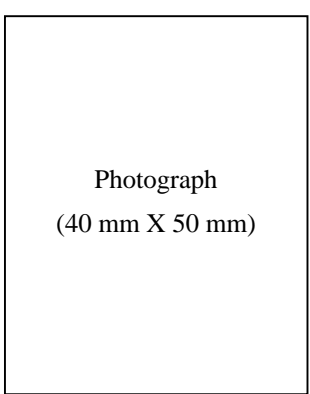
Flat/Room	Floor	Block	Name of Building/Estate
			HK / KLN / NT*
Number and Name of Street		District	

Telephone No.	Mobile Phone No.	Fax No.	Email Address
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**Declaration**    **Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant 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 for each place at which and each business name under which I am to carry on an estate agency business (if any), I have filed as part of this application an application for the grant of statement of particulars of business (Form 8), 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.

_____	_____
Date (DD / MM / YYYY)	Signature of Applicant