

## Estate Agents Authority

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

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

Please complete this form and return it together with a completed Form 2 and the following original documents or copies certified by a solicitor: qualifying examination result slip or certificate, HKID card or travel document and document indicating completion of educational level of F.5 of secondary education or its equivalent. 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 a licence is granted, it is an offence under the EAO for anyone to be / act as / hold himself out to the public as being an estate agent.
- (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 a licence granted. If you would like to have an Estate Agent Card issued to you, please fill out section 7 below. For details of the Card and the specifications of the photograph, please visit our website at [www.eaa.org.hk/licensing/agtcard.htm](http://www.eaa.org.hk/licensing/agtcard.htm).

For Personal Information Collection Statement, please visit our website at [www.eaa.org.hk/licpicse.htm](http://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 2. 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 2. 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.**

<b>1. Name of applicant:</b>	<b>2. HKID number:</b>
<b>3. Licence number (if you have previously been granted a licence):</b> _____ I would like the new licence to take effect as soon as possible or immediately after the expiration of my salesperson's licence.	
<b>4. I am now employed by the following estate agency:</b> (If you are not employed or not employed by an estate agency, please check this box <input type="checkbox"/> ) Business name: _____ Licence / SPOB No.: _____	
<b>5. Payment Details</b> \$2,010 (12 months)      \$3,930 (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.	
<b>6. Please send licence and estate agent card to me by:</b> (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.	<b>7. Estate agent card</b> I agree that the photograph affixed to Form 2 be used for the card.
<b>8. Preferred language of correspondence</b> 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 2, an e-mail address as well as a fax number and a mobile telephone number.	
<b>1. The foregoing information is provided to the best of my knowledge and belief.</b> <b>2. I authorize the Estate Agents Authority to verify the information I provide in Form 2 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.</b>	
Date (dd/mm/yyyy)	_____ Applicant's Signature



**ESTATE AGENTS AUTHORITY**  
**APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (INDIVIDUAL)**

**FORM 2**

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 'v' 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	

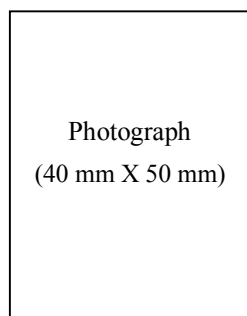
Telephone No.	Mobile Phone No.	Fax No.	Email Address
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**Declaration**    **Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of licence. They form an integral part of this form and must be answered.**

- |   | 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

*Please write your name and address at the back and return this card with your application to the Estate Agents Authority.*

### **Acknowledgement of Application**

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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.

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Estate Agents Authority



**ESTATE AGENTS AUTHORITY**

Name: \_\_\_\_\_

Address:

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