

## 12 地產代理監管局和常設委員會 The Estate Agents Authority and its Standing Committees



地產代理監管局成員合照。（前排左起）曾煥平先生、陳黃穗太平紳士、余若薇議員、行政總裁陳佩珊女士、李國英議員、梁永祥太平紳士、廖譚婉瓊女士；（後排左起）陳友正博士、馬少雄先生、倫志炎先生、副主席周永健太平紳士、主席潘國濂太平紳士、房屋及規劃地政局常任秘書長（房屋）陳鎮源太平紳士、鄧意民先生、陳鉅源先生、黃為山先生、李峻銘先生。

Members of the Estate Agents Authority: (front row, from left) Mr Joseph Tsang; Mrs Pamela Chan; The Hon Audrey Eu; Chief Executive Officer Ms Sandy Chan; The Hon Kevin Li; Mr William Leung; Mrs Amy Liu; (back row, from left) Dr Bob Chan; Mr Paul Ma; Mr Lun Chi-yim; Vice-Chairman Mr Anthony Chow; Chairman Dr Steven Poon; Permanent Secretary for Housing, Planning and Lands (Housing) Mr Thomas Chan Chun-yuen; Mr Alex Tang; Mr Thomas Chan Kui-yuen; Mr Wilson Wong; Mr Eric Lee.

地產代理監管局乃於1997年11月按《地產代理條例》成立的法定機構。其法定職能主要包括規管地產代理的執業；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。

監管局成員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。成員來自社會上不同的界

The Estate Agents Authority is a statutory body established in November 1997 under the Estate Agents Ordinance. Its principal functions, as defined by law, are to regulate 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 proper standard of conduct.

Members of the Authority are appointed by the Chief Executive of the Hong Kong Special Administrative Region and consist of a Chairman, a Vice-Chairman, and 18 Ordinary Members from

別，包括地產代理行業。現時監管局轄下共有四個常設委員會和一個專責小組，包括財務及策略發展委員會、牌照及執業委員會、紀律委員會、專業發展委員會和考試小組。

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》所賦予的權責及推行監管局所釐訂的政策。

various sectors in the community, including the estate agency profession. There are four standing committees and one working panel under the Authority, namely, the Finance and Strategic Development Committee, the Licensing and Practice Committee, the Disciplinary Committee, the Professional Development Committee and the Examination Panel.

The Administration of the Authority, under the leadership of the Chief Executive Officer, is responsible for the enforcement of the Estate Agents Ordinance and the implementation of the policies formulated by the Authority.

### 財務及策略發展委員會

- 研究策略性及有長遠影響的事項，並為該等事項提交監管局全體會議審議作準備工作。
- 審閱重要的財政事宜，特別是預算事項、長期財政規劃和資產管理，並向監管局全體會議就有關事宜提交建議。
- 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，並向監管局全體會議就有關事宜提交建議。
- 審閱由監管局行政部門所預備的年度工作計劃和預算案，並於確認後提交監管局全體會議審議。
- 就監管局資金的投資事宜向監管局全體會議提交建議。
- 留意業界及公眾人士對監管局規例和政策的反應，並就此向監管局全體會議及/或有關委員會建議適當的措施。

### Finance and Strategic Development Committee

- To consider strategic issues of long-term significance, in preparation for consideration by the Board.
- To examine issues of major financial significance, in particular budgetary matters, long-term financial planning, and asset management, and to make recommendations to the Board for consideration.
- To examine issues of major significance in human resources management, in particular, establishment structure and remuneration policies, and to make recommendations to the Board for consideration.
- To review and endorse the annual Workplan and Budget prepared by the Administration and to recommend the same to the Board for consideration.
- To make recommendations to the Board on the investment of EAA monies.
- To monitor trade and community response to EAA regulations and policies and, on such basis, recommend appropriate actions to the Board and/or the standing committees for consideration.

## 牌照及執業委員會

- 制訂地產代理及營業員的發牌規定。
- 研究及建議豁免某類人士發牌規定的準則。
- 審閱提交本委員會考慮的牌照申請，若認為適當，可予以批准或拒絕。
- 在牌照上附加本委員會認為適當的條件。
- 研究及釐訂牌照費用及地產代理監管局的服務收費。
- 研究及設計申請表格、牌照表格、牌照登記冊、通知表格及其他有關文件。
- 制訂規管地產代理行業的操守及執業的專業守則。
- 訂立《地產代理條例》所載有關地產代理的執業及運作的規例。
- 定期檢討地產代理行業的執業及制訂有關地產代理工作的執業指引。
- 監察操守守則、執業指引及法規的遵行；與業界保持聯繫，研究提升執業水準及服務質素的方法。

## Licensing and Practice Committee

- To prescribe licensing requirements for estate agents and salespersons.
- To consider and recommend the criteria for exemption from the licensing requirements for any particular class of persons.
- To consider and, if thought appropriate, to approve or refuse applications for licences brought before it for consideration.
- To attach to licences such conditions as it may consider appropriate.
- To consider and determine the scale of licence fees and charges for services provided by the Estate Agents Authority.
- To consider and design the application forms, licence forms, licence register, notice forms and other related documents.
- 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 Estate Agents 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 with the code of ethics, practising guidelines and regulations; and to liaise with the trade on ways to improve standard of practice and quality of service.

## 紀律委員會

- 訂立指引和程序，確保以公平一致的原則，處理紀律個案。
- 查究遭受投訴的持牌地產代理或營業員有否違反或沒有遵守《地產代理條例》和附屬法例的個案。
- 查究遭受投訴的持牌地產代理或營業員有否抵觸地產代理監管局向業界發出的操守守則、執業指引或其他指示。
- 審閱監管局根據《地產代理條例》委任的調查員就涉嫌和指稱觸犯或並無遵守《地產代理條例》的個案所提交的報告和建議。
- 按照《地產代理條例》規定，考慮採取紀律處分行動。
- 在牌照上附加本委員會認為適當的條件。
- 在有需要時將本委員會審議的不良執業或投訴個案轉介給其他委員會，以協助制訂及/或修訂政策、常規或規例，務求使到監管局更有效地發揮功能。

## 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 licensed estate agents or salespersons for non-compliance or contravention of provisions of the Estate Agents 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 Estate Agents Authority.
- To consider the reports and recommendations of the investigators appointed by the Authority under the Estate Agents Ordinance to look into suspected and alleged breaches or non-compliance of the provisions of the Estate Agents Ordinance.
- To consider taking disciplinary actions provided for under the Estate Agents Ordinance.
- To attach to licences such conditions as it may consider appropriate.
- 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.

## 專業發展委員會

- 制訂地產代理及營業員資格考試的範疇。
- 研究業界的培訓需要，並設計合適的培訓課程，務求提升持牌人的服務水準及期望入職人士的知識水平。
- 督導「持續專業進修計劃」的實行，包括：
  - 定期檢討計劃的重點、範疇和要求；
  - 就分配核心和非核心科目活動訂立指引；
  - 審批持續專業進修活動的主辦機構，並對活動進行評估；
  - 視乎情況，將其他專業和行業的持續專業進修活動納入地產代理監管局的計劃；及
  - 監察計劃成效，並向監管局全體會議提交適當建議。
- 就專業交流活動提供意見，並監察有關地產代理行業的專業資格互認計劃的運作。

## Professional Development Committee

- To determine the examination syllabi for the qualifying examinations for estate agents and salespersons.
- To examine training needs and design appropriate training programmes to raise the competence of licensees and the knowledge level of aspiring licensees.
- To oversee the implementation of the Continuing Professional Development (CPD) Scheme including:
  - conducting periodic reviews of the Scheme's focus, scope and requirements;
  - determining guidelines for assigning core and non-core activities;
  - approving CPD activity providers and evaluating CPD activities;
  - adopting appropriate CPD activities of other professions and trades into the CPD Scheme of the Estate Agents Authority; and
  - monitoring the effectiveness of the Scheme and making recommendations to the Board as appropriate.
- To advise on professional exchange activities and monitor the administration of scheme(s) relating to reciprocal recognition of professional qualifications for the estate agency trade.

## 考試小組

- 為地產代理和營業員資格考試的管理工作制訂準則。
- 擬訂資格考試的試題。
- 釐訂資格考試的及格分數和優異分數。
- 執行專業發展委員會所制訂的資格考試的政策。

## Examination Panel

- To set parameters for the administration of the qualifying examinations for estate agents and salespersons.
- To set and moderate examination questions.
- To determine the pass marks and commendation marks for the qualifying examinations.
- To execute the policies of the Professional Development Committee relating to the qualifying examinations.

## 地產代理監管局成員

### 主席：

潘國濂博士，JP

### 副主席：

周永健太平紳士，SBS

### 成員：

陳鉅源先生

陳念慈女士

陳黃穗太平紳士，BBS

陳友正博士

張惠彬博士，JP

余若薇議員，SC，JP

李峻銘先生

梁永祥太平紳士

李國英議員，MH，JP

廖譚婉瓊女士

陸順甜先生

倫志炎先生

馬少雄先生

鄧意民先生

曾煥平先生

尹志強太平紳士，BBS

黃為山先生

房屋及規劃地政局常任秘書長  
(房屋) 或其代表

### 增選成員：

陳永佳先生 (紀律委員會)

鄭子文博士 (專業發展委員會)

劉光耀博士 (專業發展委員會)

黃傑雄先生 (專業發展委員會)

黃群璋女士 (專業發展委員會)

傅德華先生 (考試小組)

謝國生博士 (考試小組)

黃錦昌先生 (考試小組)

## Members of the Estate Agents Authority

### Chairman:

Dr Steven POON Kwok-lim, JP

### Vice-Chairman:

Mr Anthony CHOW Wing-kin, SBS, JP

### Members:

Mr Thomas CHAN Kui-yuen

Miss Amy CHAN Lim-chee

Mrs Pamela CHAN WONG Shui, BBS, JP

Dr Bob CHAN Yau-ching

Dr Charles CHEUNG Wai-bun, JP

The Hon Audrey EU Yuet-mee, SC, JP

Mr Eric LEE Chun-ming

Mr William LEUNG Wing-cheung, JP

The Hon Kevin LI Kwok-ying, MH, JP

Mrs Amy LIU TAM Yuen-king

Mr LUK Shun-tim

Mr LUN Chi-yim

Mr Paul MA Siu-hung

Mr Alex TANG Yee-man

Mr Joseph TSANG Hon-ping

Mr Aaron WAN Chi-keung, BBS, JP

Mr Wilson WONG

Permanent Secretary for Housing,  
Planning and Lands (Housing) or his representative

### Co-opted Members:

Mr CHAN Wing-kai (Disciplinary Committee)

Dr KWONG Tze-man (Professional Development Committee)

Dr Joseph LAU (Professional Development Committee)

Mr Charles WONG (Professional Development Committee)

Ms Soso WONG (Professional Development Committee)

Mr FU Tak-wah (Examination Panel)

Dr Maurice TSE (Examination Panel)

Mr Stanley WONG Kam-cheong (Examination Panel)



潘國濂博士，JP

主席  
財務及策略發展委員會主席

Dr Steven POON Kwok-lim, JP

Chairman  
Chairman, Finance & Strategic Development Committee



周永健太平紳士，SBS

副主席  
牌照及執業委員會主席  
（任期至6/9/05）  
財務及策略發展委員會成員  
牌照及執業委員會成員  
（任期始於7/9/05）  
紀律委員會成員

Mr Anthony CHOW Wing-kin, SBS, JP

Vice-Chairman  
Chairman, Licensing & Practice Committee  
(up to 6/9/05)  
Member, Finance & Strategic Development Committee  
Member, Licensing & Practice Committee  
(wef 7/9/05)  
Member, Disciplinary Committee



房屋及規劃地政局  
常任秘書長（房屋）  
陳鎮源太平紳士或其代表

財務及策略發展委員會成員  
牌照及執業委員會成員  
專業發展委員會成員  
考試小組成員

Mr Thomas CHAN Chun-yuen, JP,  
Permanent Secretary for Housing, Planning  
and Lands (Housing) or his representative

Member, Finance & Strategic Development Committee  
Member, Licensing & Practice Committee  
Member, Professional Development Committee  
Member, Examination Panel



廖譚婉瓊女士

紀律委員會主席  
財務及策略發展委員會成員

Mrs Amy LIU TAM Yuen-king

Chairman, Disciplinary Committee  
Member, Finance & Strategic Development Committee





**梁永祥太平紳士**

牌照及執業委員會主席  
(任期始於7/9/05)

財務及策略發展委員會成員  
(任期始於7/9/05)

牌照及執業委員會成員  
(任期至6/9/05)

紀律委員會成員

**Mr William LEUNG Wing-cheung, JP**

Chairman, Licensing & Practice Committee  
(wef 7/9/05)

Member, Finance & Strategic Development Committee  
(wef 7/9/05)

Member, Licensing & Practice Committee  
(up to 6/9/05)

Member, Disciplinary Committee



**曾煥平先生**

專業發展委員會主席

財務及策略發展委員會成員

牌照及執業委員會成員

紀律委員會成員

**Mr Joseph TSANG Hon-ping**

Chairman, Professional Development Committee

Member, Finance & Strategic Development  
Committee

Member, Licensing & Practice Committee

Member, Disciplinary Committee



**陳黃穗太平紳士，BBS**

牌照及執業委員會副主席

財務及策略發展委員會成員

**Mrs Pamela CHAN WONG Shui, BBS, JP**

Vice-Chairman, Licensing & Practice Committee

Member, Finance & Strategic Development  
Committee



**陳鉅源先生**

牌照及執業委員會成員

紀律委員會成員

**Mr Thomas CHAN Kui-yuen**

Member, Licensing & Practice Committee

Member, Disciplinary Committee



陳念慈女士

紀律委員會成員  
專業發展委員會成員  
考試小組成員

Ms Amy CHAN Lim-chee

Member, Disciplinary Committee  
Member, Professional Development Committee  
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陳友正博士

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張惠彬博士，JP

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Member, Disciplinary Committee



余若薇議員，SC，JP

牌照及執業委員會成員

Ms Audrey EU Yuet-mee, SC, JP

Member, Licensing & Practice Committee



李峻銘先生

牌照及執業委員會成員  
紀律委員會成員  
專業發展委員會成員

Mr Eric LEE Chun-ming

Member, Licensing & Practice Committee  
Member, Disciplinary Committee  
Member, Professional Development Committee



李國英議員，MH，JP

牌照及執業委員會成員

The Hon Kevin LI Kwok-ying, MH, JP

Member, Licensing & Practice Committee



陸順甜先生

考試小組主席  
牌照及執業委員會成員  
紀律委員會成員

Mr LUK Shun-tim

Chairman, Examination Panel  
Member, Licensing & Practice Committee  
Member, Disciplinary Committee



倫志炎先生

牌照及執業委員會成員  
紀律委員會成員

Mr LUN Chi-yim

Member, Licensing & Practice Committee  
Member, Disciplinary Committee



**馬少雄先生**

財務及策略發展委員會成員  
牌照及執業委員會成員  
紀律委員會成員  
專業發展委員會成員

**Mr Paul MA Siu-hung**

Member, Finance & Strategic Development Committee  
Member, Licensing & Practice Committee  
Member, Disciplinary Committee  
Member, Professional Development Committee



**鄧意民先生**

牌照及執業委員會成員  
紀律委員會成員  
專業發展委員會成員  
考試小組成員

**Mr Alex TANG Yee-man**

Member, Licensing & Practice Committee  
Member, Disciplinary Committee  
Member, Professional Development Committee  
Member, Examination Panel



**尹志強太平紳士，BBS**

牌照及執業委員會成員  
紀律委員會成員

**Mr Aaron WAN Chi-keung, BBS, JP**

Member, Licensing & Practice Committee  
Member, Disciplinary Committee



**黃為山先生**

牌照及執業委員會成員  
紀律委員會成員

**Mr Wilson WONG**

Member, Licensing & Practice Committee  
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