

## 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 Statement of Particulars of Business for a New Branch with the Same Business Name

Please complete this form and return it together with a completed Form 8 and a copy of the business registration certificate. Please put a '✓' in the appropriate box.

If you have fully completed all application forms and paid the required fee, it will normally take 10 working days to have a statement of particulars of business granted. If you do not hear from us within 10 working days, you may find out the status of your application by: calling our hotline at 2111 3883, calling our licensing enquiry system at 3102 0838 (if you have previously been granted a statement) or viewing our licence list at [www.eaa.org.hk/search/index.html](http://www.eaa.org.hk/search/index.html).

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

#### 1. Name of Business

#### 2. Licence / SPOB number

**3. Payment details** Under the Estate Agents (Licensing) (Amendment) Regulation 2009, a maximum of 6 months' licence fee concession is given during the concession period from 1 May 2009 to 30 April 2010. If you have NOT applied for a refund under the Fee Concession Scheme, the amount of fee payable is \$1,060 (for a 12-month statement of particulars of business) or \$3,080 (for a 24 month statement of particulars of business). If you have applied for a refund, the amount payable should be the total of the amount stated above plus the amount of refund. The amount I have enclosed is \$\_\_\_\_\_. If you have any question, please call our fee concession hotline at 2151 2901.

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.)

**4. Please send licence to me by:** (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.

**5. Preferred language of correspondence**    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 8, 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 Representative and Licence No.

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.

- Note:
- 1) This application forms part of the application for the grant of estate agent's licence or the latest application for renewal thereof, as the case may be.
  - 2) For a company that applies for the grant 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 grant 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 grant 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. (if applicable)			
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)

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

<b>Section B</b>	<b>Particulars of Partners</b>			Form 8 (Page 2)
<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>Partnerships with more than 2 partners are requested to obtain or make sufficient copies of Section B of this form for completion by EACH of the partners.</p>				
<b>B-1</b>	<b>Particulars of Partnership</b>			
Business Registration No.			Expiry Date (DD/MM/YYYY)	
Business Name of Partnership				
<b>B-2</b>	<b>Particulars of Partner</b>			
Name in English (Surname first)		Name in Chinese	H.K.I.D Card/Travel Document* No	Estate Agent's Licence No. (if applicable)
<b>B-3</b>	<b>Declaration</b>	<b>Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. 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.				
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
<b>B-2</b>	<b>Particulars of Partner</b>			
Name in English (Surname first)		Name in Chinese	H.K.I.D Card/Travel Document* No	Estate Agent's Licence No. (if applicable)
<b>B-3</b>	<b>Declaration</b>	<b>Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. 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.				
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