

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

## Part I – Mandatory CPD Scheme (Phase I)

Under the first phase of the Estate Agents Authority (EAA)'s Mandatory Continuing Professional Development Scheme, licence applicants who use the passing result of a qualifying examination held after 1 January 2025 to obtain a salesperson's licence or an estate agent's licence (individual) will be subject to mandatory learning requirement upon the grant of a licence unless such applicants are excluded from the Scheme. Failure to comply with the mandatory learning requirement could affect a licensee's eligibility to renew a licence. For details, please refer to the *Guidelines* of the Scheme published on the EAA website: [www.eaa.org.hk](http://www.eaa.org.hk).

## Part II – Criminal Conviction Record

## Important Notice

- (1) To be granted a licence or have your licence renewed, you must be considered a fit and proper person by the EAA. In this respect, the 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).
- (2) You should seek the EAA's help and/or your own legal advice if you do not understand any part of the questions in this form or the prescribed Form 2 **because it is an offence to provide any information which is false or misleading in connection with a licence application**. 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 your criminal conviction record from the Criminal Conviction Data Office of the Hong Kong Police Force (Website: [www.police.gov.hk/ppp\\_en/11\\_useful\\_info/ccd.html](http://www.police.gov.hk/ppp_en/11_useful_info/ccd.html) or Tel: 2860 6557) and/or a "certificate of trial" from the relevant court.

*Please note that the Rehabilitation of Offenders Ordinance (Cap. 297) does not apply pursuant to sections 4(1)(c) and 4(2)(b), and you must disclose any spent convictions in this application. In other words, you must answer "yes" to Question (1) below 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 and fully understand all the important notices, instructions and notes stated in this form (including those listed out overleaf) and Form 2.
- ✧ I authorize the 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 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 Card/Travel Document No.

Signature of Applicant

Date of Signing (dd/mm/yyyy)

*(Note: Please fill in the date of signing this form. Incorrect date may cause the information provided invalid and delay in processing)*

## Part III - Other Application Details

## 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

**Payment details:** ☐ \$2,010 (12 months estate agent's licence (individual)) ☐ \$3,930 (24 months estate agent's licence (individual))

☐ **Cash / EPS** (Pay at any Circle K convenience store by producing the payment slip issued by the EAA after your submission of the application forms at the EAA office in Hopewell Centre (Wanchai))

☐ **CHEQUE** No. \_\_\_\_\_ (Cheque should be crossed and made payable to "Estate Agents Authority".) \*

\* Applicant will be responsible for all the bank charges (if any) arising from the cheque being unable to be cashed.

**Collection of licence:** (If a choice is not indicated, the licence will be sent by ordinary mail.)

- ☐ Send by ordinary mail ☐ Collect in person or by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

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

**I am currently working for a licensed estate agent:** ☐ Yes ☐ No

If your answer is "yes", please fill in the information of the licensed estate agent below:

Business name of the licensed estate agent:

SPOB / Licence No.:

For official use only

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swap



**List of Minor Offences Requiring No Disclosure to the EAA****ANNEX**

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
23	Failing to comply with the notice of the Commissioner for Transport to attend and complete a driving improvement course
<b>Other offences</b>	
24	Dumping of litter in public places
25	Failing to pay the business registration fee and the levy
26	Dogs not on a leash or under control
27	Traveller failing to give information as required by the health officer
28	Failing to produce proof of identity for inspection as required
29	Riding / Possessing bicycle within country park or special area without consent

- END -

April 2023

<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>
<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:        1) Please '√' in the appropriate box.               2) * Delete as appropriate.</p>			
<b>Validity Period of Licence applied for</b> <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months			
<b>Particulars of Applicant</b>			
Name in English (Surname first)		Name in Chinese	H.K.I.D Card/Travel Document* No
Date of Birth (DD / MM / YYYY)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Alias
Educational Level <input type="checkbox"/> Below F. 5 <input type="checkbox"/> Completed F. 5 or equivalent <input type="checkbox"/> Tertiary or above			
Pass in Qualifying Examination <input type="checkbox"/> Estate Agents Examination <input type="checkbox"/> 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.	
<b>Registered Address</b>  <div style="display: flex; justify-content: space-between;"> <span>Flat/Room</span> <span>Floor</span> <span>Block</span> <span>Name of Building/Estate</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Number and Name of Street</span> <span>District</span> <span>HK / KLN / NT*</span> </div>			
Telephone No.		Mobile Phone No.	Fax No.
			Email Address
<b>Declaration</b>	<b>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.</b>		
		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.			
<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"></div> <p>Photograph (40 mm X 50 mm)</p>		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