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常設委員會
Standing Committees

職權範圍和成員名單

A. 財務及策略發展委員會

1. 研究具有長遠性影響的策略性議題以備提交監管局全體會議審議。
2. 審核重要的財政議題—特別是預算事項、長遠的財政規劃和資產管理，並將建議提交監管局全體會議審議。
3. 審核重要的人力資源管理議題—尤其是編制架構及薪酬政策，並將建議提交監管局全體會議審議。
4. 復查及批署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。
5. 就監管局資金的投資事宜向監管局全體會議提交建議。
6. 留意業界及公眾人士對監管局的規例及政策的反應，並據此向監管局全體會議及／或有關委員會建議適當對策。
7. 如認為需要，就委員會行使其職能和權力獲取法律及／或專業意見或服務。

成員

主席： 潘國濂博士，JP

成員： 廖譚婉瓊女士
劉燕卿女士
梁永祥先生，JP
馬豪輝先生，SBS，JP
施永青先生，JP
孫寶源先生
曾煥平先生
黃建業先生
運輸及房屋局常任秘書長
(房屋)或其代表

Terms of reference and membership

A. Finance and Strategic Development Committee

1. To consider strategic issues of long-term significance, in preparation for consideration by the Board.
2. 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.
3. 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.
4. To review and endorse the annual work plan and budget prepared by the Administration and to recommend the same to the Board for consideration.
5. To make recommendations to the Board on the investment of the EAA monies.
6. To monitor trade and community response to the EAA regulations and policies and, on such basis, recommend appropriate actions to the Board and/or the standing committees for consideration.
7. To obtain legal and/or expert advice or service relating to the exercise of the Committee's functions and powers as and when the Committee considers necessary.

Membership

Chairman: Dr Steven Poon Kwok-lim, JP

Members: Mrs Amy Liu Tam Yuen-king
Miss Connie Lau Yin-hing
Mr William Leung Wing-cheung, JP
Mr Ma Ho-fai, SBS, JP
Mr Shih Wing-ching, JP
Mr Richard Sun Po-yuen
Mr Joseph Tsang Hon-ping
Mr Wong Kin-yip
Permanent Secretary for Transport and Housing
(Housing) or his representative

常設委員會
Standing Committees

B. 牌照及執業委員會

1. 制訂地產代理／營業員之發牌規定。
2. 研究及建議豁免某類人士發牌規定的準則。
3. 指示監管局行政部門處理牌照／營業詳情說明書的申請，並發出有關牌照／營業詳情說明書予符合發牌條件的申請人。
4. 審閱提交予牌照及執業委員會考慮之牌照／營業詳情說明書申請，若認為適當，可批准或拒絕申請。
5. 在牌照上附加牌照及執業委員會認為適當之條件。
6. 檢討及建議牌照費用及監管局各類服務之收費幅度。
7. 研究及設計申請表格、牌照表格、牌照登記冊、通知表格及其他相關文件。
8. 制訂操守守則，規管地產代理行業的操守及執業方式。
9. 檢討《地產代理條例》所載有關地產代理的執業及運作的規例，並就此提供建議。
10. 不時考慮及檢討地產代理行業的執業手法，並制訂關於地產代理工作的執業通告或指引。
11. 監察業界遵行《地產代理條例》及其附屬法例、《操守守則》、執業通告或指引的情況；並聯絡業界，共同研究提升執業水準及服務質素的方法。
12. 如認為需要，就委員會行使其職能和權力獲取法律及／或專業意見或服務。

B. Licensing and Practice Committee

1. To prescribe licensing requirements for estate agents/salespersons.
2. To consider and recommend the criteria for exemption from the licensing requirements for any particular class of persons.
3. To instruct the EAA Administration to process applications for licences/SPOBs and to grant such licences/SPOBs to applicants meeting the licensing requirements.
4. To consider and if thought appropriate, to approve or refuse applications for licences/SPOBs brought before the Committee for consideration.
5. To attach to licences such conditions as the Committee may consider appropriate.
6. To review and make recommendation on the scale of licence fees and charges for services provided by the EAA.
7. To consider and design the application forms, licence forms, licence register, notice forms and other related documents.
8. To draw up a code of ethics governing the conduct and practice of the estate agency trade.
9. To review and make recommendation on regulations under the EAO relating to the practice and operation of estate agents.
10. To consider and review practices within the trade and prepare practice circulars or guidelines on various aspects of estate agency work from time to time.
11. To monitor compliance of the EAO and its subsidiary legislation, the Code of Ethics, practice circulars or guidelines; and to liaise with the trade on ways to improve the standard of practice and quality of service.
12. To obtain legal and/or expert advice or service relating to the exercise of the Committee's functions and powers as and when the Committee considers necessary.

常設委員會

Standing Committees

成員

主席： 梁永祥先生，JP

成員： 余若薇議員，SC，JP
洪小蓮女士
劉燕卿女士
李峻銘先生
李國英議員，MH，JP
倫志炎先生
馬豪輝先生，SBS，JP
施永青先生，JP
曾煥平先生
尹志強先生，BBS，JP
黃為山先生
運輸及房屋局常任秘書長
(房屋)或其代表

Membership

Chairman: Mr William Leung Wing-cheung, JP

Members: The Hon Audrey Eu Yuet-mee, SC, JP
Ms Katherine Hung Siu-lin
Miss Connie Lau Yin-hing
Mr Eric Lee Chun-ming
The Hon Kevin Li Kwok-ying, MH, JP
Mr Lun Chi-yim
Mr Ma Ho-fai, SBS, JP
Mr Shih Wing-ching, JP
Mr Joseph Tsang Hon-ping
Mr Aaron Wan Chi-keung, BBS, JP
Mr Wilson Wong
Permanent Secretary for Transport and Housing
(Housing) or his representative

常設委員會 Standing Committees

C. 紀律委員會

1. 訂立指引和程序，確保以公平及貫徹一致的立場，處理紀律個案。
2. 接受、考慮和查究由監管局轉介至紀律委員會，根據《地產代理條例》第29(1)條所作的投訴及《地產代理條例》第29(2)條所提行政總裁作出的呈述，並在考慮該等投訴和呈述後，進行其認為合適的研訊。
3. 接受及查究涉及持牌地產代理／營業員的投訴，是否抵觸監管局不時向業界發出的《操守守則》、執業通告或指引。
4. 審閱監管局根據《地產代理條例》第28條委任的調查員提交的報告及建議（經由第28條調查委員會轉介），考慮就涉嫌和指稱觸犯或沒有遵守《地產代理條例》條文的個案，進行其認為合適的研訊。
5. 按照《地產代理條例》第30條賦予之紀律制裁權，行使其認為適當的權力。
6. 在牌照上附加紀律委員會認為適當的條件。
7. 視乎情況將紀律委員會審議的不良執業手法或投訴個案轉交其他委員會，以便制訂及／或修訂政策、常規或規例，從而更有效地執行監管局之職能。
8. 如認為需要，就委員會行使其職能和權力獲取法律及／或專業意見或服務。

C. Disciplinary Committee

1. To draw up guidelines and procedures to ensure consistency and fairness in handling disciplinary cases.
2. To receive, consider and inquire into complaints as mentioned in section 29(1) of the EAO and submissions by the Chief Executive Officer as mentioned in section 29(2) of the EAO that are referred by the EAA to the Disciplinary Committee, and to conduct such inquiry as the Disciplinary Committee may think fit after having considered such complaints and submissions.
3. To receive and inquire into complaints lodged against licensed estate agents or salespersons for breaches of the Code of Ethics, practice circulars or guidelines issued to the trade from time to time by the EAA.
4. To consider the reports and recommendations of the investigator appointed by the EAA under section 28 of the EAO, with referral by the Section 28 Investigation Committee, to look into suspected and alleged breaches or non-compliance of the provisions of the EAO and to conduct such inquiry as the Committee may think fit after having considered such reports and recommendations.
5. To exercise any of the disciplinary powers provided under section 30 of the EAO as the Committee considers appropriate.
6. To attach to licences such conditions as the Committee may consider appropriate.
7. To refer from time to time cases of malpractice or complaints considered by the Committee to other committees for formulation and/or revision of policies, practice or regulations for better discharge of the EAA's functions.
8. To obtain legal and/or expert advice or service relating to the exercise of the Committee's functions and powers as and when the Committee considers necessary.

常設委員會

Standing Committees

成員

主席：馬豪輝先生，SBS，JP

成員：陳友正博士
簡家驄先生
李峻銘先生
梁永祥先生，JP
倫志炎先生
孫寶源先生
曾煥平先生
尹志強先生，BBS，JP
黃為山先生

委任成員：陳永佳先生
梁繼昌先生
廖志明先生
馬少雄先生
吳健源先生
王羅桂華女士
黃燦光先生，OBE，QPM，CPM

Membership

Chairman: Mr Ma Ho-fai, SBS, JP

Members: Dr Bob Chan Yau-ching
Mr Frederick Kan Ka-chong
Mr Eric Lee Chun-ming
Mr William Leung Wing-cheung, JP
Mr Lun Chi-yim
Mr Richard Sun Po-yuen
Mr Joseph Tsang Hon-ping
Mr Aaron Wan Chi-keung, BBS, JP
Mr Wilson Wong

Board-appointed members: Mr Chan Wing-kai
Mr Kenneth Leung Kai-cheong
Mr Liu Chi-ming
Mr Paul Ma Siu-hung
Mr Ng Kin-yuen
Mrs Karen Wong Law Kwai-wah
Mr Wong Tsan-kwong, OBE, QPM, CPM

常設委員會 Standing Committees

D. 專業發展委員會

1. 研究業界的培訓需要，並設計合適的培訓課程，以提升持牌人的執業水平。
2. 監督「持續專業進修計劃」的執行，包括：
 - a. 定期檢討計劃的重點、範疇和要求；
 - b. 訂立分配核心及非核心科目活動的指引；
 - c. 審批持續專業進修活動的主辦機構及評估持續專業進修活動；
 - d. 將其他專業界別和行業的合適持續專業進修活動納入監管局의 持續專業進修計劃；及
 - e. 監察計劃的成效，並向監管局全體會議提交適當建議。
3. 就專業交流活動提供意見，並監察地產代理業內專業資格互認計劃的執行。
4. 如認為需要，就委員會正確履行及行使其職能和權力獲取這方面的法律及／或專業意見。

成員

主席： 曾煥平先生

成員： 洪小蓮女士
李峻銘先生
倫志炎先生
蔡克剛先生，BBS，JP

委任成員： 鄺子文博士
劉光耀博士
黃傑雄博士
職業訓練局代表

D. Professional Development Committee

1. To examine the training needs and design appropriate training programmes to raise the competence of licensees.
2. To oversee the implementation of the CPD Scheme including:
 - a. conducting periodic reviews on its focus, scope and requirements;
 - b. determining guidelines for assigning core and non-core activities;
 - c. approving CPD activity providers and evaluating CPD activities;
 - d. adopting appropriate CPD activities of other professions and trades into the CPD Scheme of the EAA; and
 - e. monitoring the effectiveness of the scheme and making recommendations to the Board as appropriate.
3. 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.
4. To obtain such legal and/or expert advice as the Committee may consider necessary for or in relation to the proper discharge and exercise of the Committee's functions and powers.

Membership

Chairman: Mr Joseph Tsang Hon-ping

Members: Ms Katherine Hung Siu-lin
Mr Eric Lee Chun-ming
Mr Lun Chi-yim
Mr Herbert Tsoi Hak-kong, BBS, JP

Board-appointed members: Dr Kwong Tsz-man
Dr Joseph Lau
Dr Charles Wong
Representative of the Vocational Training Council

常設委員會

Standing Committees

E. 第28條調查委員會

1. 就如何選取需要根據《地產代理條例》(《條例》)第28條展開調查的個案制定指引和程序。
2. 監督根據《條例》第28條進行的調查，確保調查工作符合法例規定。
3. 接受和考慮監管局行政部門就其認為有需要根據《條例》第28條進行調查的懷疑或涉嫌違反或沒有遵守《條例》的規定／條文的個案所呈交的報告和建議。
4. 根據《條例》第28條委任調查員，展開委員會認為有需要的調查及執行其認為有需要的職務。
5. 接受和考慮根據《條例》第28條委任的調查員所提交的報告和建議。
6. 如調查員建議委員會該考慮行使《條例》第30條所訂明的紀律處分的權力，則將有關個案轉交紀律委員會處理。
7. 如認為需要，就行使《條例》第28條所訂明的監管局職能和權力獲取法律及／或專業意見或服務。
8. 行使及執行《條例》第28條所訂明的監管局職能和權力。

成員

主席： 廖譚婉瓊女士

成員： 余若薇議員，SC，JP
蔡克剛先生，BBS，JP

E. Section 28 Investigation Committee

1. To formulate guidelines for and procedures on the selection of cases for investigation under section 28 of the EAO.
2. To oversee the conduct of investigation under section 28 of the EAO to ensure its full compliance.
3. To receive and consider reports and recommendations from the EAA Administration on suspected or alleged cases of breaches or non-compliance of a requirement(s) or other provision(s) of the EAO warranting investigation under section 28 of the EAO.
4. To appoint investigator(s) under section 28 of the EAO to conduct such investigation and carry out such duties as the Committee considers necessary.
5. To receive and consider the reports and recommendations from the investigator appointed by the Committee under section 28 of the EAO.
6. Where the investigator recommends to the Committee that the exercise of disciplinary powers under section 30 of the EAO should be considered, to refer the case to the Disciplinary Committee for its consideration.
7. To obtain legal and/or expert advice or service relating to the exercise of the EAA's functions and powers as prescribed by section 28 of the EAO as and when the Committee considers necessary.
8. To exercise and perform any and such of the EAA's functions and powers as prescribed by section 28 of the EAO.

Membership

Chairman: Mrs Amy Liu Tam Yuen-king

Members: The Hon Audrey Eu Yuet-mee, SC, JP
Mr Herbert Tsoi Hak-kong, BBS, JP

常設委員會 Standing Committees

F. 考試小組

1. 制訂地產代理和營業員資格考試的範圍及費用。
2. 研究業界的培訓需要，並設計合適的培訓課程，提升有志入職人士的知識水平。
3. 為資格考試的執行工作制訂準則。
4. 監督資格考試的試題設定與調整、考生違反考試規則的懲處決定，並就此向監管局行政部門發出指引。
5. 檢討及釐定資格考試及其各個部分的合格分數和優異分數。
6. 如認為需要，就委員會行使其職能和權力獲取法律及／或專業意見或服務。

成員

主席：	陳友正博士
成員：	簡家驄先生 李峻銘先生 黃建業先生
委任成員：	傅德華先生 謝國生博士 黃錦昌先生

F. Examination Panel

1. To determine the examination syllabi and examination fees for the qualifying examinations for estate agents and salespersons.
2. To examine the training needs and design appropriate training programmes to raise the knowledge level of aspiring licensees.
3. To set the parameters for the administration of the qualifying examinations.
4. To oversee and give direction to the EAA Administration in the setting and moderation of examination questions and determination of penalties for breaches of examination regulations by candidates.
5. To review and determine the pass marks and commendation marks for the qualifying examinations and each part thereof.
6. To obtain legal and/or expert advice or service relating to the exercise of the Committee's functions and powers as and when the Committee considers necessary.

Membership

Chairman:	Dr Bob Chan Yau-ching
Members:	Mr Frederick Kan Ka-chong Mr Eric Lee Chun-ming Mr Wong Kin-yip
Board-appointed members:	Mr Fu Tak-wah Dr Maurice Tse Mr Stanley K C Wong