

地產代理監管局及常設委員會

THE ESTATE AGENTS AUTHORITY AND ITS STANDING COMMITTEES

地產代理監管局乃於1997年11月按《地產代理條例》成立之法定機構，其法定職能主要包括規管和管制地產代理的執業；促使行業行事持正，提高從業員的專業水平和地位；以及籌劃培訓，以確保從業員工作稱職及符合操守標準。

監管局的成員均由香港特別行政區行政長官委任，設有正、副主席各一名及普通成員十八名，並來自社會上不同的界別，包括地產代理行業及其他專業。監管局下設有五個常設委員會，計有牌照委員會、執業委員會、紀律委員會、培訓委員會和行政及財務委員會。監管局的行政架構由行政總裁領導、負責執行《地產代理條例》及推行監管局釐訂之政策。

The Estate Agents Authority is a statutory body established in 1997 under the Estate Agents Ordinance. Its principal functions, as defined by law, are to regulate and control the practice of estate agency in Hong Kong, to promote integrity and competence within the industry, and to facilitate training for practitioners to ensure competency and standard of conduct.

The membership of the EAA is appointed by the Chief Executive of the Hong Kong Special Administrative Region and consists of a Chairman, a Vice-Chairman, and 18 members coming from various sectors in the community at large, including estate agency and other professions. There are five standing committees under the Authority, namely, the Licensing Committee, the Practice Committee, the Disciplinary Committee, the Training Committee and the Administration and Finance Committee. The Chief Executive Officer is responsible for the enforcement of the Estate Agents Ordinance and the implementation of the policies formulated by the Authority.

各常設委員會之職權範圍如下：

The jurisdictions of the standing committees are as follows:

牌照委員會

- 研究及制定過渡期內地產代理 / 營業員的發牌規定。
- 因應運作經驗及《地產代理條例》所述的一般原則，制定過渡期以後地產代理 / 營業員的正式發牌規定。
- 研究及制定豁免發牌規定及其他條文管限的準則。
- 研究及釐定牌照費用及地產代理監管局的服務收費。
- 設計申請表格、牌照表格、牌照登記冊、通知表格及其他有關文件。

LICENSING COMMITTEE

- To examine and prescribe the licensing requirements for estate agents/salespersons during the transitional period.
- In the light of operational experience and having regard to the general principles stipulated in the Estate Agents Ordinance, to prescribe the formal licensing requirements for estate agents/salespersons after the transitional period.
- To consider and lay down the criteria for exempting any particular class of persons from the licensing requirements and other provisions of the Ordinance.
- To consider and determine the scale of licence fees and charges for services provided by the Estate Agents Authority.
- To design the application forms, licence forms, licence registers, notice forms and other related documents.

執業委員會

- 制定規管地產代理行業的操守及營業的專業守則。
- 訂立條例所載有關地產代理的營業及運作的規例。
- 不時檢討地產代理行業的營業及制定有關地產代理工作的執業指引。
- 監察專業守則，執業指引及規例的遵行，以及與業內人士聯絡，研究改善執業水準及服務質素的方法。

PRACTICE COMMITTEE

- To draw up a code of ethics governing the conduct and practice of the estate agency trade.
- To prescribe regulations relating to the practice and operation of estate agents as provided for in the Ordinance.
- To review practices within the trade and prepare practising guidelines on various aspects of estate agency work from time to time.
- To monitor compliance of the code of ethics, practising guidelines and regulations; and to liaise with the trade on ways to improve the standard of practice and quality of service.

紀律委員會

- 訂立指引和程序，確保採用前後一致與公平的方式，處理有關紀律個案。
- 受理和查詢所接獲投訴持牌地產代理 / 營業員違反或並無遵守條例條文和附屬法例的個案。
- 受理和查詢所接獲投訴持牌地產代理 / 營業員觸犯監管局不時向業界發出的操守守則、執業指引或指示的個案。
- 審閱監管局根據條例委任的調查員所提交的報告和建議，並查究涉嫌和指稱觸犯或並無遵守條例條文的實況。
- 按照條例規定，考慮採取紀律處分行動。
- 不時將本會審議的不良執業或投訴個案轉介給其他委員會，供制訂和 / 或修訂政策、常規或規例的用途，務求更有效地發揮監管局功能。

DISCIPLINARY COMMITTEE

- To draw up guidelines and procedures to ensure consistency and fairness in handling disciplinary cases.
- To receive and inquire into complaints lodged against a licensed estate agent/salesperson for non-compliance or contravention of provisions of the Ordinance and its subsidiary legislation.
- To receive and inquire into complaints lodged against licensed estate agents or salespersons for breaches of the Code of Ethics, Practice Directions, or Guidelines issued to the trade from time to time by the Authority.
- To consider the report and recommendations of the Investigator appointed by the Estate Agents Authority under the Ordinance to look into suspected and alleged breaches or non-compliance of the provisions of the Ordinance.
- To consider taking disciplinary actions provided for under the Ordinance.
- To refer from time to time cases of malpractice or complaints considered by the Disciplinary Committee to other committees for formulation and/or revision of policies, practice or regulations for better discharge of the Authority's functions.

培訓委員會

- 研究地產代理／營業員的培訓需要以及為他們設計適當的培訓課程，並就這方面與教育院校／職業訓練機構合作或諮詢其意見，以提高地產代理／營業員的專業水準及能力，使他們達到發牌的要求。
- 監督培訓課程的推行。確保課程符合《地產代理條例》的精神和目的。
- 研究考試／評核制度，以確保一致性的水準並使執業的代理能夠達到某種客觀的標準。
- 發起與組織專題研討會及培訓計劃，提高地產代理的專業操守及水準。
- 監察及檢討地產代理行業的培訓需要。

TRAINING COMMITTEE

- To examine the training needs of estate agents/salespersons and design appropriate training courses for them in collaboration with relevant educational institutions/vocational training organisations to enhance the standard and professional competence of estate agents/salespersons and to meet the licensing requirements.
- To oversee the administration of the training programmes to ensure that they are conducted in a manner in line with the spirit and objectives of the Estate Agents Ordinance.
- To examine an assessment/examination system to ensure consistency and that practising agents will meet certain objective standards.
- To initiate and organise seminars and educational/training programmes to enhance the standard of practice and conduct of estate agents.
- To monitor and review the training needs of the trade.

行政及財務委員會

- 審閱主要的財政事宜，特別是預算事項、長期財政規劃和資產管理，並向監管局提交建議。
- 審閱重要的人力資源管理事宜，尤其是組織架構和薪酬政策，並向監管局提交建議。

ADMINISTRATION AND FINANCE COMMITTEE

- To examine issues of major financial importance, in particular budgetary matters, long-term financial planning, and asset management, and to make recommendations to the Authority.
- To examine issues of major importance in human resources management, in particular establishment structure and remuneration policies, and to make recommendations to the Authority.

地產代理監管局成員

MEMBERS OF THE ESTATE AGENTS AUTHORITY

主席 : 張建東太平紳士, SBS**副主席** : 鄭慕智太平紳士**委員** : 陳智思議員

陳黃穗太平紳士, BBS

蔡涯棉先生

周永健太平紳士

馮銳森先生

林玉珍女士

梁志堅先生

陸順甜先生

馬逢國議員

馬時亨先生

馬少雄先生

吳錦津先生, MH

潘國濂太平紳士

蕭婉嫦太平紳士, BBS

孫漢明先生

曾愛蓮女士 (首席助理房屋局局長)

黃浩明先生

楊家聲太平紳士

增選委員 : 李介明先生 (牌照委員會)

馬芷博士 (培訓委員會)

文廣海先生 (培訓委員會)

黃傑雄先生 (培訓委員會)

黃炳森先生 (培訓委員會)

Chairman : Mr Marvin CHEUNG Kin-tung, SBS, JP**Vice-Chairman** : Mr Moses CHENG Mo-chi, JP**Members** : The Hon Bernard CHAN, JP

Mrs Pamela CHAN WONG Shui, BBS, JP

Mr Michael CHOI Ngai-min

Mr Anthony CHOW Wing-kin, JP

Mr William FUNG Yui-sum

Ms LAM Yuk-chun

Mr Stewart LEUNG Chi-kin

Mr LUK Shun-tim

The Hon MA Fung-kwok, JP

Mr Fred MA Si-hang

Mr Paul MA Siu-hung

Mr Stephen NG Kam-chun, MH

Mr Steven POON Kwok-lim, JP

Ms SIU Yuen-sheung, BBS, JP

Mr Stephen SUEN Hon-ming

Ms Ophelia TSANG Oi-lin

(Principal Assistant Secretary for Housing)

Mr Augustine WONG Ho-ming

Mr YEUNG Ka-sing, JP

Co-opted Members : Mr LI Kai-ming (Licensing Committee)

Dr MA Chi (Training Committee)

Mr Frank K H MAN (Training Committee)

Mr Charles WONG (Training Committee)

Mr Nelson P S WONG (Training Committee)

張建東太平紳士，SBS
Mr Marvin CHEUNG Kin-tung, SBS, JP

地產代理監管局主席
Chairman, Estate Agents Authority
行政及財務委員會主席
Chairman, Administration and Finance Committee



楊家聲太平紳士
Mr YEUNG Ka-sing, JP

牌照委員會主席
Chairman, Licensing Committee
行政及財務委員會成員
Member, Administration and Finance Committee



黃浩明先生
Mr Augustine WONG Ho-ming

執業委員會主席
Chairman, Practice Committee
培訓委員會成員
Member, Training Committee



鄭慕智太平紳士
Mr Moses CHENG Mo-chi, JP

地產代理監管局副主席
Vice-Chairman, Estate Agents Authority
行政及財務委員會成員
Member, Administration and Finance Committee



潘國濂太平紳士
Mr Steven POON Kwok-lim, JP

紀律委員會主席
Chairman, Disciplinary Committee



馮銳森先生
Mr William FUNG Yui-sum

培訓委員會主席
Chairman, Training Committee
紀律委員會成員
Member, Disciplinary Committee
執業委員會成員
Member, Practice Committee



陳智思議員

The Hon Bernard CHAN, JP

牌照委員會成員
Member, Licensing Committee



蔡涯棉先生

Mr Michael CHOI Ngai-min

行政及財務委員會成員
Member, Administration and Finance Committee
執業委員會成員
Member, Practice Committee



林玉珍女士

Ms LAM Yuk-chun

紀律委員會成員
Member, Disciplinary Committee
培訓委員會成員
Member, Training Committee



陸順甜先生

Mr LUK Shun-tim

紀律委員會成員
Member, Disciplinary Committee
牌照委員會成員
Member, Licensing Committee
執業委員會成員
Member, Practice Committee



陳黃穗太平紳士，BBS

Mrs Pamela CHAN WONG Shui, BBS, JP

執業委員會副主席
Vice-Chairman, Practice Committee
行政及財務委員會成員
Member, Administration and Finance Committee
培訓委員會成員
Member, Training Committee



周永健太平紳士

Mr Anthony CHOW Wing-kin, JP

紀律委員會成員
Member, Disciplinary Committee
執業委員會成員
Member, Practice Committee



梁志堅先生

Mr Stewart LEUNG Chi-kin

紀律委員會成員
Member, Disciplinary Committee
執業委員會成員
Member, Practice Committee



馬逢國議員**The Hon MA Fung-kwok, JP**執業委員會成員
Member, Practice Committee**馬少雄先生****Mr Paul MA Siu-hung**紀律委員會成員
Member, Disciplinary Committee
牌照委員會成員
Member, Licensing Committee**蕭婉嫦太平紳士，BBS**
Ms SIU Yuen-sheung, BBS, JP紀律委員會成員
Member, Disciplinary Committee
牌照委員會成員
Member, Licensing Committee
執業委員會成員
Member, Practice Committee**曾愛蓮女士****Ms Ophelia TSANG Oi-lin**首席助理房屋局局長
Principal Assistant Secretary
for Housing**馬時亨先生****Mr Fred MA Si-hang**紀律委員會成員
Member, Disciplinary Committee
牌照委員會成員
Member, Licensing Committee**吳錦津先生，MH****Mr Stephen NG Kam-chun, MH**培訓委員會副主席
Vice-Chairman, Training Committee
紀律委員會成員
Member, Disciplinary Committee
執業委員會成員
Member, Practice Committee**孫漢明先生****Mr Stephen SUEN Hong-ming**牌照委員會成員
Member, Licensing Committee
執業委員會成員
Member, Practice Committee