

每間辦事處須有一名經理獨立和有效管理

根據《地產代理條例》第38(1)(a)條，持牌地產代理須確保轄下的每間辦事處的業務，都是由一名經理有效和獨立地控制。換句話說，一名經理只可以管理一間辦事處。有關經理必須是地產代理（個人）牌照持有人。

根據《地產代理條例》第40(3)條，持牌地產代理須於委任上述經理或停止委任上述經理的日期起計的31天內，將委任或停止委任經理一事通知監管局。

通知監管局時，應使用「持牌地產代理委任/終止委任經理通知書」（表格10）。該表格可於監管局網頁下載。

Every office should be under the effective and separate control of a manager

The EAA reminds practitioners that under section 38(1)(a) of the Estate Agents Ordinance, licensed estate agents are required to ensure that their business at every estate agency office is under the effective and separate control of a manager who must hold an estate agent's licence (individual). In other words, a manager can manage only one estate agency office.

According to section 40(3) of the Estate Agents Ordinance, licensed estate agents are required to notify the EAA within 31 days of the appointment or termination of appointment of such estate agency office managers.

The "Notice of Appointment/Termination of Appointment of a Person as a Manager of a Licensed Estate Agent" (Form 10), which can be downloaded from the EAA website, should be used when such a notice is given to the EAA.

貸款予客戶購買物業

Lending money to clients to purchase properties

監管局曾接獲市民投訴，地產代理從業員為了促成「一手」物業交易，貸款予客戶支付訂金，以致客戶購入超出其經濟能力的物業。

監管局提醒從業員，雖然《地產代理條例》沒有就從業員於進行地產代理工作時，可否貸款予客戶或替客戶墊付訂金一事有任何規定，作為專業的地產代理，貸款予客戶或替客戶墊付訂金前，應建議客戶清楚了解自己的經濟狀況、還款能力和財務安排。

The EAA has received complaints that estate agency practitioners, for the sake of facilitating the sale of first-hand properties, lent money to their clients to pay for the deposit for the purchase, which resulted in the clients having bought a property that they could not afford.

The EAA reminds practitioners that, although the Estate Agents Ordinance has no provision on whether practitioners can lend money or help their clients pay for the deposit in advance, before doing so, professional practitioners should advise their clients to ascertain their own financial position, loan repayment ability and necessary financial arrangements.