



ESTATE AGENTS AUTHORITY
APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (COMPANY)
/STATEMENT OF PARTICULARS OF BUSINESS

FORM 3

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.

Section A Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.

Validity Period of Licence applied for 12 months 24 months

A-1 Particulars of Applicant Company

Name of Applicant Company in English (As registered with Companies Registry)

Name of Applicant Company in Chinese (As registered with Companies Registry)

Certificate of Incorporation No. Business Registration No. Expiry Date (DD/MM/YYYY)

Address of Registered Office

Flat/Room Floor Block Name of Building/Estate

Number and Name of Street District HK / KLN / NT*

Telephone No. Fax No. Email Address

A-2 Particulars of Business (if DIFFERENT from above)

Business Name in English (as shown in Business Registration Certificate)

Business Name in Chinese (as shown in Business Registration Certificate)

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

A-3 List of Directors **Note:** 1) As registered with Companies Registry. Please use additional sheet if necessary.
 2) Directors without a valid Estate Agent's License (Individual) / (Company) must complete Section B / Section C of this form.

List of Directors (Individual)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)

List of Directors (Company)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)

A-4 Declaration **Note:** The questions below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in the questions means the company applying for the grant of the Estate Agent's Licence (Company)/Statement of Particulars of Business.

1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors? Yes No

2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)? Yes No

If you have answered 'Yes' to any of the above questions, please give details using additional sheets.

On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has 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.

Name of Representative (in BLOCK LETTERS) Estate Agent's (Individual) Licence number

Position (in BLOCK LETTERS) Date (DD/MM/YYYY) Authorized Signature and Company Chop

Section B		Particulars of Director (Directorship held by an individual without a valid estate agent's individual licence)		Form 3 (Page 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. Please obtain or make sufficient copies of Section B of this form as necessary for completion by EACH director without a valid estate agent's individual licence.					
B-1		Particulars of Applicant Company			
Certificate of Incorporation No.			Name of Applicant Company in English		
B-2		Particulars of Director			
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document* No.	
B-3		Declaration			
Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. 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 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 Director (in BLOCK LETTERS)		Signature	
B-2		Particulars of Director			
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document* No.	
B-3		Declaration			
Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. 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 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 Director (in BLOCK LETTERS)		Signature	

Section C		Particulars of Director (Directorship held by a company without a valid estate agent's company licence)		Form 3 (Page 3)
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. Please obtain or make sufficient copies of Section C of this form as necessary for completion by EACH director who is a company without a valid estate agent's company licence.				
C-1		Particulars of Applicant Company		
Certificate of Incorporation No.		Name of Applicant Company in English		
C-2		Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Business Name in English		Business Name in Chinese		
C-3	Declaration	Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company)/ Statement of Particulars of Business (directorship is held by a company).		
				Yes No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into 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. 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"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?				<input type="checkbox"/> <input type="checkbox"/>
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I, on behalf of the director company, 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.				
_____ Name of Representative (in BLOCK LETTERS)		_____ Authorized Signature and Company Chop		
_____ Position (in BLOCK LETTERS)		_____ Date (DD/MM/YYYY)		
C-2		Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Business Name in English		Business Name in Chinese		
C-3	Declaration	Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company)/ Statement of Particulars of Business (directorship is held by a company).		
				Yes No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into 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. 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"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?				<input type="checkbox"/> <input type="checkbox"/>
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I, on behalf of the director company, 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.				
_____ Name of Representative (in BLOCK LETTERS)		_____ Authorized Signature and Company Chop		
_____ Position (in BLOCK LETTERS)		_____ Date (DD/MM/YYYY)		