

機構管治

Corporate Governance







為加強公眾對監管局的信任及以持份者的最佳利益為依歸，監管局致力提升機構管治，在履行《地產代理條例》下的職責時，維持高度誠信、公正、問責性和透明度。

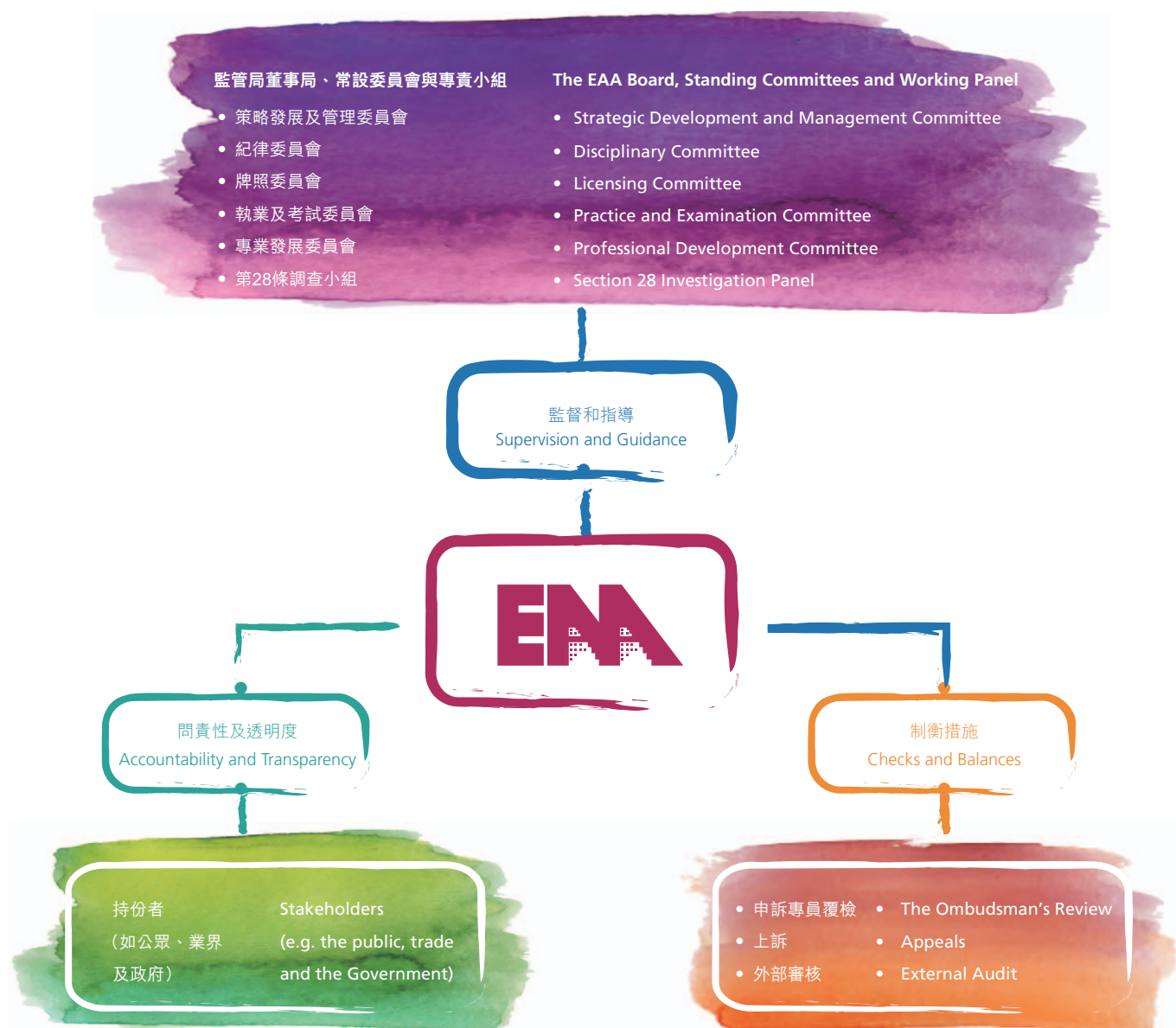
To enhance public trust in the EAA and for the best interests of its stakeholders, the EAA spares no effort in taking corporate governance to a higher level and reaching a high standard of integrity, impartiality, accountability and transparency when discharging its duties under the Estate Agents Ordinance ("EAO").

機構管治框架

Governance Framework

機構管治架構

Governance structure





監管局董事局及其組成

董事局

董事局是監管局的最高決策組織，負責制定監管局整體策略方向及政策，例如制定及通過機構發展計劃、年度工作計劃、年度預算案，以及負責管理及監察監管局行政部門的表現。

董事局的組成

《地產代理條例》對監管局董事局的組成有所訂明。董事局設有正、副主席各一名及不多於18名普通成員。成員來自社會上不同界別，包括地產代理行業和運輸及房屋局。董事局成員的任期固定，由香港特別行政區行政長官決定及委任。行政部門會向新任董事局成員提供簡報及一套資料，以便其熟悉監管局的工作。

董事局成員來自多元化背景，並擁有不同的知識、經驗及專業，包括來自地產代理、商業、法律、測量、金融、會計及學術界別等，為董事局帶來專業見解以及獨立觀點。來自地產代理業內及業外的成員組合，亦能為董事局在制定各項政策及措施時，帶來更平衡和全面的觀點。有關現任董事局成員的姓名及詳細資料詳載於本年報的下一個章節。

監管局的主席及行政總裁職位由不同人士出任，各司其職。主席負責領導董事局執行《地產代理條例》，制定監管局策略及政策；而行政總裁則是領導行政部門，負責執行董事局的決定，並負責管理局方各項日常事務。

The EAA Board and composition

The Board

The highest decision-making authority of the EAA is the Board. It sets the overall strategic direction and policies of the EAA, such as considering and endorsing its corporate plan, annual work plan and annual budget. It also supervises and monitors the performance of the EAA Administration.

Board composition

The constitution of the EAA Board is stipulated by the EAO. The EAA Board consists of a Chairman, a Vice-chairman, and not more than 18 ordinary members from different sectors of the community, including the estate agency sector and the Transport and Housing Bureau. All Board members are determined and appointed for a fixed term by the Chief Executive of the Hong Kong Special Administrative Region. After appointment, new Board members will be provided with briefings and information packages by the EAA Administration to familiarise themselves with the work of the EAA.

Board members come from varied backgrounds with diverse knowledge, experience and expertise, including the sectors of real estate agency, business, legal, surveying, finance, accounting professions and academia. They bring to the Board their own wisdom and independent perspectives. The combination of members from within and outside the estate agency trade also provides the Board with a more balanced and holistic view when setting policies and identifying measures. The names and details of all current Board members are listed in the next section of this report.

The positions of Chairman and Chief Executive Officer (“CEO”) of the EAA are held by different persons and their roles are segregated. The Chairman is responsible for leading the Board in enforcing the EAO, setting strategies and policies for the EAA, while the CEO is the head of the EAA Administration responsible for executing the decisions of the Board and administering everyday business and affairs of the EAA.



董事局成員 Board membership

主席 CHAIRMAN



梁永祥教授 SBS 太平紳士

WeLab 虛擬銀行執行董事及行政總裁

- 僱員再培訓局主席
(至 2019 年 3 月 31 日)
- 團結香港基金顧問
- 香港創意藝術中心有限公司董事局主席
- 人力發展委員會當然成員
(至 2019 年 3 月 31 日)
- 扶貧委員會增補委員(青年教育、就業和培訓專責小組)(至 2018 年 6 月 30 日)
- 仁愛堂諮議局委員

Professor William LEUNG Wing-cheung, SBS, JP

Executive Director and Chief Executive, WeLab Virtual Bank

- Chairman, Employees Retraining Board
(Up to 31 March 2019)
- Advisor, Our Hong Kong Foundation
- Chairman, Governing Board of Hong Kong Creative Arts Centre Limited
- Ex-officio Member, Manpower Development Committee
(Up to 31 March 2019)
- Co-opted Member, Youth Education, Employment and Training Task Force of the Commission on Poverty
(Up to 30 June 2018)
- Member, Advisory Board of Yan Oi Tong

副主席 VICE-CHAIRMAN



廖玉玲女士 太平紳士

大律師

- 牌照上訴委員會主席
- 稅務上訴委員會副主席
- 行政上訴委員會副主席
- 香港大律師公會調解委員會主席
- 旅行代理商諮詢委員會委員
- 香港貿易發展局專業諮詢服務委員會委員

Ms Elaine LIU Yuk-ling, JP

Barrister-at-law

- Chairman, Licensing Appeals Board
- Deputy Chairman, Board of Review
(Inland Revenue Ordinance)
- Deputy Chairman, Administrative Appeals Board
- Chairman, Committee on Mediation of Hong Kong Bar Association
- Member, Advisory Committee on Travel Agents
- Member, Professional Services Advisory Committee of Hong Kong Trade Development Council



會員 MEMBERS



張呂寶兒太平紳士

郭葉陳律師事務所顧問律師
(2019年6月1日起)
眾達國際法律事務所顧問律師
(至2019年5月31日)

- 律師紀律審裁團成員
- 上訴審裁團(建築物)主席
- 上訴委員會(房屋)成員
(至2019年3月31日)
- 上訴委員會(房屋)主席
(2019年4月1日起)
- 漁民特惠津貼上訴委員會
(禁拖措施)主席
- 人事登記審裁處審裁員(2008-14)
- 獨立監察警方處理投訴委員會觀
察員(2019年4月1日起)

Mrs Peggy CHEUNG Po-ye, JP

Consultant of Kwok, Yih & Chan
(From 1 June 2019)
Of Counsel, Jones Day International
Law Firm (Up to 31 May 2019)

- Member, Solicitors Disciplinary
Tribunal Panel
- Chairman, Appeal Tribunal Panel
(Buildings)
- Member, Appeal Panel (Housing)
(Up to 31 March 2019)
- Chairman, Appeal Panel (Housing)
(from 1 April 2019)
- Chairman, Fishermen Claims
Appeal Board (Trawl Ban)
- Adjudicator, Registration of
Persons Tribunal (2008-14)
- Observer, Independent Police
Complaints Council
(from 1 April 2019)



戴敏娜女士

安永會計師事務所資深顧問
(亞太區金融服務監管事務)

- 私人財富管理公會白皮書顧問
委員會會員
- 融幼社董事局成員

Ms Meena DATWANI

Senior Advisor (Financial Services
Regulatory Affairs), Ernst & Young

- Member, White Paper Advisory
Council, Private Wealth
Management Association
- Board Member, Pathfinders



許智文教授 MH

香港理工大學教授

- 市區重建局非執行董事
- 香港房屋協會監事會成員
- 物業管理服務監管局成員
- 證券及期貨事務監察委員會房
地產投資信託委員會委員
- 香港測量師學會研究委員會主
席
- 上訴審裁團(建築物)成員

Professor Eddie HUI Chi-man, MH

Professor, The Hong Kong
Polytechnic University

- Non-Executive Director, Urban
Renewal Authority
- Member, Supervisory Board,
Hong Kong Housing Society
- Member, The Property
Management Services
Authority
- Member, Committee on
Real Estate Investment
Trusts, Securities and Futures
Commission
- Chairman, Research
Committee of Hong Kong
Institute of Surveyors
- Member, Appeal Tribunal
Panel (Buildings)



成員 MEMBERS



藍德業資深大律師

德輔大律師事務所資深大律師

- 高等法院暫委法官 (2017-18)
- 保險事務上訴審裁處主席
- 上訴審裁團(建築物)主席
- 獨立監察警方處理投訴委員會委員兼法律事務委員會主席
- 行政上訴委員會副主席
- 證券及期貨事務監察委員會紀律研訊主席委員會委員

Mr Douglas LAM Tak-yip, SC

Senior Counsel, Des Voeux Chambers

- Deputy Judge, the High Court (2017-18)
- Chairperson, Insurance Appeals Tribunal
- Chairman, Appeal Tribunal Panel (Buildings)
- Member of the Independent Police Complaints Council and Chairman of the Legal Committee
- Deputy Chairman, Administrative Appeals Board
- Member, Disciplinary Chair Committee, Securities and Futures Commission



凌潔心女士

羅兵咸永道會計師事務所前審計合夥人
遊樂互動集團有限公司獨立非執行董事
兼審核委員會主席

- 香港教育大學校董會成員兼審計委員會主席
- 醫院管理局廣華醫院及東華三院黃大仙醫院管治委員會成員
- 上訴委員會(城市規劃)成員
- 香港青年協會理事會委員兼核數委員會成員
- 香港青年旅舍協會行政委員會成員
- 僱員補償援助基金管理局成員 (2006-12)

Ms Imma LING Kit-sum

Retired Assurance Partner,
PricewaterhouseCoopers
Independent Non-executive Director
and Audit Committee Chairperson,
Digital Hollywood Interactive Limited

- Council Member and Audit Committee Chairperson, The Education University of Hong Kong
- Member, Hospital Governance Committee, Kwong Wah Hospital & TWGHs Wong Tai Sin Hospital, Hospital Authority
- Member, Appeal Board Panel (Town Planning)
- Council Member and Audit Committee Member, Hong Kong Federation of Youth Groups
- Executive Committee Member, Hong Kong Youth Hostels Association
- Board Member, HKSAR Employees Compensation Assistance Fund Board (2006-12)



羅孔君太平紳士

大律師

- 學術及職業資歷評審上訴委員會主席
- 保安及護衛業管理委員會主席
- 酷刑聲請上訴委員會委員
- 獨立監察警方處理投訴委員會委員

Ms Jane Curzon LO, JP

Barrister-at-law

- Chairman, Accreditation of Academic and Vocational Qualifications Appeal Board
- Chairman, Security and Guarding Services Industry Authority
- Member, The Torture Claims Appeal Board
- Member, Independent Police Complaints Council



成員 MEMBERS



吳啟民先生

世紀 21 香港有限公司行政總裁

- 博愛醫院總理 (1994-95)
- 公益金屋邨籌款委員會聯席主席 (1995-96)

Mr NG Kai-man

Chief Executive Officer, Century 21 Hong Kong Limited

- Director, Pok Oi Hospital (1994-95)
- Co-chairman, Community Chest Estates for the Chest Committee (1995-96)



黃永光太平紳士

信和集團副主席

- 第十三屆中國人民政治協商會議北京市委員會委員
- 大灣區共同家園青年公益基金主席
- 世界自然 (香港) 基金會理事
- 聯合國兒童基金香港委員會委員
- 香港公益金董事
- 香港聖公會福利協會有限公司執行委員會委員

Mr Daryl NG Win-kong, JP

Deputy Chairman of Sino Group

- Member, The 13th Beijing Municipal Committee of the Chinese People's Political Consultative Conference
- Chairman, Greater Area Bay Homeland Youth Community Foundation
- Member, World Wide Fund for Nature Hong Kong Trustee
- Member, Hong Kong Committee for UNICEF Council
- Director, The Community Chest of Hong Kong
- Member of the Executive Committee, Hong Kong Sheng Kung Hui Welfare Council Limited



蕭澤宇 BBS 太平紳士

希仕廷律師行合夥人

- 環境影響評估上訴委員會主席
- 香港特別行政區護照上訴委員會副主席
- 審核委員會 (電影檢查) 主席
- 酷刑聲請上訴委員會委員
- 上訴委員會 (房屋) 主席 (2007-13)
- 上訴委員團 (城市規劃) 委員 (2013-17)

Mr Simon SIU Chak-yu, BBS, JP

Partner, Hastings & Co.

- Chairman, Environmental Impact Assessment Appeal Board Panel
- Deputy Chairman, HKSAR Passports Appeal Board
- Chairman, Board of Review (Film Censorship)
- Member, The Torture Claims Appeal Board
- Chairman, Appeal Panel (Housing) (2007-13)
- Member, Appeal Board Panel (Town Planning) (2013-17)



成員 MEMBERS



謝順禮先生

嘉威物業代理有限公司行政總裁
嘉興地產有限公司行政總裁

- 香港地產代理商總會榮譽主席
- 香港地產代理商總會主席 (2015-19)
- 職業安全健康局文職及專業服務業安全及健康委員會委員 (2013-19)
- 河畔花園業主立案法團主席

Mr Calvin TSE Shun-lai

CEO, Ka Wai Property Agency Co. Ltd.
CEO, Ka Hing Properties Co. Ltd.

- Honorary Chairman, Hong Kong Real Estate Agencies General Association
- Chairman, Hong Kong Real Estate Agencies General Association (2015-19)
- Member, Sedentary and Professional Services Safety and Health Committee, Occupational Safety & Health Council (2013-19)
- Chairman, Incorporated Owners of Garden Rivera



謝小玲女士

中國銀行(香港)有限公司工商金融部總經理

- 香港出口信用保險局諮詢委員會成員
- 僱員再培訓局委員
- 保險事務上訴審裁處成員

Ms Phoebe TSE Siu-ling

General Manager, Commercial Banking Department, Bank of China (Hong Kong) Limited

- Member, the Hong Kong Export Credit Insurance Corporation Advisory Board
- Member, Employees Retraining Board
- Member, Insurance Appeals Tribunal



汪敦敬博士 MH

祥益地產代理有限公司總裁

- 香港專業地產顧問商會榮譽會長
- 僱員再培訓局「地產代理業行業諮詢網絡」召集人
- 社會福利署屯門地區福利協調機制委員
- 屯門各界協會首席副會長
- 屯門區少年警訊名譽會長會副主席

Dr Lawrence WONG Dun-king, MH

President, Many Wells Property Agent Limited

- Honorary President, Hong Kong Chamber of Professional Property Consultants Limited
- Convenor, Real Estate Agency, Industry Consultative Networks, Employees Retraining Board
- Member, Tuen Mun District Coordination Mechanism, Social Welfare Department
- Vice-President of The Federation of Tuen Mun Association
- Vice-President of Tuen Mun District JPC Honorary President Council



成員 MEMBERS



黃鳳嫻女士

消費者委員會總幹事

- 消費者訴訟基金管理委員會當然成員
- 旅遊代理商諮詢委員會委員
- 香港金融管理局接受存款公司諮詢委員會委員
- 旅遊業賠償基金管理委員會委員
- 降低食物中鹽和糖委員會委員
- 防控非傳染病督導委員會委員

Ms Gilly WONG Fung-han

Chief Executive, Consumer Council

- Ex Officio Member, Management Committee of the Consumer Legal Action Fund
- Member, Advisory Committee on Travel Agents
- Member, Deposit-taking Companies Advisory Committee, Hong Kong Monetary Authority
- Member, Travel Industry Compensation Fund Management Board
- Member, Committee on Reduction of Salt and Sugar in Food
- Member, Steering Committee on Prevention and Control of Non-communicable Diseases



黃光耀先生

會德豐有限公司執行董事
會德豐地產(香港)有限公司常務董事

- 民政事務局社會企業諮詢委員會當然委員
- 民政事務總署「伙伴倡自強」社區協作計劃諮詢委員會主席
- 香港綠色建築議會董事會成員
- 香港僱主聯合會理事會會員
- 英國皇家特許測量師學會資深會員

Mr Ricky WONG Kwong-yiu

Executive Director, Wheelock and Company Limited
Managing Director, Wheelock Properties (HK) Limited

- Ex-officio member of the Social Enterprise Advisory Committee of Home Affairs Bureau
- Chairman, Advisory Committee on Enhancing Self-Reliance Through District Partnership Programme, Home Affairs Department
- Director, Hong Kong Green Building Council
- General Committee Member, Employers' Federation of Hong Kong
- Fellow Member, Royal Institution of Chartered Surveyors



黃偉雄先生 MH

中原地產代理有限公司亞太區主席兼行政總裁

- 中原慈善基金有限公司主席
- 愛心力量中原慈善基金洗腎中心榮譽主席及董事
- 香港專業及資深行政人員協會常務副會長
- 香港貿發局基建發展服務諮詢委員會委員
- 教育局教育人員專業操守議會成員
- 個人資料(私隱)諮詢委員會成員

Mr Addy WONG Wai-hung, MH

Chairman and Chief Executive Officer – Asia Pacific, Centaline Property Agency Ltd

- Chairman, Centaline Charity Fund Limited
- Hon. Chairman & Councillor, POLCCF Dialysis Centre
- Deputy President, Hong Kong Professionals and Senior Executives Association
- Member, Infrastructure Development Advisory Committee, Hong Kong Trade Development Council
- Member, Council on Professional Conduct in Education, Education Bureau
- Member, Personal Data (Privacy) Advisory Committee



成員 MEMBERS



余雅芳女士

安永諮詢服務有限公司合伙人

- 香港房屋委員會審計附屬小組委員會委員
- 漁業發展貸款基金顧問委員會成員
- 漁農自然護理署「內地過港漁工計劃」工作小組委員
- 獨立監察警方處理投訴委員會觀察員
- 促進港台交流活動資助計劃評審委員會成員

Ms Avon YUE Nga-fong

Partner, Ernst & Young Advisory Services Limited

- Member, Audit Sub Committee of Housing Authority
- Member, Fisheries Development Loan Fund Advisory Committee
- Member, Mainland Fishermen Deckhands Scheme
- Observer, Independent Police Complaints Council
- Member, Assessment Committee of Exchanges with Taiwan Funding Scheme



梁悅賢太平紳士

運輸及房屋局副秘書長(房屋)
(運輸及房屋局常任秘書長(房屋)
代表)

Ms Esther LEUNG Yuet-yin, JP

Deputy Secretary for Transport and Housing (Housing)
(Representative of Permanent Secretary for Transport and Housing (Housing))



卸任成員(2018年10月31日卸任)

Retired Members (Retired on 31 October 2018)



鄒廣榮教授
Professor CHAU Kwong-wing



張國鈞議員太平紳士
The Honorable Horace CHEUNG Kwok-kwan, JP



司徒惠貞女士
Ms Anna SETO Wai-ching



余惠偉太平紳士
Mr YU Wai-wai, JP



委員會及專責小組

董事局以下設有五個常設委員會和一個專責小組，負責處理監管局不同範疇的工作。每個委員會須有最少三名成員，委員會所有成員皆由監管局董事局委任。

董事局亦可不時就處理特別事宜成立專責小組及工作小組，有需要時，亦可委任非監管局成員的其他人士（即董事局委任成員）參與委員會、專責小組或工作小組的工作。例如，董事局成立了第28條調查小組，負責監察《地產代理條例》第28條規定之調查權力的使用情況。該小組僅在需要時舉行會議。該小組在2018/19年度並無召開會議。

由2018年11月1日起，前財務及策略發展委員會易名為策略發展及管理委員會，而其職權範圍亦有部分改動，包括加入職權以協調其他委員會的不同審議和活動，以達至監管局的策略目標。

2018/19年度監管局常設委員會及專責小組載列於下一個章節。

職權範圍及成員名單

財務及策略發展委員會（至2018年10月31日）

職權範圍：

1. 研究具有長遠性影響的策略性議題以備提交監管局董事局審議。
2. 審核重要的財政議題－特別是賬目報表初稿、委任外部核數師、員工開支對監管局財政狀況的影響、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董事局審議。

Committees and panel

There are five standing committees and one working panel under the EAA Board to oversee the various aspects of the EAA's work. All committees shall consist of at least three members. All committee members are appointed by the EAA Board.

The EAA Board may also set up panels and work groups to deal with particular issues from time to time. When necessary, the EAA may also appoint other persons (i.e. Board-appointed members) who are not members of the EAA Board to the committees, panels or work groups. For example, a Section 28 Investigation Panel was set up to monitor the use of the investigative powers under section 28 of the EAO. This Panel will only meet on a need basis. In 2018/19, there was no meeting held.

From 1 November 2018, the former Finance and Strategic Development Committee was renamed as Strategic Development and Management Committee, with certain changes made to its terms of reference including the inclusion of a power to align the different deliberations and activities of other committees with a view to achieving the strategic goals of the EAA.

Terms of reference of the standing committees and working panel of the EAA in 2018/19, are listed in the following section.

Terms of reference and membership

Finance and Strategic Development Committee (Till 31 October 2018)

Terms of Reference:

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, draft statements of accounts, appointment of external auditor, staff cost implications, budgetary matters, long-term financial planning and asset management, and to make recommendations to the Board for consideration.



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| <p>3. 監督人力資源管理事宜，並審視及批核編制架構和重組安排、人力規劃，以及人力資源政策和程序的制訂。</p> | <p>3. To oversee human resources management and to review and approve establishment structure, reorganisation, manpower planning and development of human resources policies and procedures.</p> |
| <p>4. 研究重要的人力資源管理議題－尤其薪酬架構、薪酬和津貼政策，以及監管局員工（包括行政總裁和總監）的聘用條款和條件，並將建議提交監管局董事局審議。</p> | <p>4. To examine issues of major significance in human resources management, in particular, the pay structure, remuneration and allowance policies and terms and conditions of employment of the EAA employees (including the CEO and Directors), and to make recommendations to the Board for consideration.</p> |
| <p>5. 根據監管局主席的指示，審視及檢討行政總裁和總監的工作表現，以確定是否聘用、延長試用期、晉升、解僱、終止或繼續聘用，或其他與聘用相關事宜，以及確定是否批出按表現發放的獎賞，並將建議提交監管局董事局審議。</p> | <p>5. At the direction of the Chairman, to review and evaluate the performance of the CEO and Directors for the purpose of confirmation of appointment, extension of probation, promotion, dismissal, termination or renewal of employment or other employment related issues and the granting of any performance-linked awards, and to make recommendations to the Board for consideration.</p> |
| <p>6. 審視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董事局審議。</p> | <p>6. To review and endorse the annual work plan and budget prepared by the Administration and to recommend the same to the Board for consideration.</p> |
| <p>7. 就監管局資金的投資事宜制定指引並向監管局董事局提交建議。</p> | <p>7. To devise guidelines for and make recommendations to the Board on the investment of the EAA monies.</p> |
| <p>8. 留意業界及公眾人士對監管局的規例及政策的反應，並據此向監管局董事局及／或有關委員會建議適當對策。</p> | <p>8. 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.</p> |
| <p>9. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。</p> | <p>9. To set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.</p> |
| <p>10. 執行由監管局董事局授權處理的工作。</p> | <p>10. To perform such other tasks as the Board may from time to time delegate.</p> |



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| <p>11. 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。</p> | <p>11. 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.</p> |
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成員 Membership:		
主席 Chairman:	梁永祥教授 SBS 太平紳士	Professor William LEUNG Wing-cheung, SBS, JP
成員 Members:	張國鈞議員 太平紳士	The Honorable Horace CHEUNG Kwok-kwan, JP
	廖玉玲 太平紳士	Ms Elaine LIU Yuk-ling, JP
	羅孔君 太平紳士	Ms Jane Curzon LO, JP
	黃鳳嫻女士	Ms Gilly WONG Fung-han
	余惠偉 太平紳士	Mr YU Wai-wai, JP
	運輸及房屋局常任秘書長(房屋)或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative

策略發展及管理委員會 (自 2018 年 11 月 1 日起)

職權範圍：

- 研究具有長遠性影響的策略性議題以備提交監管局董事局審議。
- 協調監管局的各常設委員會和／或工作小組／專責小組的工作和決定，以達至共同目標和解決其各自職能有關的或因履行其各自職能而可能引起的分歧(如有)。
- 監察業界及公眾人士對監管局的規例、政策及措施的反應，並據此向監管局董事局及／或相關常設委員會建議適當行動。

Strategic Development and Management Committee (Since 1 November 2018)

Terms of Reference:

- To consider strategic issues of long-term significance, in preparation for consideration by the Board.
- To align the work and decisions of the various standing committees and/or work groups/panels of the EAA with a view to achieving common goals and resolving divergences (if any) which may arise in connection with or out of the carrying out of their respective functions.
- To monitor trade and community response to the EAA regulations, policies and measures and, on such basis, recommend appropriate actions to the Board and/or the standing committees for consideration.



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| <p>4. 審核重要的財政議題－特別是賬目報表初稿、委任外部核數師、員工開支對監管局財政狀況的影響、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董事局審議。</p> | <p>4. To examine issues of major financial significance, in particular, draft statements of accounts, appointment of external auditor, staff cost implications, budgetary matters, long-term financial planning and asset management, and to make recommendations to the Board for consideration.</p> |
| <p>5. 審視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董事局審議。</p> | <p>5. To review and endorse the annual work plan and budget prepared by the Administration and to recommend the same to the Board for consideration.</p> |
| <p>6. 就監管局資金的投資事宜制定指引並向監管局董事局提交建議。</p> | <p>6. To devise guidelines for and make recommendations to the Board on the investment of the EAA monies.</p> |
| <p>7. 研究重要的人力資源管理議題－尤其薪酬架構、薪酬和津貼政策，以及監管局員工（包括行政總裁和總監）的聘用條款和條件，並將建議提交監管局董事局審議。</p> | <p>7. To examine issues of major significance in human resources management, in particular, the pay structure, remuneration and allowance policies and terms and conditions of employment of the EAA employees (including the Chief Executive Officer and Directors), and to make recommendations to the Board for consideration.</p> |
| <p>8. 審視及批核編制架構和重組安排、人力規劃，以及人力資源政策和程序的制訂。</p> | <p>8. To review and approve establishment structure, reorganisation, manpower planning and development of human resources policies and procedures.</p> |
| <p>9. 根據監管局主席的指示，審視及檢討行政總裁和總監的工作表現，以確定是否聘用、延長試用期、晉升、解僱、終止或繼續聘用，或其他與聘用相關事宜，以及確定是否批出按表現發放的獎賞，並將建議提交監管局董事局審議。</p> | <p>9. At the direction of the Chairman, to review and evaluate the performance of the Chief Executive Officer and Directors for the purpose of confirmation of appointment, extension of probation, promotion, dismissal, termination or renewal of employment or other employment related issues and the granting of any performance-linked awards, and to make recommendations to the Board for consideration.</p> |
| <p>10. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。</p> | <p>10. To set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.</p> |



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| <p>11. 執行由監管局董事局授權處理的工作。</p> <p>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。</p> | <p>11. To perform such other tasks as the Board may from time to time delegate.</p> <p>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.</p> |
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成員 Membership:

主席 Chairman:	梁永祥教授 SBS 太平紳士	Professor William LEUNG Wing-cheung, SBS, JP
成員 Members:	凌潔心女士	Ms Imma LING Kit-sum
	廖玉玲太平紳士	Ms Elaine LIU Yuk-ling, JP
	羅孔君太平紳士	Ms Jane Curzon LO, JP
	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
	黃鳳嫻女士	Ms Gilly WONG Fung-han
	運輸及房屋局常任秘書長(房屋)或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative

紀律委員會

職權範圍：

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| <p>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。</p> <p>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)條由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。</p> <p>3. 接受及查究涉及持牌地產代理或營業員的投訴，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。</p> | <h4>Disciplinary Committee</h4> <p><i>Terms of Reference:</i></p> <p>1. To draw up guidelines and procedures to ensure consistency and fairness in handling disciplinary cases.</p> <p>2. To receive, consider and inquire into complaints as mentioned in section 29(1) of the EAO and submissions by the CEO as mentioned in section 29(2) of the EAO that are referred by the EAA to the Committee, and to conduct such inquiry as the Committee may think fit after having considered such complaints and submissions.</p> <p>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.</p> |
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| <p>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條調查小組轉介），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。</p> | <p>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.</p> |
| <p>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。</p> | <p>5. To exercise any of the disciplinary powers provided under section 30 of the EAO as the Committee considers appropriate.</p> |
| <p>6. 在牌照上附加委員會認為適當的條件。</p> | <p>6. To attach to licences such conditions as the Committee may consider appropriate.</p> |
| <p>7. 視乎情況將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。</p> | <p>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.</p> |
| <p>8. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。</p> | <p>8. To set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.</p> |
| <p>9. 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。</p> | <p>9. 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.</p> |



成員(至2018年10月31日):

Membership (Till 31 October 2018):

主席 Chairman:	廖玉玲太平紳士	Ms Elaine LIU Yuk-ling, JP
成員 Members:	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	羅孔君太平紳士	Ms Jane Curzon LO, JP
	吳啟民先生	Mr NG Kai-man
	司徒惠貞女士	Ms Anna SETO Wai-ching
	謝順禮先生	Mr Calvin TSE Shun-lai
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	余雅芳女士	Ms Avon YUE Nga-fong
	張麗珍女士	Ms Winnie CHEUNG Lai-chun
委任成員 Board-appointed members:	江玉歡女士	Ms Doreen KONG Yuk-foon
	郭昶先生	Mr Anthony KWOK Chong
	黎斯維先生	Mr Alex LAI Sze-wai
	李曉華女士	Ms Sylvia LEE
	廖志明先生	Mr LIU Chi-ming
	葉慕貞女士	Ms Jessica YIP Mo-ching



成員(自 2018 年 11 月 1 日起)：

Membership (Since 1 November 2018):

主席 Chairman:	廖玉玲太平紳士	Mrs Elaine LIU Yuk-ling, JP
成員 Members:	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	戴敏娜女士	Ms Meena DATWANI
	許智文教授 MH	Professor Eddie HUI Chi-man, MH
	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	羅孔君太平紳士	Ms Jane Curzon LO, JP
	吳啟民先生	Mr NG Kai-man
	黃永光太平紳士	Mr Daryl NG Win-kong, JP
	謝順禮先生	Mr Calvin TSE Shun-lai
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	余雅芳女士	Ms Avon YUE Nga-fong
委任成員 Board-appointed members:	郭昶先生	Mr Anthony KWOK Chong
	黎斯維先生	Mr Alex LAI Sze-wai
	李曉華女士	Ms Sylvia LEE
	廖志明先生	Mr LIU Chi-ming
	潘志豪先生	Mr Philip POON Chi-ho
	王興偉先生	Mr Newman WONG
	葉慕貞女士	Ms Jessica YIP Mo-ching



牌照委員會

職權範圍：

1. 研究及建議地產代理及營業員之發牌規定。
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，並向符合發牌條件的申請人發出或續發有關牌照／營業詳情說明書。
4. 審閱提交予委員會之牌照／營業詳情說明書申請，若認為適當，可批准或拒絕申請。
5. 行使及執行《地產代理條例》第17、23、24、25及27條及《地產代理（發牌）規例》第9條訂明監管局的任何職能和權力。
6. 制定有關發牌事項的政策。
7. 檢討及建議牌照費用及監管局各類服務之收費幅度。
8. 研究及設計與發牌事項有關的表格及文件。
9. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。
10. 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。

Licensing Committee

Terms of Reference:

1. To consider and recommend licensing requirements for estate agents and 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/statements of particulars of business ("SPOBs") and to grant or renew 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.
5. To exercise and perform any and such of the EAA's functions and powers under sections 17, 23, 24, 25 and 27 of the EAO and section 9 of the Estate Agents (Licensing) Regulation.
6. To set policies relating to licensing matters.
7. To review and make recommendations on the scale of licence fees and charges for services provided by the EAA.
8. To consider and design the relevant forms and related documents pertaining to licensing matters.
9. To set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.
10. 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.



成員(至 2018 年 10 月 31 日) :

Membership (Till 31 October 2018):

主席 Chairman:	羅孔君太平紳士	Ms Jane Curzon LO, JP
成員 Members:	鄒廣榮教授	Professor CHAU Kwong-wing
	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	凌潔心女士	Ms Imma LING Kit-sum
	謝順禮先生	Mr Calvin TSE Shun-lai
	謝小玲女士	Ms Phoebe TSE Siu-ling
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	余雅芳女士	Ms Avon YUE Nga-fong
委任成員 Board-appointed members:	廖志明先生	Mr LIU Chi-ming
	蕭亮鴻測量師	Sr Keith SIU Leung-hung
	張玉雲女士(消費者委員會代表)	Representative of the Consumer Council – Ms Winnie CHEUNG Yuk-wan

成員(自 2018 年 11 月 1 日起) :

Membership (Since 1 November 2018):

主席 Chairman:	羅孔君太平紳士	Ms Jane Curzon LO, JP
成員 Members:	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	許智文教授 MH	Professor Eddie HUI Chi-man, MH
	謝順禮先生	Mr Calvin TSE Shun-lai
	謝小玲女士	Ms Phoebe TSE Siu-ling
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	余雅芳女士	Ms Avon YUE Nga-fong
委任成員 Board-appointed members:	廖志明先生	Mr LIU Chi-ming
	蕭亮鴻測量師	Sr Keith SIU Leung-hung
	張玉雲女士(消費者委員會代表)	Representative of the Consumer Council – Ms Winnie CHEUNG Yuk-wan



執業及考試委員會

職權範圍：

1. 制訂、檢討及修訂操守守則，規管地產代理行業的操守及執業方式。
2. 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。
3. 不時考慮及檢討地產代理行業的執業手法，並制訂或研究關於地產代理工作的執業通告或指引。
4. 監察業界遵行《地產代理條例》及其附屬法例、《操守守則》、執業通告或其他指引的情況；並聯絡業界，共同研究提升執業水準及服務質素的方法。
5. 制訂地產代理和營業員資格考試的範圍及費用。
6. 為資格考試的執行工作制訂準則。
7. 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。
8. 檢討及釐定資格考試及其各個部分（如適用）的合格分數和優異分數。
9. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。

Practice and Examination Committee

Terms of Reference:

1. To draw up, review and revise code(s) of ethics governing the conduct and practice of the estate agency trade.
2. To review and make recommendations on the regulations under the EAO relating to the practice and operation of estate agents.
3. To consider and review practices within the trade and prepare or consider practice circulars or other guidelines on various aspects of estate agency work from time to time.
4. To monitor compliance of the EAO and its subsidiary legislations, code(s) of ethics, practice circulars or other guidelines; and to liaise with the trade on ways to improve the standard of practice and quality of service.
5. To determine the syllabi and fees for the qualifying examinations for estate agents and salespersons.
6. To set the parameters for the administration of the qualifying examinations.
7. 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.
8. To review and determine the pass marks and commendation marks for the qualifying examinations and, where appropriate, those for each part thereof.
9. To set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.



10. 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。
10. 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.

成員(至 2018 年 10 月 31 日)：

Membership (Till 31 October 2018):

主席 Chairman:	張國鈞議員太平紳士	The Honorable Horace CHEUNG Kwok-kwan, JP
副主席 Vice-chairman:	黃鳳嫻女士	Ms Gilly WONG Fung-han
成員 Members:	鄒廣榮教授	Professor CHAU Kwong-wing
	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	凌潔心女士	Ms Imma LING Kit-sum
	吳啟民先生	Mr NG Kai-man
	司徒惠貞女士	Ms Anna SETO Wai-ching
	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
	謝順禮先生	Mr Calvin TSE Shun-lai
	謝小玲女士	Ms Phoebe TSE Siu-ling
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	運輸及房屋局常任秘書長(房屋)或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative
委任成員 Board-appointed members:	陳永傑先生	Mr Louis CHAN Wing-kit
	李志成先生	Mr Richard LEE Chi-shing
	李景亮先生	Mr LEE King-leong



成員（自 2018 年 11 月 1 日起）：

Membership (Since 1 November 2018):

主席 Chairman:	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
副主席 Vice-chairman:	黃鳳嫻女士	Ms Gilly WONG Fung-han
成員 Members:	張呂寶兒太平紳士	Mrs Peggy CHEUNG Po-yee, JP
	戴敏娜女士	Ms Meena DATWANI
	許智文教授 MH	Professor Eddie HUI Chi-man, MH
	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	凌潔心女士	Ms Imma LING Kit-sum
	吳啟民先生	Mr NG Kai-man
	黃永光太平紳士	Mr Daryl NG Win-kong, JP
	謝順禮先生	Mr Calvin TSE Shun-lai
	謝小玲女士	Ms Phoebe TSE Siu-ling
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	黃光耀先生	Mr Ricky WONG Kwong-yiu
	黃偉雄先生 MH	Mr Addy WONG Wai-hung, MH
	運輸及房屋局常任秘書長（房屋）或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative
委任成員 Board-appointed members:	陳永傑先生	Mr Louis CHAN Wing-kit
	李志成先生	Mr Richard LEE Chi-shing
	李景亮先生	Mr Paul LEE King-leong
	黃漢成先生	Mr Daniel WONG Hon-shing



專業發展委員會

職權範圍：

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. 訂立分配合規及有效管理及全面提升發展科目活動的指引；
 - 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的持續專業進修計劃；及
 - e. 監察持續專業進修計劃的成效，並向監管局董事局提交適當建議。
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. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。
5. 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。

Professional Development Committee

Terms of Reference:

1. To examine the training needs and design appropriate training programmes to raise the competence of licensees.
2. To oversee the implementation of the Continuing Professional Development ("CPD") Scheme including–
 - a. conducting periodic reviews on its focus, scope and requirements;
 - b. determining guidelines for assigning Compliance and Effective Management and All-round Advancement 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 CPD 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 set up a task force as may from time to time be directed by the Committee Chairman, comprising any member(s) of the Committee, to carry out such tasks as the Committee Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.
5. 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.



成員(至 2018 年 10 月 31 日)：

Membership (Till 31 October 2018):

主席 Chairman:	余惠偉太平紳士	Mr YU Wai-wai, JP
成員 Members:	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	凌潔心女士	Ms Imma LING Kit-sum
	吳啟民先生	Mr NG Kai-man
	司徒惠貞女士	Ms Anna SETO Wai-ching
	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
	謝小玲女士	Ms Phoebe TSE Siu-ling
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	運輸及房屋局常任秘書長(房屋)或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative
委任成員 Board-appointed members:	葉國雄先生	Mr Ivan IP Kwok-hung
	郭昶先生	Mr Anthony KWOK Chong
	鄭子文博士	Dr KWONG Tsz-man
	袁海星博士	Dr Horace YUEN Hoi-sing
	梁劍衡先生(職業訓練局代表)	Representative of Vocational Training Council – Mr Leslie LEUNG Kim-hang



成員(自2018年11月1日起):

Membership (Since 1 November 2018):

主席 Chairman:	凌潔心女士	Ms Imma LING Kit-sum
成員 Members:	戴敏娜女士	Ms Meena DATWANI
	藍德業資深大律師	Mr Douglas LAM Tak-yip, SC
	吳啟民先生	Mr NG Kai-man
	黃永光太平紳士	Mr Daryl NG Win-kong, JP
	謝小玲女士	Ms Phoebe TSE Siu-ling
	汪敦敬博士 MH	Dr Lawrance WONG Dun-king, MH
	運輸及房屋局常任秘書長(房屋)或其代表	Permanent Secretary for Transport and Housing (Housing) or his representative
委任成員 Board-appointed members:	蔡鴻達博士	Dr Lennon H.T. CHOY
	葉國雄先生	Mr Ivan IP Kwok-hung
	郭昶先生	Mr Anthony KWOK Chong
	梁劍衡先生(職業訓練局代表)	Representative of Vocational Training Council – Mr Leslie LEUNG Kim-hang



第28條調查小組¹

職權範圍：

1. 就如何選取需要根據《地產代理條例》第28條展開調查的個案制定指引和程序。
2. 監督根據《地產代理條例》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《地產代理條例》第28條進行調查的懷疑或涉嫌違反或沒有遵守《地產代理條例》的規定或其他條文的個案所呈交的報告和建議。
4. 根據《地產代理條例》第28條委任調查員，展開小組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《地產代理條例》第28條小組委任的調查員所提交的報告和建議。
6. 如調查員建議小組該考慮行使《地產代理條例》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. 不時按委員會主席指引成立一個由委員會成員組成的工作小組，以執行委員會主席所委派的工作，審議小組的工作結果，及適時向董事局提交建議。

¹ 不屬常設委員會，僅在需要時召開會議。該小組在2018/19年度並無召開會議。

Section 28 Investigation Panel¹

Terms of Reference:

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 Panel considers necessary.
5. To receive and consider the reports and recommendations from the investigator appointed by the Panel under section 28 of the EAO.
6. Where the investigator recommends to the Panel 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 set up a task force as may from time to time be directed by the Panel Chairman, comprising any member(s) of the Panel, to carry out such tasks as the Panel Chairman may assign; to deliberate on the findings of the task force; and to make recommendations to the Board for approval as appropriate.

¹ Not a standing committee, meet as and when needed. In 2018/19, there was no meeting held.



- | | |
|---|---|
| <p>8. 如認為需要，就行使《地產代理條例》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。</p> <p>9. 行使及執行《地產代理條例》第28條所訂明的監管局職能和權力。</p> | <p>8. 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 Panel considers necessary.</p> <p>9. To exercise and perform any and such of the EAA's functions and powers as prescribed by section 28 of the EAO.</p> |
|---|---|

成員(至2018年10月31日)：

Membership (Till 31 October 2018):

主席 Chairman:	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
成員 Members:	鄒廣榮教授	Professor CHAU Kwong-wing
	余惠偉太平紳士	Mr YU Wai-wai, JP

成員(自2018年11月1日起)：

Membership (Since 1 November 2018):

主席 Chairman:	蕭澤宇 BBS 太平紳士	Mr Simon SIU Chak-yu, BBS, JP
成員 Members:	謝小玲女士	Ms Phoebe TSE Siu-ling
	余雅芳女士	Ms Avon YUE Nga-fong

會議出席記錄

根據《地產代理條例》，監管局會議的法定人數至少為監管局當時成員人數的一半(包括主席及副主席(不論在場與否))。出席會議的監管局成員各有一票投票權。

Meetings attendance

According to the EAO, the quorum for a meeting of the EAA shall be at least half of the members of the EAA for the time being (including the Chairman and the Vice-chairman whether present or not). Each member of the EAA present at a meeting thereof shall have a vote.



2018/19年度，董事局及常設委員會的會議次數、平均出席率和審議文件數目如下：

In 2018/19, the number of meetings, the average attendance rates and number of papers considered by the EAA Board and standing committees were as follows:

	會議數目 Number of meetings held	平均出席率* Average attendance rate*	經審議的文件數目 Number of papers considered
董事局 The EAA Board	3	78%	33
策略發展及管理委員會** Strategic Development and Management Committee**	2	71%	13
紀律委員會*** Disciplinary Committee***	1	56%	5
牌照委員會 Licensing Committee	5	72%	12
執業及考試委員會 Practice and Examination Committee	1	67%	5
專業發展委員會 Professional Development Committee	0	不適用 N/A	15****

* 委員會出席率包括董事局成員及董事局委任成員。

** 前身為財務及策略發展委員會，於2018年11月1日易名。

*** 除出席會議，紀律委員會的董事局成員及董事局委任成員同時須出席紀律研訊，對涉嫌違反條例的持牌人作出判決。

**** 審議文件以傳閱方式代替會議

* The attendance of committees includes Board members and Board-appointed members.

** Renamed from Finance and Strategic Development Committee on 1 November 2018.

*** In addition to attendance at meetings, Board members and Board-appointed members of the Disciplinary Committee are required to sit at inquiry hearings for the adjudication of suspected non-compliances of the licensees.

**** Papers considered by circulation in lieu of meeting.



誠信與公正

操守標準

監管局堅守以誠信、嚴正態度及公平為原則，為公眾服務。

監管局是《防止賄賂條例》下的公共機構。在該條例下，所有監管局董事局成員及員工均被視為「公職人員」。

作為規管香港地產代理行業的法定機構，監管局致力維持最高質素的服務水平及道德標準。監管局要求全體員工秉持高水平的服務質素及道德標準，以促進並維持公眾的信心。本局員工必須遵守本局的行為守則，當中詳列了基本行為標準，涵蓋保密、利益衝突及利益收受等方面。監管局會向每位入職員工講解有關守則，並將相關文件上載至監管局內聯網供員工隨時參閱。

行政總裁、總監和經理（包括高級經理）的離職後就業限制期分別為一年、六個月及兩個月。同時，包括行政總裁和總監在內的所有員工，均不可於任職監管局期間及離職後兩個月內參加地產代理或營業員資格考試。

Integrity and Impartiality

Standard of conduct

The EAA is fully committed to the principles of honesty, integrity and fair play in the delivery of its services to the public.

The EAA is a public body under the Prevention of Bribery Ordinance. All Board members and employees of the EAA are regarded as “public servants” for the purpose of that ordinance.

As a statutory body tasked with regulating the practice of the estate agency trade in Hong Kong, the EAA strives to maintain the highest possible level of quality service and ethical standards. To promote and maintain public confidence, all EAA staff are required to have a high standard of integrity and conduct. They are required to comply with the EAA's Code of Conduct which sets out in detail the basic standards of conduct in different aspects, including confidentiality, conflicts of interest and acceptance of advantages. All EAA staff are briefed on the Code upon their commencement of duty at the EAA, and may access the document easily at any time through the EAA's intranet.

The post-employment sanitisation period for the CEO, Directors and Managers (including Senior Managers) are respectively one year, six months and two months. There is also a prohibition on all staff, including the CEO and Directors, to take the estate agents or salespersons qualifying examinations during service and within two months after service.



利益披露

為維持公眾對監管局的誠信與公正性的信心，以及避免潛在利益衝突，監管局實施兩層的申報利益制度。所有董事局成員及董事局委任成員獲委任後，必須向監管局申報其利益，並每年更新資料。此外，他們須於監管局所有會議上，申報涉及監管局所審議的任何議題或事宜的利益，以及任何與監管局事務有利益衝突或潛在利益衝突的事情。公眾可要求查閱記錄有關利益申報詳情的登記冊。

此外，監管局所有員工亦須每年申報，有否與一些和監管局有競爭的、或與監管局有業務往來的，或受監管局所監管的業務或機構有任何直接或間接的財務利益關係。

在有關土地和物業的利益方面，所有監管局董事局成員及董事局委任成員均須申報其在香港或海外的任何實益權益，但不包括有關土地或物業的地址詳情。須登記的利益包括：成員名下所持有、或透過其他公司或個人間接持有、或其有權處置、或能從中獲得任何金錢利益的土地或物業。監管局行政部門的管理職級人員亦須遵循類似的規定，申報他們的土地及物業利益。

Disclosure of interest

To foster public confidence in the integrity and impartiality of the EAA, the EAA adopts a two-tier reporting system on declaration of interest as a safeguard against potential conflict of interest. All Board members and Board-appointed members are required to register their interests with the EAA upon their appointment to membership and annually thereafter. They are also required to declare their interests at all EAA meetings in any subject and matter under consideration by the EAA, and any conflict of interest or potential conflict of interest which they may have with the affairs of the EAA. The register of interests is available for public inspection.

In addition, all EAA staff also have to declare annually if they have any direct or indirect financial interest in any company or organisation which competes with the EAA, which the EAA has business dealings with, or which is being regulated by the EAA.

Regarding interests in land and property, all EAA Board members and Board-appointed members are required to declare any such beneficial interests they have in Hong Kong or overseas, without disclosing details of the addresses of such land or property. Registrable interests include land or property owned by a member in his/her name or held indirectly through another company or person. It also includes land or property which a member has a right over its disposition or has any pecuniary interest deriving from it. The managerial staff of the EAA Administration are also required to follow a similar requirement in declaring their interests in land and property.



問責性及透明度

監管局視問責性為機構管治的基本支柱之一，並基於此理念建立本局的架構及管理文化。在現行架構下，董事局須就監管局的整體表現問責。行政部門負責管理監管局的日常業務，並須就其表現向董事局問責。

《機構授權指引》

監管局制定了一套《機構授權指引》來維持高水平的問責性。所有監管局成員、常設委員會、工作／專責小組及全體員工的行為，均必須符合指引的精神及目的，以及獲授權的職權範圍。

查閱資料

為方便公眾取得有關監管局的資料，監管局已任命服務總監為公開資料主任，負責確保本局按照特定程序，妥善處理公眾根據監管局的《公開資料守則》而提出的資料查閱要求。

Accountability and Transparency

The EAA considers accountability one of the fundamental pillars of corporate governance and has built its corporate structure and management culture based on this concept. Under the current structure, the Board is accountable for the overall performance of the EAA. The EAA Administration is responsible for managing the EAA's everyday business and is accountable to the Board for its performance.

Corporate Authorisation Manual

To maintain a high standard of accountability, a *Corporate Authorisation Manual* was formulated for the EAA to provide corporate management authority guidelines. All members of the EAA, standing committees, work groups/panels and all staff must act in compliance with the spirit and intent of the *Manual* and within the scope of authorities therein conferred.

Access to information

To facilitate the public to access information about the EAA, the EAA has designated the Director of Services as the Access to Information Officer who is responsible for ensuring that requests for access to information under the EAA's *Code on Access to Information* are properly dealt with in accordance with specific procedures.



監管局透過大眾媒體、監管局刊物及其網站等不同溝通渠道，向公眾發放有關監管局的工作及措施的資訊。

The public are kept abreast of the EAA's work and initiatives through various communication channels, such as the mass media, EAA publications and its website.



查閱資料申請摘要

Summary of Applications for Access to Information

年度 Year	申請數目 No of Applications	申請結果 Application Outcome	要求資料 Information Requested
2018/19	3	全部接受 All accepted	第三者發出的學歷確認函 Confirmation letter on an education record issued by a third party 申請牌照時遞交的學歷證明文件 Documentary proofs of academic qualifications submitted for licence applications
2017/18	2	全部接受 All accepted	申請牌照遞交的個人資料 Personal Data submitted for licence application 調查和紀律研訊結果 Investigation and inquiry hearing results
2016/17	1	拒絕* Declined*	第三者發出的學歷確認函 Confirmation letter on an education record issued by a third party

* 無法取得公開有關學歷所需的第三者同意。

* Consent from the third party required for the release of the record could not be obtained

監管局透過其網站發布資訊以提高局方工作的透明度，而每年向運輸及房屋局局長提交一份年報，並提呈立法會省覽，以進一步提高本局透明度。公眾可於監管局辦事處及網站閱覽有關年報。

The transparency of the EAA's work is attained through the information published at its website and is further enhanced by furnishing an *Annual Report* to the Secretary for Transport and Housing, copies of which have to be laid before the Legislative Council and are made available to the public at the EAA's office and website.

監管局透過媒體活動、新聞稿、宣傳和公眾教育活動、監管局刊物及網站等不同溝通渠道，向公眾發放有關監管局的工作及舉措的資訊。

Members of the public are also kept abreast of the EAA's work and initiatives through various communication channels, such as media events, press releases, publicity and public education activities, EAA publications and its website.



公布紀律研訊結果

監管局紀律委員會按照《地產代理條例》賦予的權力向有關持牌人或前持牌人的紀律事宜進行紀律研訊。為方便有關人士查悉研訊結果，以及教育地產代理業界及公眾，監管局於其網站上公布最近兩年的紀律研訊結果。

監管局亦於網上公布研訊的裁決理由，這樣不單能確保監管局工作的透明度，亦能讓地產代理業界更了解監管局的紀律裁決，讓他們對如何遵守《地產代理條例》提供寶貴的學習途徑，以減低日後收到類似投訴的風險。長遠來說，這項措施將有效地提升業界的專業水平。

另一方面，公布研訊裁決的理由能讓消費者明白監管局的裁決基礎，從而令他們在使用持牌人的服務時能作出明智的選擇。

獨立制衡措施

外部審核

監管局的財務報表須經由外部核數師審核。2018/19財政年度，德勤·關黃陳方會計師行繼續獲委聘為監管局的核數師。

外部審核的主要目的是向董事局提交監管局年度財務報表，呈示公允的獨立保證。監管局委任的外部核數師須由運輸及房屋局局長批准。有關德勤·關黃陳方會計師行的獨立核數師報告及財務報表詳載於第133至184頁。

Publication of inquiry hearing results

To facilitate concerned parties to ascertain the results of the inquiry hearings conducted by the Disciplinary Committee of the EAA pursuant to powers under the EAO on disciplinary matters concerning licensees or ex-licensees, and to educate both the estate agency trade and the public, the EAA publishes inquiry hearing results of the last two years on its website.

The EAA also publishes the reasons for disciplinary decisions on its website. Not only does such publication enhance the transparency of the EAA's work but also enables the estate agency trade and the public to have a better understanding of the EAA's disciplinary decisions, as well as equips the estate agency trade with valuable learning on how to comply with the EAO and reduces the risks of similar non-compliances in future. In the long run, it will make a substantial contribution to improving the professional standard of the trade.

On the other hand, the publication of the reasons for decisions provides a way for consumers to understand the EAA's disciplinary decisions, and enables them to make informed choices when engaging the services of licensees.

Independent Checks and Balances

External audit

The EAA's financial statements are subject to audit by an external auditor. Deloitte Touche Tohmatsu continued to be the EAA's external auditor in the financial year of 2018/19.

The main purpose of the external audit is to provide independent assurance to the Board that the annual financial statements of the EAA are fairly stated. The appointment of the EAA's external auditor is subject to the approval of the Secretary for Transport and Housing. The Independent Auditor's Report and Financial Statements of 2018/19 audited by Deloitte Touche Tohmatsu are included in pages 133 to 184.



上訴

根據《地產代理條例》，持牌人或牌照申請人可對監管局的決定提出上訴，包括監管局拒絕批給牌照或批出續牌申請，或監管局施行的紀律處分。上訴須透過書面方式向運輸及房屋局局長提出。

運輸及房屋局局長須委任人士組成委員會，專責聆訊上訴。委員會的主席須就每宗上訴個案，從委員會成員中委任成員組成審裁小組進行裁決。

申訴專員覆檢

監管局自2010年7月2日起被納入申訴專員的監管範圍。2018/19年度內，本局共接獲三宗申訴專員轉介的個案，全部個案已於年內結束及裁定為不成立。

服務承諾

作為一個負責任的公營機構，監管局對公眾的服務設有一套服務承諾，且定期檢討承諾的達標率。監管局行政部各個部門負責維持有效的內部監控，以監測服務承諾的達標情況。

為了更密切監察監管局的工作進度及提升透明度，監管局於2018年7月就不同種類的個案推出新的服務承諾，涵蓋普通個案及複雜個案由展開調查至進行首次紀律研訊的處理時間；以及於監管局網站公布已承認違規事項的快速個案。

Appeals

Under the EAO, licensees or licence applicants may appeal against the EAA's decisions concerning refusal to grant or renew a licence, or its disciplinary sanctions by writing to the Secretary for Transport and Housing.

The Secretary for Transport and Housing is required to appoint a panel of persons for the purpose of hearing such appeals. The appeals are determined by a tribunal, the members of which are appointed by the Chairman of the panel from members of the panel.

The Ombudsman's review

The EAA came under the jurisdiction of the Ombudsman on 2 July 2010. In the year of 2018/19, a total of three inquiries from the Ombudsman were received. All were closed and unsubstantiated.

Performance Pledges

As a responsible public body, the EAA has a set of performance pledges for its services to the public and the attainment level of the pledges is reviewed regularly. All sections of the EAA Administration are responsible for maintaining effective internal controls to monitor the achievement of their pledges to the public.

To closer monitor process and better gauge the progress of the EAA's work as well as to increase transparency towards the public, a new performance pledge has been introduced in July 2018, covering the processing time from the commencement of an investigation of a non-compliant case to the holding of the first disciplinary inquiry hearing for different types of cases, namely Normal Cases/Complex Cases, and the publication of admitted breaches on EAA website for Fast-track Cases.



2018/19 年度行政部門服務達標率

Achievement of the Performance Pledges in 2018/19

查詢 Enquiries

服務類別 Service type	指標 Standard	達標率 Results
回覆查詢 Response to enquiries		
• 電話查詢(留言訊息) • Telephone enquiries (voice mail messages)	• 一個工作天內 ¹ • Within 1 working day ¹	100%
• 書面查詢 • Written enquiries	• 七個工作天內 ² • Within 7 working days ²	99.83%

資格考試 Qualifying Examinations

服務類別 Service type	指標 Standard	達標率 Results
發出成績通知單 ³ Issue result slips ³	考試後的 14 個工作天內 Within 14 working days after the examination	100%

牌照 Licensing

服務類別 Service type	指標 Standard	達標率 Results
處理新牌照申請 Process new licence applications	收到新申請後的 10 個工作天內 ⁴ Within 10 working days for new applications ⁴	99.98%
處理續牌申請 Process renewal licence applications	收到續牌申請後的 20 個工作天內 Within 20 working days for renewal applications	100%
退款予不獲發牌照或取消牌照申請的申請人 Refund of application fees for rejected/cancelled applications	10 個工作天內 ⁵ Within 10 working days ⁵	100%

¹ 監管局的工作天為星期一至五。
² 收到查詢後下一個工作天開始計算。
³ 監管局委託香港考試及評核局舉辦資格考試。考試的成績通知單由香港考試及評核局發出。
⁴ 由監管局收妥牌照申請、所需費用及文件之下一個工作天起計，至發出牌照/營業詳情說明書(即牌照可供領取之日)為止。如牌照申請須交由監管局牌照委員會考慮申請人是否符合法定的「適當人選」標準及其他發牌要求，此服務指標則不適用。監管局處理此類牌照申請時，須向申請人或第三者(例如破產管理署、信託人或警務處)查詢有關詳情，待得到回覆後，才可以決定批准或拒絕申請，故此在這種情況下，需要更長的時間。
⁵ 由取消或拒絕申請之下一個工作天起計；如屬破產個案，則由收到破產管理署或信託人指示之下一個工作天起計。

¹ The EAA's working days are from Monday to Friday.
² From the next working day following receipt of the enquiry.
³ Issued by the Hong Kong Examinations and Assessment Authority, authorised by the EAA to administer the examinations.
⁴ From the next day following the receipt of an application, the required fee and documents to the day the licence/statement of particulars of business is issued (i.e. the day the licence is available for collection). This service target does not apply to applications which require the EAA Licensing Committee to determine whether the applicant fulfills the "fit and proper" requirement and other licensing requirements as prescribed under the EAO. A longer duration is needed for such cases for the EAA to make enquiries and for the applicant or any third party (such as the Official Receiver's Office, trustees-in-bankruptcy or the Police) to respond before the EAA approves or rejects the application.
⁵ From the next day after an application is cancelled or rejected; for bankruptcy cases, from the next day following the receipt of instructions from the Official Receiver's Office or the trustee-in-bankruptcy.



投訴及執法 (適用於2018年7月新服務承諾推出前接獲的投訴或發現的違規個案)

Complaints and Enforcement (applicable for complaints received or non-compliance cases detected before the launch of the new performance pledge in July 2018)

服務類別 Service type	指標 Standard	達標率 Results
確認收到投訴人的書面投訴 Acknowledge receipt of written complaints	五個工作天內 Within 5 working days	100%
收到足夠證明文件後向投訴人作出書面回覆 Provide a written response to complainants upon receipt of sufficient supporting documents	15 個工作天內 Within 15 working days	100%

投訴及行動部完成調查違規個案 Complete investigation of non-compliance cases by the Complaints and Enforcement Section		
快速個案 (紀律處分新計劃下，不牽涉證人並只涉及八項指明違規事項的個案) Fast Track Cases (Cases involving no witnesses and concerning allegation(s) of the Eight Specified Breaches only)	三個月內 Within 3 calendar months	100%
普通個案 (非快速個案並只涉及不多於兩項指稱的個案) Normal Cases (Cases other than Fast Track Cases concerning not more than 2 allegations)	六個月內 Within 6 calendar months	92.27%
複雜個案 (除快速個案及普通個案以外的個案) Complex Cases (Cases other than Fast Track Cases and Normal Cases)	九個月內 Within 9 calendar months	93.90%
通知投訴人調查結果 Notify complainants of the outcome of the case	10 個工作天內 Within 10 working days	98.60%
通知被投訴人(持牌人)調查結果 Notify complainees (licensees) of the outcome of the case	10 個工作天內 Within 10 working days	98.19%



紀律研訊（適用於2018年7月新服務承諾推出前接獲的投訴或發現的違規個案）

Disciplinary Proceedings (applicable for complaints received or non-compliance cases detected before the launch of the new performance pledge in July 2018)

服務類別 Service type	指標 Standard	達標率 Results
進行首次紀律研訊 Conduct the first disciplinary inquiry hearing of a case	完成調查後的90個工作天內 Within 90 working days after completion of investigation	96.63%

投訴及執法及紀律研訊（適用於2018年7月新服務承諾推出後接獲的投訴或發現的違規個案）

Complaints and Enforcement, and Disciplinary Proceedings (applicable for complaints received or non-compliance cases detected after the launch of the new performance pledge in July 2018)

服務類別 Service type	指標 Standard	達標率 Results
確認收到投訴人的書面投訴 Acknowledge receipt of written complaints	五個工作天內 Within 5 working days	100%
收到足夠證明文件後向投訴人作出書面回覆 Provide a written response to complainants upon receipt of sufficient supporting documents	15個工作天內 Within 15 working days	100%



服務類別 Service type	指標 Standard	達標率 Results
<p>進行首次紀律研訊(適用於普通個案和複雜個案)／於監管局網頁公布已承認的違規事項(適用於快速個案)¹ <i>[注意：並非所有個案會進行紀律處分。]</i>² Conduct the first disciplinary inquiry hearing for Normal Cases and Complex Cases/Publish admitted breach(es) on EAA website for Fast Track Cases¹ <i>[Note: Not all cases will proceed to disciplinary actions.]</i>²</p>		
快速個案 Fast Track Cases (紀律處分新計劃下而又不牽涉有證人的個案) (Cases dealt with under the New Scheme for Disciplinary Cases and involving no witnesses)	六個月內 ³ Within 6 calendar months ³	不適用 N/A
普通個案 (非快速個案並只涉及不多於2項受監管局調查的指稱的個案) Normal Cases (Cases other than Fast Track Cases concerning not more than 2 allegations investigated by the EAA)	10個月內 ^{4,5} Within 10 calendar months ^{4,5}	100%
複雜個案 (除快速個案及普通個案以外的個案) Complex Cases (Cases other than Fast Track cases and Normal Cases)	13個月內 ^{4,5} Within 13 calendar months ^{4,5}	100%
通知投訴人個案結果 Notify complainants of the outcome of the case	10個工作天內 ⁶ Within 10 working days ⁶	100%
通知被投訴人(持牌人)個案結果 Notify complainees (licensees) of the outcome of the case	10個工作天內 ⁷ Within 10 working days ⁷	100%



- ¹ 監管局之調查一般着眼於《地產代理條例》及其附屬法例之規定是否獲得遵從，以及地產代理及營業員之執業操守。倘若個案涉及任何同期進行的刑事調查、由其他監管機構就不遵從其法規進行的調查或民事訴訟，則本服務承諾並不適用。
- ² 投訴人及涉案持牌人會在以下期間獲書面通知有關的個案有否獲建議進行紀律處分：快速個案為3個月內；普通個案為6個月內；複雜個案為9個月內。
- ³ 由監管局接獲足夠證明文件後向投訴人作出書面回覆的日期，或（如個案沒有投訴人）由監管局向涉案持牌人發出首封闡明指稱的信件日期，或已承認的違規事項於監管局網頁公布的日期（適用於快速個案）。
- ⁴ 由監管局接獲足夠證明文件後向投訴人作出書面回覆的日期，或（如個案沒有投訴人）由監管局向涉案持牌人發出首封闡明指稱的信件日期，直至首次紀律研訊的研訊日期（適用於普通個案和複雜個案），或已承認的違規事項於監管局網頁公布的日期（適用於快速個案）。
- ⁵ 就本服務承諾而言，就有關個案於進行紀律研訊後出現一切非監管局所能控制的情況，如：紀律研訊已經準備就緒但研訊日期尚未確定、出席有關紀律研訊的投訴人、證人及／或被投訴人未能出席有關紀律研訊等，所產生的額外時間將不會納入本服務承諾中。
- ⁶ 由完成調查之日起計；假如監管局須要為有關個案舉行紀律研訊或根據紀律處分新計劃下處理有關個案，則以向被投訴人發出研訊結果通知書之日起計。
- ⁷ 不包括須要舉行紀律研訊的投訴個案。法例規定，監管局「須自有關決定日期起計21天內，將該決定以書面通知持牌人和通知該決定所針對的任何其他人……」。

- ¹ The EAA's investigation generally focuses on the compliance of the Estate Agents Ordinance and its subsidiary legislation and the conduct of estate agents and salespersons in their practice of estate agency trade. If a case is related to any parallel investigation of criminal offence or non-compliance with any law or regulation by other regulatory bodies, or if the case is related to any parallel civil court action, this performance pledge is inapplicable.
- ² A written notification of whether the case will be recommended for disciplinary actions will be given to the complainant(s) and the licensee(s) concerned within 3 calendar months for Fast Track Cases, within 6 calendar months for Normal Cases, or within 9 calendar months for Complex Cases.
- ³ Commences from the date of the EAA's written response to complainants upon receipt of sufficient supporting documents from them or (if there is no complainant) from the date of the EAA's first allegation letter to licensees concerned to the date of the first disciplinary inquiry hearing for cases proceeding to an inquiry hearing for Normal Cases and Complex Cases or to the publication date of admitted breach(es) on EAA website for Fast Track Cases.
- ⁴ Commences from the date of the EAA's written response to complainants upon receipt of sufficient supporting documents from them or (if there is no complainant) from the date of the EAA's first allegation letter to licensees concerned to the date of the first disciplinary inquiry hearing for cases proceeding to an inquiry hearing for Normal Cases and Complex Cases or to the publication date of admitted breach(es) on EAA website for Fast Track Cases.
- ⁵ Situations out of the EAA's control, such as no inquiry hearing date is available after the case is ready for inquiry hearing or the unavailability of complainant(s), witness(es) and/or the licensee(s) concerned on the purported inquiry hearing date etc., are disregarded for the purpose of this performance pledge.
- ⁶ From completion of investigation or, in the event the case is submitted for an inquiry hearing or dealt with under the New Scheme for Disciplinary Cases, the date of the letter notifying the complainee of the result of the hearing.
- ⁷ Excludes cases that have to be submitted for inquiry hearings. For the latter, the statutory requirement is for the EAA to "within the period of 21 days beginning on the date of the relevant decision, to notify in writing the licensee and any other person against whom the decision is made of the decision..."



持續專業進修計劃 **Continuing Professional Development (“CPD”)**

服務類別 Service type	指標 Standard	達標率 Results
完成處理持續專業進修活動認可的申請 Process applications for endorsement of CPD activities	20 個工作天內 Within 20 working days	100%
發出「出席證書」予參加監管局舉辦的持續專業進修活動的持牌人 Issue certificates of attendance for EAA-organised CPD activities	30 個工作天內 Within 30 working days	100%