

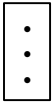

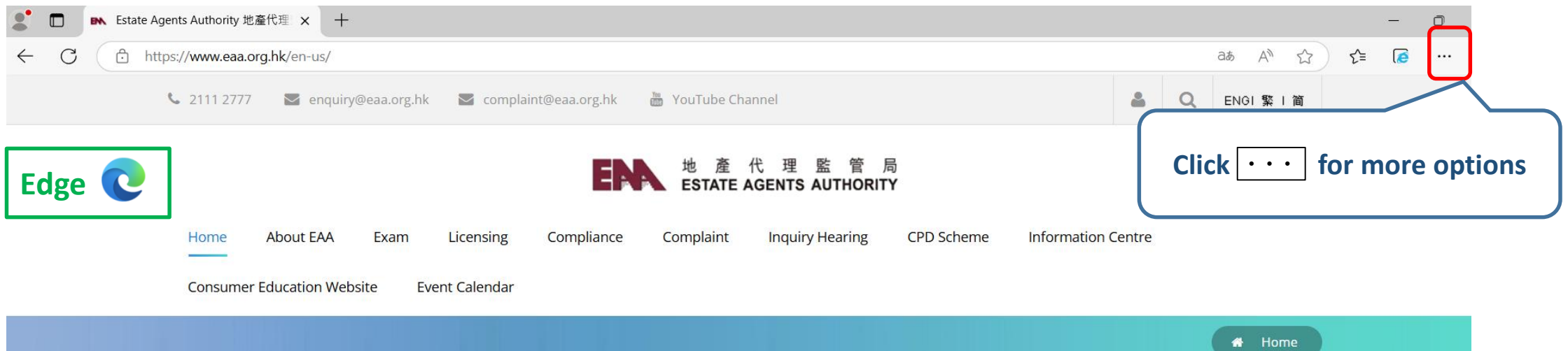
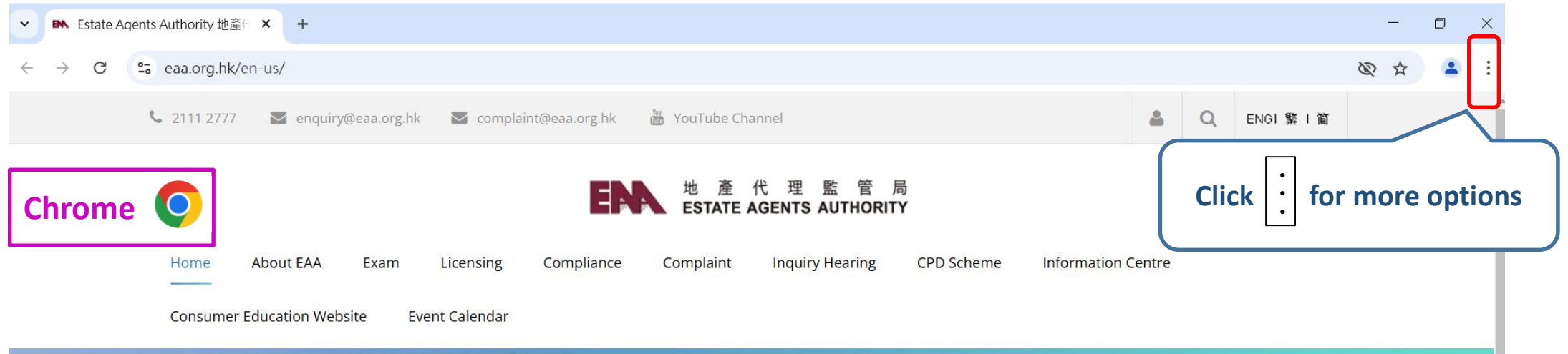


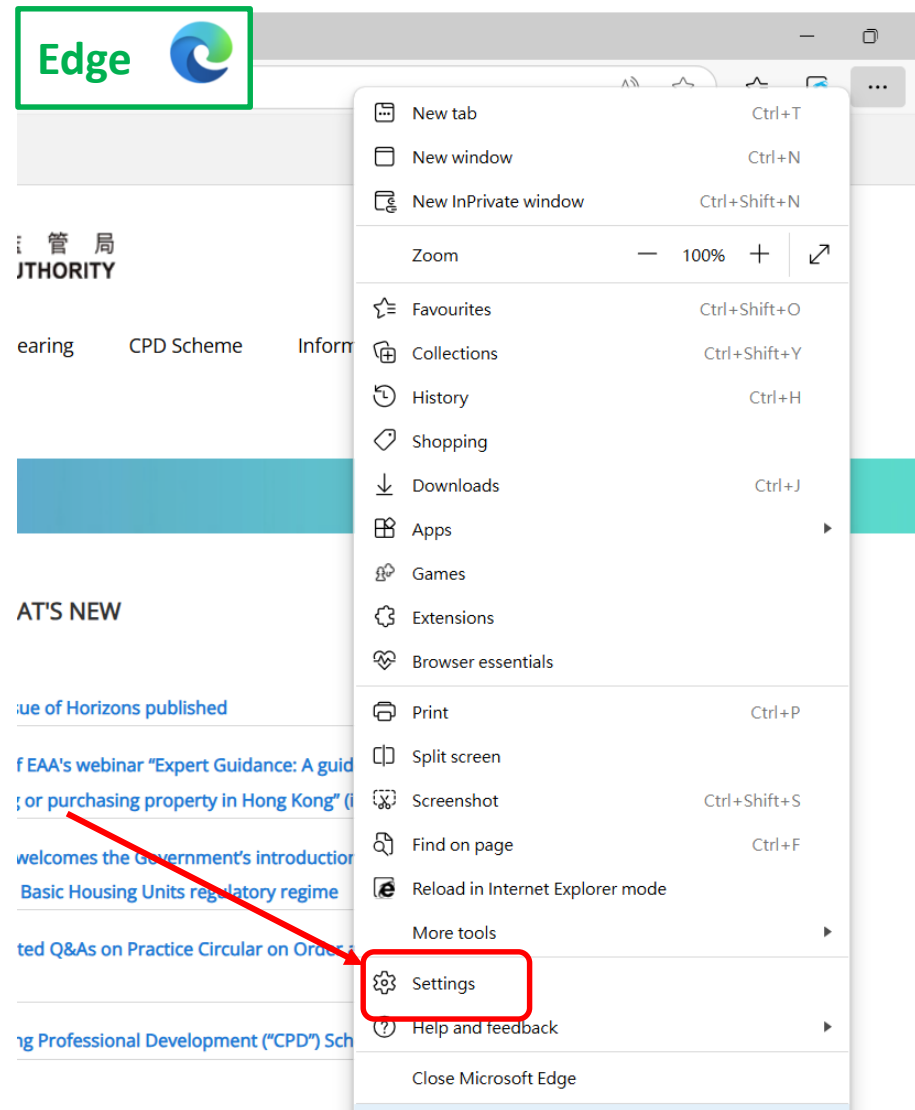
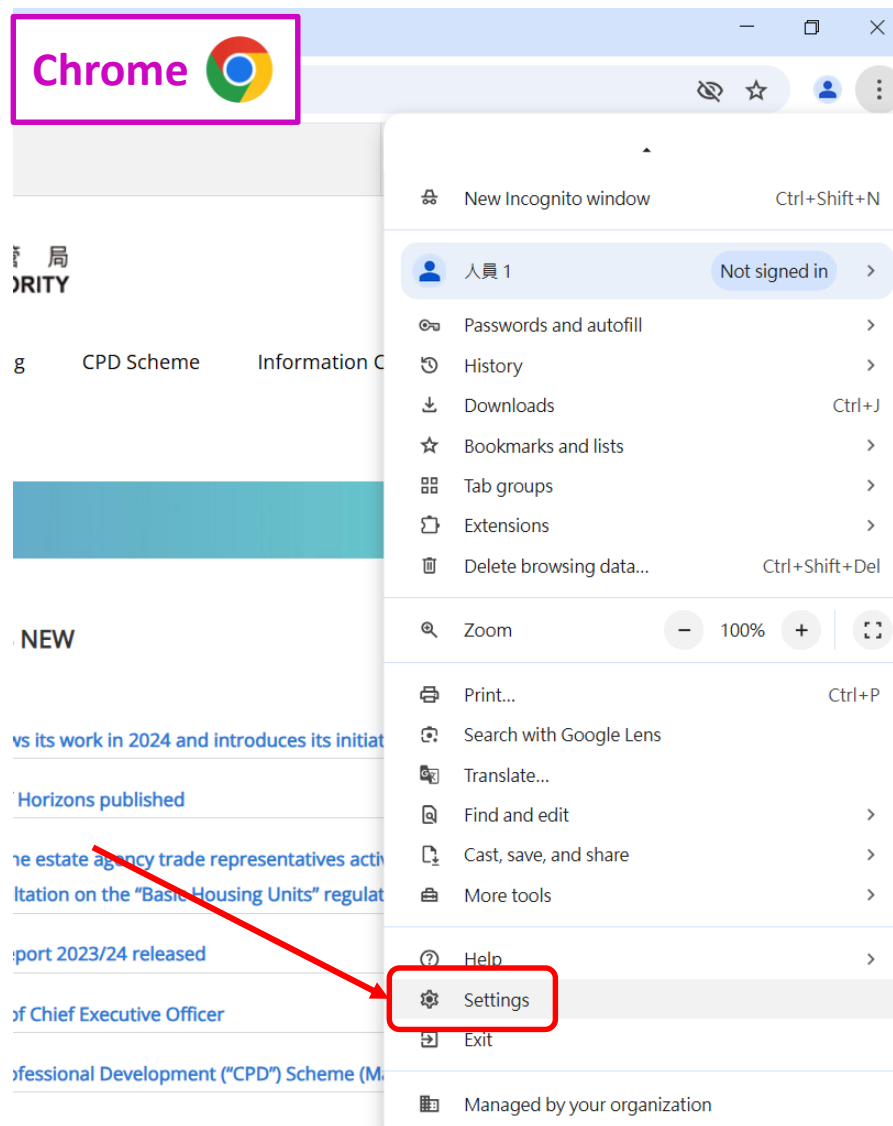
Part 1

Settings for EAA Website

Step 1 : Navigate to the EAA website (www.eaa.org.hk) via Google **Chrome**  / Microsoft **Edge** . Click  /  at the top right corner of the screen for **more** options (as shown below) .

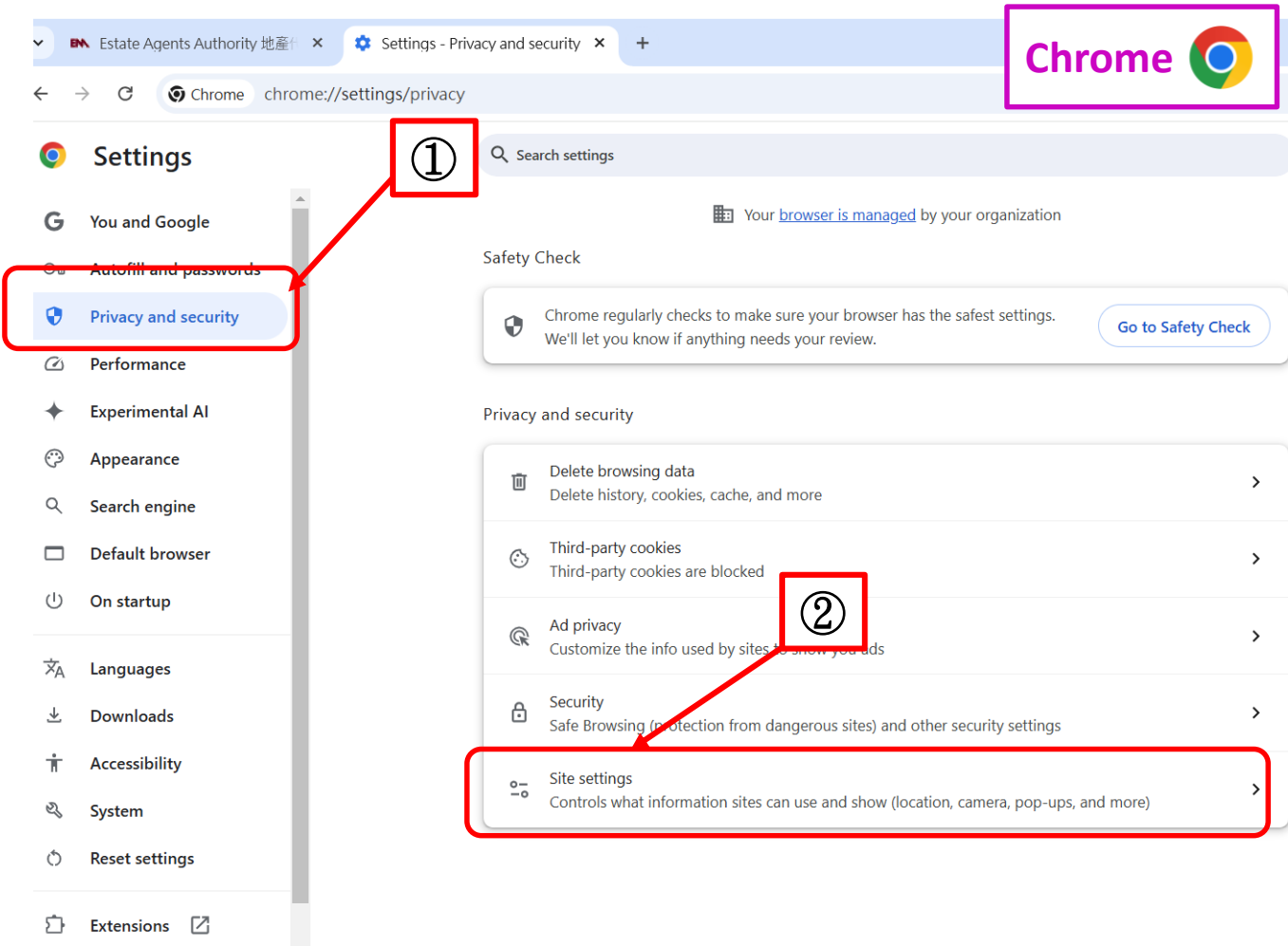


Step 2 : Click “Settings” in the dropdown menu (as shown below).



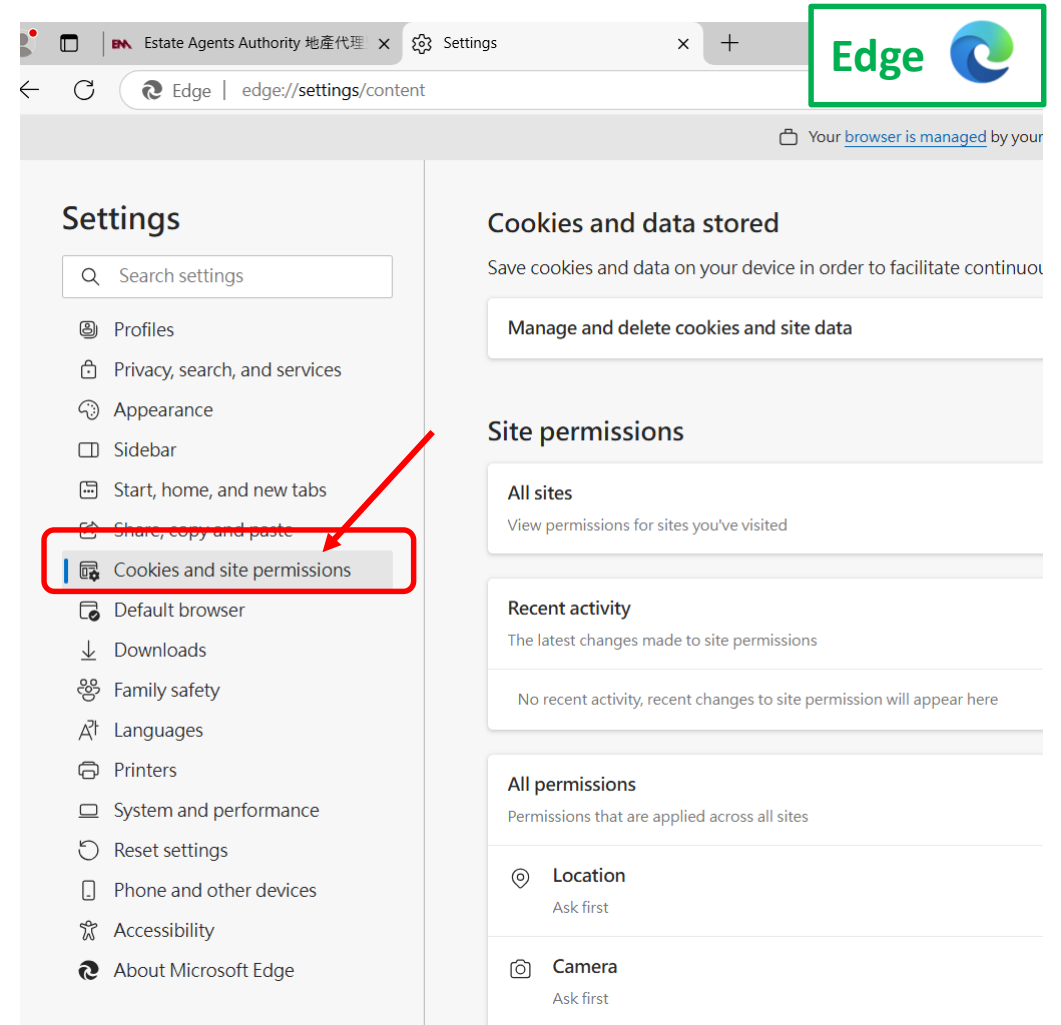
Step 3 (Chrome):

- ① Click “**Privacy and security**” in the dropdown menu at the left side of the screen
- ② Then click “**Site Settings**” in the options appeared on the right side of the screen.

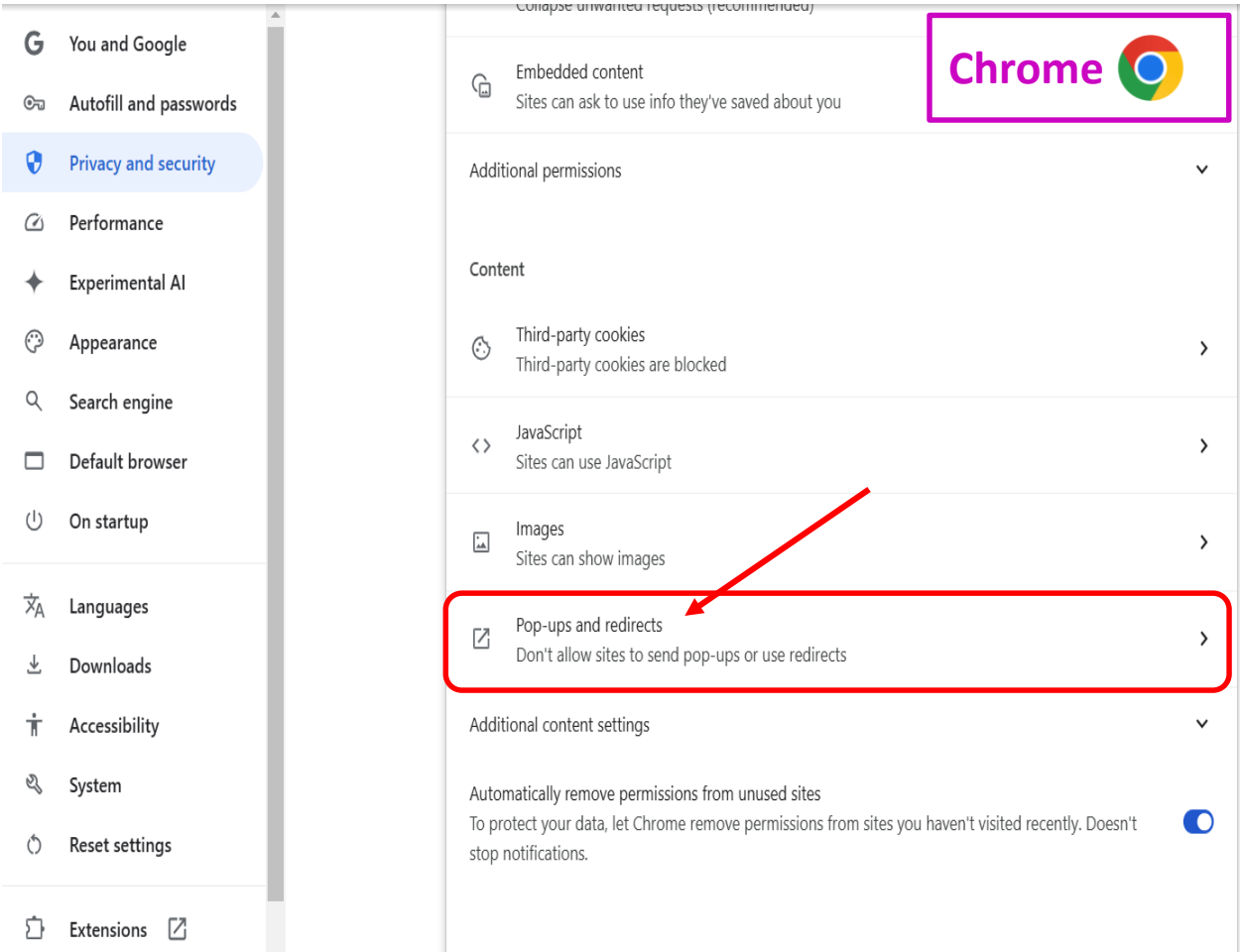


Step 3 (Edge):

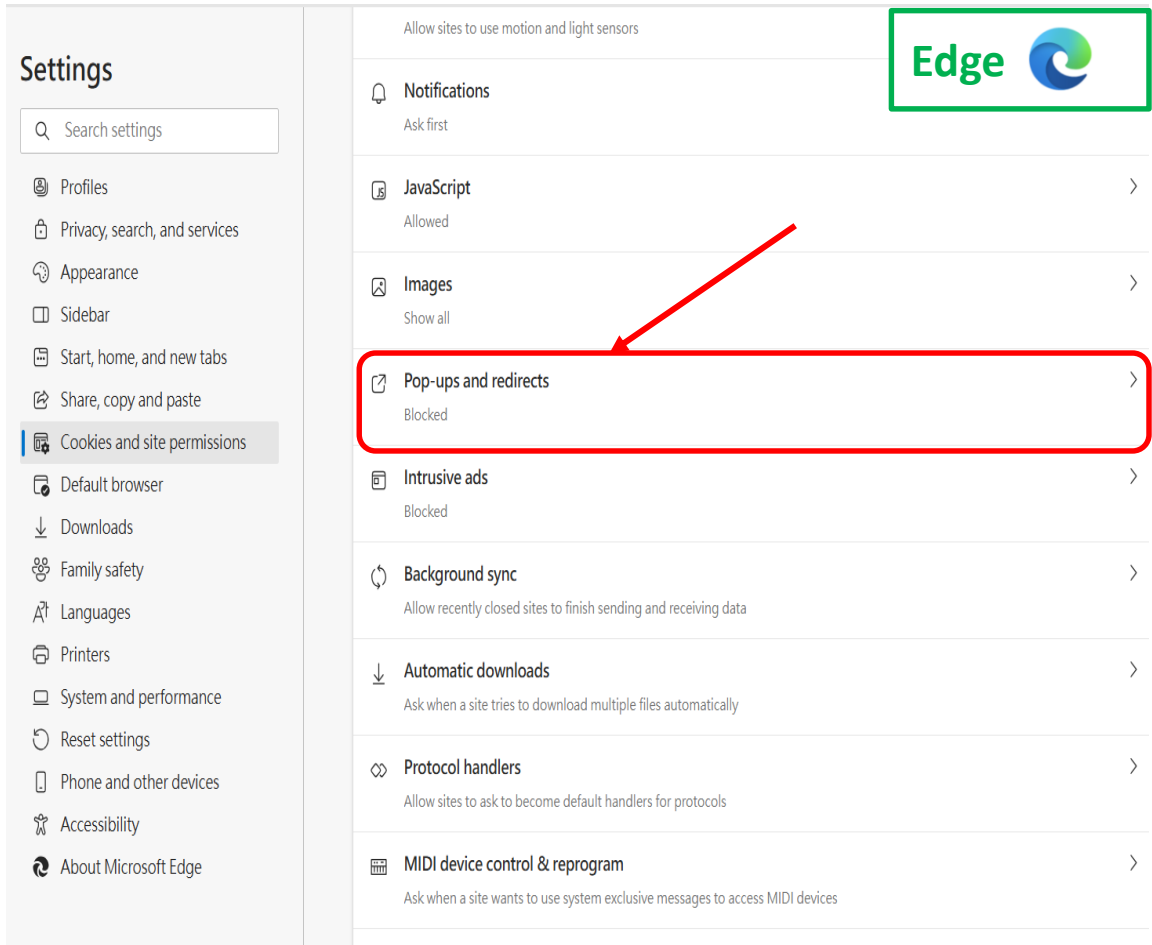
Click “**Cookies and site permission**” in the dropdown menu at the left side of the screen



Step 4 :
Scroll down to the bottom of the screen to find and click the “Popups and redirect” option.

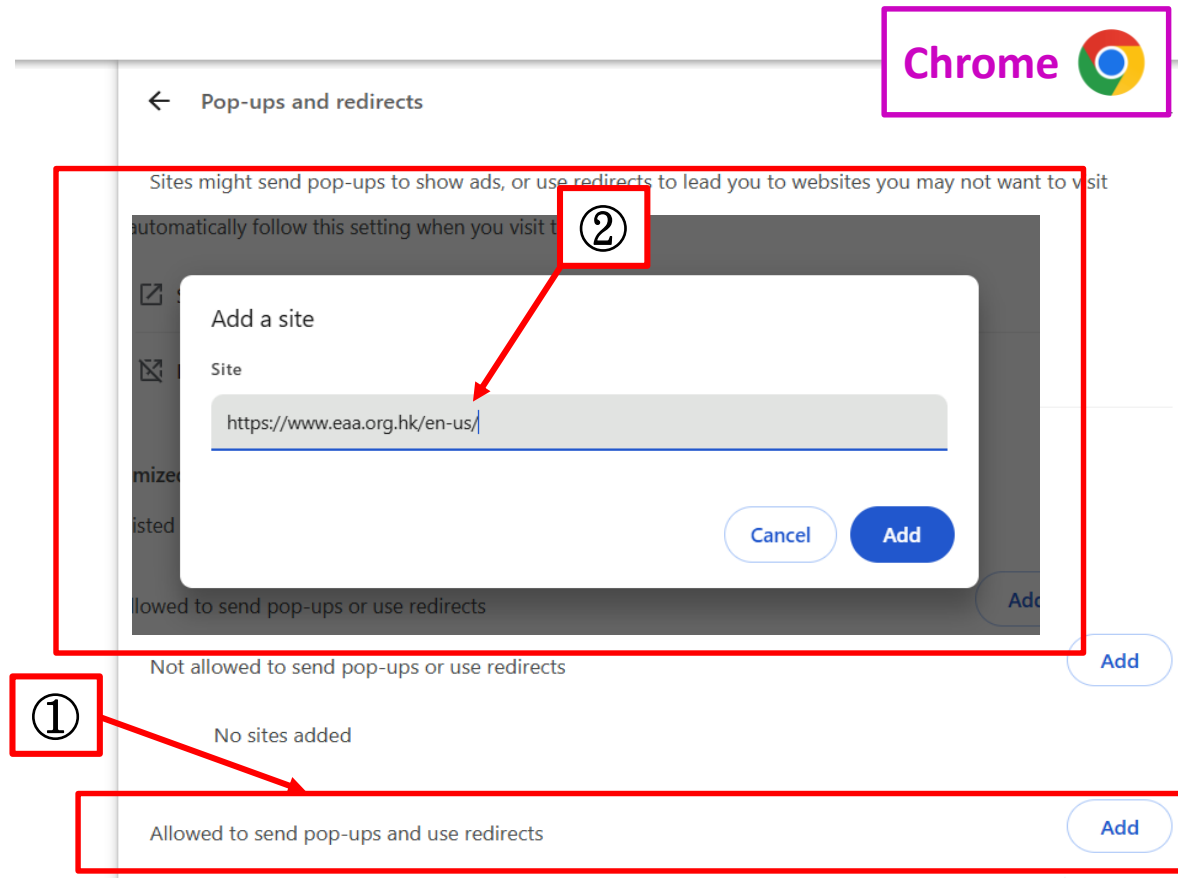


Step 4 :
Scroll down to the bottom of the screen to find and click the “Pop-ups and redirects” option.



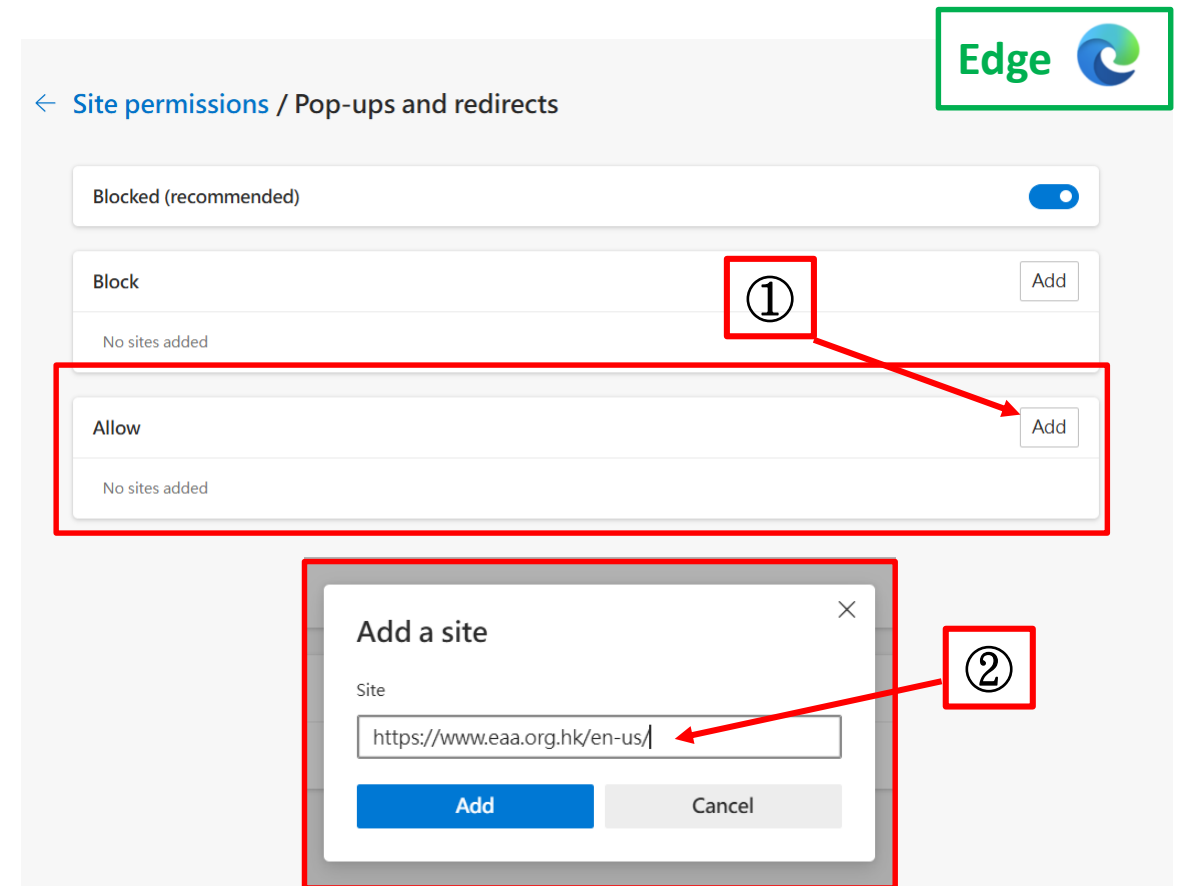
Step 5 :

- ① Look for the option labelled “Allowed to send pop-ups and use redirects” and click on the icon **Add** next to it
- ② Input “ <https://www.eaa.org.hk/en-us/> ” in the pop-up window “Add a site”, then click the “Add” button.



Step 5 :

- ① Click **Add** next to “Allow”.
- ② Input “ <https://www.eaa.org.hk/en-us/> ” in the pop-up window “Add a site”, then click the “Add” button.



Part 2

Registration and/or Login e-Services

Step 1 : To submit an application for the Estate Agent's Licence (Company) via e-Services, a director of the holder of the estate agent's licence (company) concerned must register for e-Services and then login the system.

The screenshot shows the EAA website at eaa.org.hk/en-us/. The header includes contact information (2111 2777, enquiry@eaa.org.hk, complaint@eaa.org.hk, YouTube Channel) and a user icon circled in red. A yellow callout box points to the icon with the text: "Click here to register / login e-Services". The main navigation menu includes Home, About EAA, Exam, Licensing, Compliance, Complaint, Inquiry Hearing, and CPD. Below the menu are links for Consumer Education Website and Event Calendar. The footer features a "Home" button. The main content area has a yellow banner for "Be Smart in Appointing Estate Agents" with a cartoon character and a list of 5 "A" qualities: Adherence, Ability, Accountability, Advancement, and Affinity. To the right is a "WHAT'S NEW" section with a list of updates.

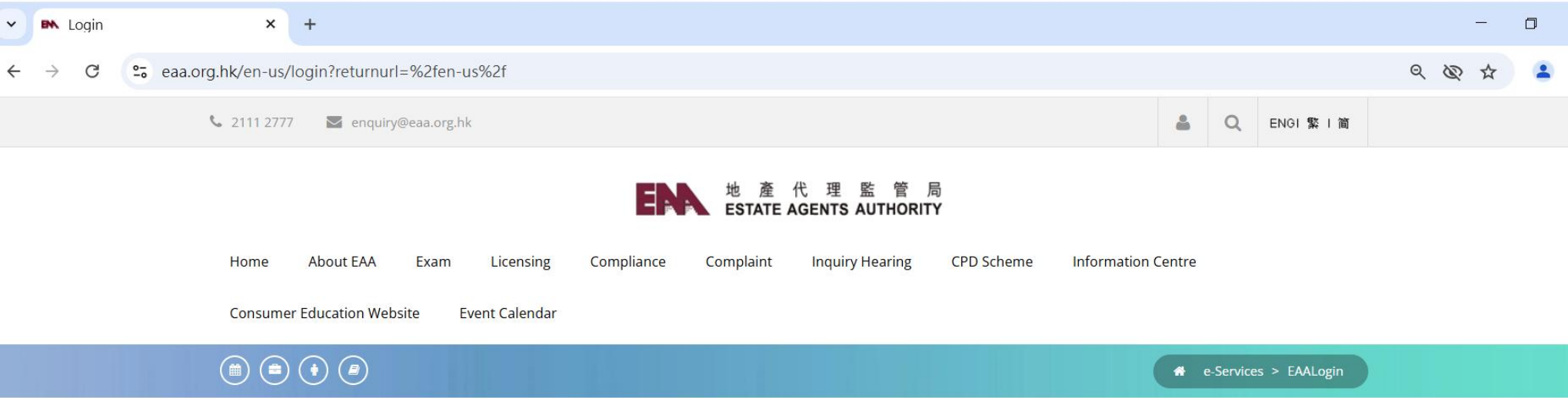
Click here to register / login e-Services

WHAT'S NEW

- ✓ The EAA reviews its work in 2024 and introduces its initiatives for 2025
- ✓ Latest issue of Horizons published
- ✓ The EAA and the estate agency trade representatives actively participate in the stakeholder consultation on the "Basic Housing Units" regulatory regime
- ✓ EAA Annual Report 2023/24 released
- ✓ Appointment of Chief Executive Officer
- ✓ Continuing Professional Development ("CPD") Scheme (Mandatory) is now effective

Note : For **registration** details, please visit <https://www.eaa.org.hk/en-us/Licensing/E-application> .

Step 2 : E-Services Login – Please enter “User ID”, “Password” and “Security Code” as shown on the screen to login your e-Services account (If you forgot your User ID and/or password, please click “Retrieve User ID” and/or “Reset Password”).



Part 3

Assign “Company Representative”

Step 1 : Login e-Services and click "Assignment/Cessation of Assignment of Company Representative for Completion of Application Forms" under the column "Estate Agent's Licence (Company)" to assign a holder of an estate agent's licence (individual) as the company representative to complete the relevant application forms and submit the application on the company's behalf.



Welcome! [Redacted]

Individual Licence (Salesperson's Licence and/or Estate Agent's Licence (Individual))

- My Profile
- My Subscription
- My Licence List
- My CPD Events
- Change Login Password
- My Licence Payment Records
- My Licence Application Submission Records

- Submit S40 Notices
- View Historical Submission

Estate Agent's Licence (Company)

- Submit Application in the Capacity of Company Representative / Accept Assignment of Company Representative
- Assignment / Cessation of Assignment of Company Representative for Completion of Application Forms

Continuing Professional Development Scheme

- EAA E-Learning Programmes / e-Quiz
- My Events (Download Certificate)

- Step 2 :**
- ① On the webpage of “[Assignment / Cessation of Assignment of Company Representative](#)”, please choose the company for which you would like to assign the “company representative”.
 - ② If you would like to assign “yourself” to be the company representative of the company concerned, please click “[Assign Myself](#)”. To assign another licensed estate agent as the company representative, please enter the licence number of his/her “[estate agent’s licence \(individual\) licence](#)” and the click “[Assign](#)”.

[Home](#)[About EAA](#)[Exam](#)[Licensing](#)[Compliance](#)[Complaint](#)[Inquiry Hearing](#)[CPD Scheme](#)[Information Centre](#)[e-Services](#)[Consumer Education Website](#)[Event Calendar](#)[e-Services](#) > [Representative-List](#)

List of Company Representatives – Assignment / Cessation of Assignment of Company Representative

*Note: For the grant of an estate agent's licence (company), the relevant supplementary form and section A of Form [3] [or For the renewal of an estate agent's licence (company), the relevant supplementary form and section A of Form 11] have to be completed by a representative of the applicant company (“company representative”) **The company representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.** Therefore, to submit an application [online](#), the applicant company must, through its licensed director(s), assign a licensed estate agent as its company representative via the “e-Services” in advance.*

①

Please choose estate agent's licence (company):

C- PROPERTY


②

If you would like to have yourself (Licence No.: E-001383) be assigned as the company representative of C-071783 for completing the application forms, please click .

If you would like to assign another licensed estate agent to be the company representative of C-071783, please enter his/her estate agent's licence (individual) no.

and click .

- Step 3 :
- ① Please check the information of the “company representative” assigned.
 - ② Please click “e-Services” to return to Home page for submitting licence application.

 ESTATE AGENTS AUTHORITY

[Home](#) [About EAA](#) [Exam](#) [Licensing](#) [Compliance](#) [Complaint](#) [Inquiry Hearing](#) [CPD Scheme](#) [Information Centre](#) [e-Services](#)

If another licensed estate agent is assigned as the company representative, he/she is required to login his/her e-Services account in order to accept the assignment.

②

[e-Services](#) > [Representative-List](#)

List of Company Representatives – Assignment / Cessation of Assignment of Company Representative

Please choose estate agent’s licence (company):

C-PROPERTY

①

| Assignment Ref. No. | Licence No. | Name of Company | Name of Representative | Licence No. and Expiry Date of Representative | Representative Assignment Status | Assignment Date | Action |
|---------------------|-------------|-------------------------|------------------------|---|----------------------------------|-----------------|--------|
| CLREP-2 | C- | PROPERTY AGENCY CO. LTD | () | E- (31/05/2025) | Assigned | 12/02/2025 | Cease |

You (Licence No: E-001383) have been assigned as the company representative of C-071783 for completing the licence application forms. Details see above list. Ceased to be the representative, please click [Cease](#) .

If you would like to assign another licensed estate agent to be the company representative of C-071783, please enter his/her estate agent’s licence (individual) no. and click [Assign](#) .

Note: To submit an application now, please click [here](#)

Step 4 : To accept the assignment as the “company representative” of a company, the licensed estate agent concerned is required to login his/her e-Services account and click “**Submit Application in the Capacity of Company Representative / Accept Assignment of Company Representative**” under the column “Estate Agent’s Licence (Company)”.



Welcome! [Redacted]

Individual Licence (Salesperson's Licence and/or Estate Agent's Licence (Individual))

- My Profile
- My Subscription
- My Licence List
- My CPD Events
- Change Login Password
- My Licence Payment Records
- My Licence Application Submission Records

- Submit S40 Notices
- View Historical Submission

Estate Agent's Licence (Company)

- Submit Application in the Capacity of Company Representative / Accept Assignment of Company Representative
- Assignment / Cessation of Assignment of Company Representative for Completion of Application Forms

Continuing Professional Development Scheme

- EAA E-Learning Programmes / e-Quiz
- My Events (Download Certificate)

Part 4

Submission of Application by the Company Representative

Step 1 : To submit a licence application, "Company representative" login his/her e-Services account and then click "**Submit Application in the Capacity of Company Representative / Accept Assignment of Company Representative**" under the column "Estate Agent's Licence (Company)".



Welcome!

Individual Licence (Salesperson's Licence and/or Estate Agent's Licence (Individual))

[My Profile](#)
[My Subscription](#)
[My Licence List](#)
[My CPD Events](#)
[Change Login Password](#)
[My Licence Payment Records](#)
[My Licence Application Submission Records](#)

[Submit S40 Notices](#)
[View Historical Submission](#)

Estate Agent's Licence (Company)

[Submit Application in the Capacity of Company Representative / Accept Assignment of Company Representative](#)
[Assignment / Cessation of Assignment of Company Representative for Completion of Application Forms](#)

Continuing Professional Development Scheme

[EAA E-Learning Programmes / e-Quiz](#)
[My Events \(Download Certificate\)](#)

Step 2 : Click “Apply Now” or “Re-apply now” button of the company for which you would like to make an application.

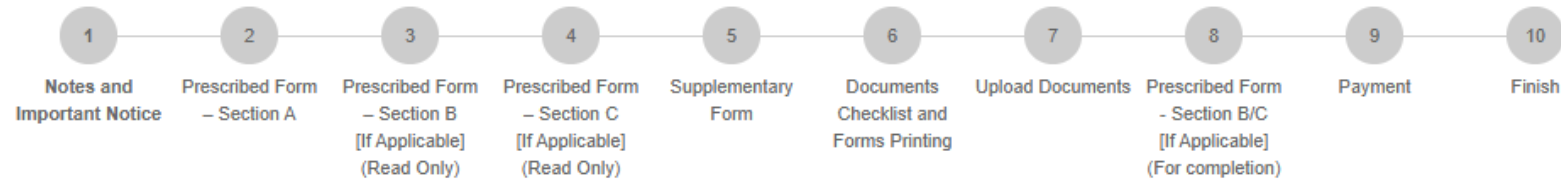
My Licence List – Company Licence

[Applicable to company / companies of which you are assigned as company representative(s)]

For renewal application or re-application of an estate agent's licence (company), the relevant supplementary form and section A of the respective prescribed form have to be completed by a representative of the applicant company ("company representative"). **The company representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.**

To submit an application on the applicant company's behalf online via e-Services, you must be assigned as the representative of the company concerned. The company/companies listed out below is/are the company/companies of which you are assigned as its/their representative(s) for the purpose of licence application:

| Licence No. | Name of Company | Licence Status | Licence Expiry Date | Representative Assignment Status | Last Action Date | Application Submission Status | Application Reference No. | Application Submission Date | Payment Date | Action |
|------------------|------------------------------|----------------|---------------------|----------------------------------|------------------|-------------------------------|---------------------------|-----------------------------|--------------|-------------------------|
| C- [REDACTED] | [REDACTED] AGENCY CO. LTD | Expired | 31/05/2025 | Accepted | 14/07/2025 | | | | | <div>Re-apply Now</div> |



Step 3 : Read the “Important Notes” and “Reminders” carefully, then click “Next”.

PERSONAL INFORMATION COLLECTION STATEMENT

Personal data collected in this and subsequent licence applications are to be used for the purpose of processing the applications and may be subject to verification by the Estate Agents Authority from other sources. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511), providing appropriate training to licensees and provision of information on matters concerning estate agency practice. The personal data may be transferred to relevant government departments and authorities (including the Hong Kong Police and the Independent Commission Against Corruption) in connection with the above purposes. You are reminded that your personal data to be provided to the Estate Agents Authority will be made available for public inspection, including (where applicable) in the provision of the reasons for decisions of inquiry hearings (whether publicised or not) in accordance with the policies prevailing from time to time. The personal data collected are necessary for the processing of licence applications and not providing them may result in the Authority being unable to process the applications. Applicants can access and correct their personal data by writing to the Data Protection Officer of the Estate Agents Authority.

REFUND AND/OR CANCELLATION OF LICENCE APPLICATION

- (1) Once an application has been approved, no cancellation request will be accepted. Refund will only be made to those: (a) whose applications have been refused; (b) who have overpaid the required fees; (c) who cancel their applications before they are approved.
- (2) Where a refund is made, the refund will only be in the form of a crossed cheque payable to the applicant. In other words, a refund cheque will not be issued to a third party.
- (3) Pursuant to section 5(2) of the Estate Agents (Licensing) Regulation, if for any reason a licence ceases to be valid, no part of any fee paid for the licence will be refunded.

PERFORMANCE PLEDGE

- (1) If you have fully completed all application forms, submitted all required documents and paid the required fees, it will normally take 10 working days to have an application processed.
- (2) If you do not hear from us after 10 working days, you may find out the status of your application by: calling our hotline at 2111 2777 (press 2, 2 after selecting language) or viewing our licence list at www.eaa.org.hk/search/index.html.

Communication between EAA and Licensee/Licence Applicant

With a view to facilitating communication and protecting the environment, the EAA will communicate with licensees and licence applicants via e-mail, mobile SMS/MMS or other electronic means in lieu of mailing where appropriate. Certain information on matters concerning estate agency practice (e.g. practice circulars) will **ONLY** be published on the EAA website and drawn to the attention of licensees by electronic means. If you do not wish to receive notices electronically, please let us know. Licensees should visit the EAA website www.eaa.org.hk to obtain such information and familiarize themselves with any requirement which is applicable to them. The EAA will not provide printed copy of such information which is already published on its website. Licence applicants who have provided an email address will be notified of the approval in advance.

NOTES

The fact that your application and payment are accepted (including your cheque being encashed) does not mean that a licence or a statement of particulars of business will necessarily be granted to you or your licence or statement will necessarily be renewed. A licence or statement will only be granted or renewed if you meet all the licensing requirements under the Estate Agents Ordinance.

Step 4 : Complete the *Prescribe Form* in accordance with the information of the *Companies Registry* and *Business Registration Certificate (BR)*, then click “Next”.

1 2 3 4 5 6 7 8 9 10

Notes and Important Notice Prescribed Form – Section A Prescribed Form – Section B [If Applicable] (Read Only) Prescribed Form – Section C [If Applicable] (Read Only) Supplementary Form Documents Checklist and Forms Printing Upload Documents Prescribed Form – Section B/C [If Applicable] (For completion) Payment Finish

Form 3 ESTATE AGENTS AUTHORITY
STATE AGENT'S LICENCE (COMPANY) / STATEMENT OF PARTICULARS OF BUSINESS

Section 5
at level 5
connection

Section A
representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.

Validity Period of Licence applied for ☐ 12 months ☐ 24 months

A-1 Particulars of Applicant Company

Name of Applicant Company in English (As registered with Companies Registry)
[REDACTED] AGENCY CO. LTD

Name of Applicant Company in Chinese (As registered with Companies Registry)
[REDACTED] 有限公司

Certificate of Incorporation No. 12345678 Business Registration No. 52903391/000 Expiry Date (DD/MM/YYYY) 日/月/年

Address of Registered Office
HOPEWELL CENTRE,
WAN CHAI, HONG KONG

Region
Hong Kong Island

District
Wan Chai

Telephone No. 21112777 Fax No. Email Address info@eaa.org.hk

A-2 Particulars of Business (if DIFFERENT from above)

Business Name in English (as shown in Business Registration Certificate)
[REDACTED] ON LIMITED

Business Name in Chinese (as shown in Business Registration Certificate)

Choose the validity period of the licence applied for

Enter the expiry date of the Business Registration Certificate

Telephone No. Fax No. Email Address

A-3 List of Directors

Note:
1) As registered with Companies Registry.
2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Section C of this form.

To cease the appointment of the following existing individual director(s), please click **Ceased**:

| List of Directors (Individual) | | | | | |
|--------------------------------|-----------------------|-----------------|----------------|--------------------------|---------------------------------|
| Surname in English | Given Name in English | Name in Chinese | Licence Number | Expiry Date (DD/MM/YYYY) | Change of Appointment Status |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | 31/10/2025 | <input type="checkbox"/> Ceased |

To appoint a new appointment, please click **Delete**:

| List of Directors (Individual) | | | | | |
|--------------------------------|-----------------------|-----------------|----------------|--------------------------|----------------------------------|
| Surname in English | Given Name in English | Name in Chinese | Licence Number | Expiry Date (DD/MM/YYYY) | Change of Appointment Status |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | <input type="checkbox"/> Appoint |

A-4 Declaration

Note: The questions below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in the questions means the company applying for the grant of the Estate Agent's Licence (Company)/Statement of Particulars of Business.

1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors? ☐ Yes ☐ No

If you have answered "Yes" to the above question, please give details below.

2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)? ☐ Yes ☐ No

If you have answered "Yes" to the above question, please give details below.

On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has filed as part of this application an application for the grant of statement of particulars of business (Form 8), and that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

CHI PA YAN [REDACTED]

Name of Representative (in BLOCK LETTERS) Estate Agent's Licence (Individual) number

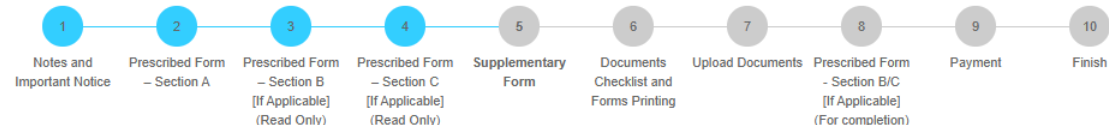
14/07/2025

Position (in BLOCK LETTERS) Date (DD / MM / YYYY) Authorized Signature and Company Chop

Cancel Next

Answer the two questions in the "Declaration" part

Step 5 : Complete the *Supplementary Form* in accordance with the information of the Companies Registry and the instructions stated in the form, then click “Next”.



Supplementary Form for the Grant of Estate Agent's Licence (Company)

Please complete and sign this supplementary form and Form 3, and submit them together with a **copy** of the following documents:

- Valid Business Registration Certificate (Business name and business address must be the same as those provided in Form 3); and
- Certificate of Incorporation (CI) showing the company name and number; and
- Document(s) showing the latest board of directors: Latest Annual Return (NAR1) or Incorporation Form (Company Limited by Shares)(NNC1) and/or Notice of Change of Company Secretary and Director (ND2A) [including the Protected Information Report of the above documents showing the full identification numbers of directors (Hong Kong Identity Card/Passport)]; and
- Annual Return (NAR1) or Notice of Change of Address of Registered Office (NR1) showing the latest registered address.

1. Name of company: [REDACTED] AGENCY CO. LTD

2. Number of certificate of incorporation: 12345678

3. Estate Agent's Licence (Company) number (if applicable): [REDACTED]

4. Payment details:

☒ \$2,800 (12 months) ☐ \$5,460 (24 months)

5. Licence collection (If a choice is not indicated, licence will be sent by ordinary mail.):

☒ Send by ordinary mail

☐ Collect by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

6. Preferred language of correspondence: (If a choice is not indicated, correspondence will be in English.)

☒ English ☐ Chinese

7. Notification of appointment of manager (if you have already appointed a manager for the place of business specified in this application, please fill out this section):

On behalf of the applicant company, I hereby give the Estate Agents Authority notice that the applicant company appointed _____ (name of manager appointed) holder of estate agent's licence number E- _____ as a manager with the applicant company at the place of business specified in this application on 日/月/年 .

☒ \$2,800 (12 months) ☐ \$5,460 (24 months)

5. Licence collection (If a choice is not indicated, licence will be sent by ordinary mail.):

☒ Send by ordinary mail

☐ Collect by an authorized representative at the EAA office in Hopewell Centre (Wanchai)

6. Preferred language of correspondence: (If a choice is not indicated, correspondence will be in English.)

☒ English ☐ Chinese

7. Notification of appointment of manager (if you have already appointed a manager for the place of business specified in this application, please fill out this section):

On behalf of the applicant company, I hereby give the Estate Agents Authority notice that the applicant company appointed _____ (name of manager appointed) holder of estate agent's licence number E- _____ as a manager with the applicant company at the place of business specified in this application on 日/月/年 .

Note

(1) Section 38(1)(a) of the Estate Agents Ordinance stipulates that: a licensed estate agent shall ensure that his business at every one of his offices (whether such offices are referred to as branch offices, sub-offices or otherwise) is under the effective and separate control of a manager appointed by him; a person so appointed must be an individual and the estate agent concerned must also ensure that such a person is the holder of an estate agent's licence. The licensed estate agent may appoint his director who holds a valid estate agent licence to manage one of his offices.

(2) Section 40(3) of the Ordinance requires a licensed estate agent to notify, in the prescribed form, the Authority of the appointment of a manager or the termination of such appointment within 31 days of either of these events. The prescribed form may be downloaded from www.eaa.org.hk/practice/documents/form10.pdf. If you have already filled out section 6 of this form for the appointment of a manager, then you do not need to fill out the said prescribed form. Otherwise, you must notify the Authority of the appointment within the specified period using the said prescribed form.

(3) Any person not complying with the said requirements may be disciplined.

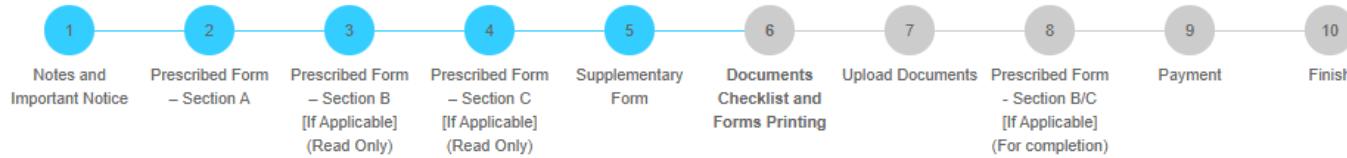
On behalf of the applicant company:

- I hereby declare that the foregoing information is provided to the best of my knowledge and belief;
- I authorize the Estate Agents Authority to verify the information the applicant company provides in Form 3 from other sources such as government departments;
- I hereby give my express consent to the Hong Kong Police Force to release the applicant company's criminal conviction record (if any) to the Estate Agents Authority.

14/07/2025

Date of Signing (dd/mm/yyyy) [REDACTED] [REDACTED]

Back Next



Forms Printing and Completion

[Please allow your browser shown "Pop-ups and Redirects"]

Step

1. Click **[Print]** at the bottom of this page.
Note: Based on the information provided in the application forms, all the forms required to be submitted by the applicant company (i.e. Form 12 and supplementary form) and, if applicable, director(s) without a valid estate agent's licence (Section B and/or Section C) will automatically be generated by the system one by one. Anti-Money Laundering and Counter-Terrorist Financing Self-assessment Form will also be generated. Instead of printing the forms directly, you may choose to have the documents saved as PDF for checking the accuracy of the information provided therein.
2. Click **[Back]** if any amendments is required. Click **[Confirm]** to save all the data if the forms are in order.
Note: You will only be allowed to click **[Confirm]** when all the forms generated by the system in Step 1 are printed (or saved as PDF). Closing the window without clicking **[Confirm]** may result in the failure of retrieving the information previously filled out. No information in the forms can be edited once **[Confirm]** is clicked. Any changes can only be made by going back to "My Licence List – Company Licence", click **[Delete Application]** and start a new application.
3. Sign the prescribed form (Form 3) and supplementary form.
Note: These two forms must be signed by the company representative of the applicant company in his/her own hand writing (with the company chop stamped).
4. Complete and sign Section B (if applicable).
Note: EACH director without a valid estate agent's individual licence (if any) must complete Section B (i.e. "HKID Card/Travel Document No.", "Date", "Name of Director" and the five questions in "Declaration") and sign the form in his/her own hand writing.
5. Complete and sign Section C (if applicable).
Note: EACH director who is a company without a valid estate agent's company licence (if any) must complete Section C (i.e. director company's "Business Registration No.", "Expiry Date", "Name of Representative", his "Position" and "Date", and the four questions in "Declaration") and sign the form in his/her own hand writing (with company chop stamped).

Documents to be Uploaded

To complete the application process, the applicant company is required to upload the following documents at the next stage (file format: PDF / JPG):

1. Valid Business Registration Certificate; and
2. Any document showing the latest board of directors of the applicant company, e.g. Latest Annual Return (NAR1) or Notice of Change of Company Secretary and Director (ND2A), and the relevant **Protected Information Report** showing the full identification numbers (HKID Card/Passport) of the directors concerned; and
3. Any document showing the latest registered address of applicant company, e.g. Latest Annual Return (NAR1) or Notice of Change of Address of Registered Office (NR1); and
4. Completed "Anti-money Laundering and Counter-Terrorist Financing Self-Assessment Form"; and
5. Section A of Prescribed Form and supplementary form duly completed and signed by the assigned representative of the applicant company

Please allow Pop-ups and redirects in this page at the top-right corner

[Back](#) [Confirm](#) [Print](#)

Step 6 :

- ① Read Steps 1 to 5 and the Notes carefully
- ② Click the **"Print"** button at the bottom. Based on the information provided in the application forms, all the forms required to be submitted by the applicant company will automatically be generated by the system one by one. Please print (or save) those forms and documents. After that, please click **"Confirm"**.

Step

1. Click **[Print]** at the bottom of this page.

Note: Based on the information provided in the application forms, all the forms required to be submitted by the applicant company (i.e. Form 12 and supplementary form) and, if applicable, director(s) without a valid estate agent's licence (Section B and/or Section C) will automatically be generated by the system one by one. Anti-Money Laundering and Counter-Terrorist Financing Self-assessment Form will also be generated. Instead of printing the forms directly, you may choose to have the documents saved as PDF for checking the accuracy of the information provided therein.

2. Click **[Back]** if any amendments is required. Click **[Confirm]**

Note: You will only be allowed to click **[Confirm]** when all the information is correct. Once **[Confirm]** is clicked, any changes can only be made by going back to "My Licence List - Company Licence", click **[Edit]**

3. Sign the prescribed form (Form 3) and supplementary form

Note: These two forms must be signed by the company representative

4. Complete and sign Section B (if applicable).

Note: EACH director without a valid estate agent's individual licence must complete and sign the form in his/her own hand writing (with the company chop stamped).

5. Complete and sign Section C (if applicable).

Note: EACH director who is a company without a valid estate agent's individual licence must complete and sign the form in his/her own hand writing (with company chop stamped).

Confirmation to Proceed to Next Stage

Have you printed all the application forms generated by the system and checked that all the information therein are in order?

If yes, please click **[YES]** to proceed to "Upload Documents" stage.

If not, please click **[CANCEL]** to print / save the form(s) and/or to make amendments.

Please confirm you are already print the document. We strongly recommend also save as pdf.

YES

CANCEL

Documents to be Uploaded

To complete the application process, the applicant company is required to upload the following documents (file format: PDF / JPG):

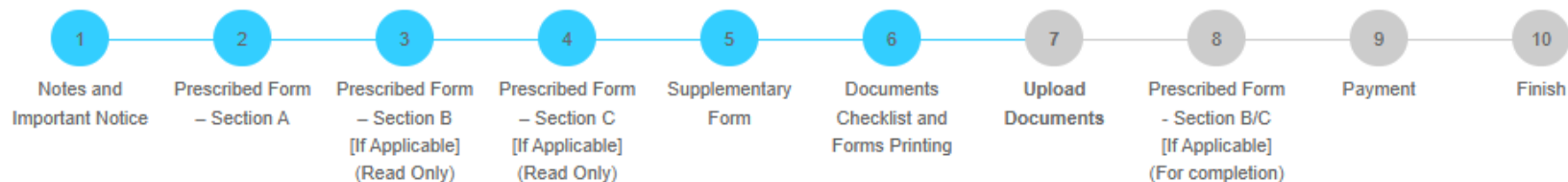
1. Valid Business Registration Certificate; and
2. Any document showing the latest board of directors of the applicant company, e.g. Latest Annual Return (NAR1) or Notice of Change of Company Secretary and Director (ND2A), and the relevant **Protected Information Report** showing the full identification numbers (HKID Card/Passport) of the directors concerned; and
3. Any document showing the latest registered address of applicant company, e.g. Latest Annual Return (NAR1) or Notice of Change of Address of Registered Office (NR1); and
4. Completed "Anti-money Laundering and Counter-Terrorist Financing Self-Assessment Form"; and
5. Section A of Prescribed Form and supplementary form duly completed and signed by the assigned representative of the applicant company

Please allow Pop-ups and redirects in this page at the top-right corner

[Back] **[Confirm]** **[Print]**

Step 7 :

Please make sure that all the forms and documents have been printed out (or saved). Then click **"Yes"**. Otherwise, click **"Cancel"**.



Upload Documents

Applicant company is required to upload scanned copies of the following forms and supporting documents [file format: PDF / JPG]:

1. Valid Business Registration Certificate (BR)*

2. Latest Annual Return (NAR1) showing the last board of directors (including Protected Information Report)

3. Notice of Change of Company Secretary and Director (ND2A) (including Protected Information Report)

4. Notice of Change of Address of Registered Office (NR1)

5. Duly completed and signed Prescribed Form - Section A*

6. Duly completed and signed Supplementary Form*

7. Duly completed and signed "Anti-Money Laundering and Counter-Terrorist Financing Self-assessment form"

* Documents with * must be uploaded at this stage, without which the application cannot be proceeded online. For document(s) without *, the applicant company may submit it/them later separately.

The EAA may require the applicant company to submit additional information or documentary proof if deemed necessary. All documents submitted will not be returned. The applicant company is required to provide true, accurate and complete information in support of its application. Making any false or misleading statement or furnishing any false or misleading information in connection with an application is an offence under section 55(1)(c) of the Estate Agents Ordinance.

Cancel Submit

Upload

Upload File C:\fakepath\Valid Business Registration Certificate.pdf

Upload File C:\fakepath\Latest Annual Return.pdf

Upload File C:\fakepath\Notice of Change of Company Secretary and Director.pdf

Upload File C:\fakepath\Notice of Change of Address of Registered Office.pdf

Upload File C:\fakepath\Prescribed Form.pdf

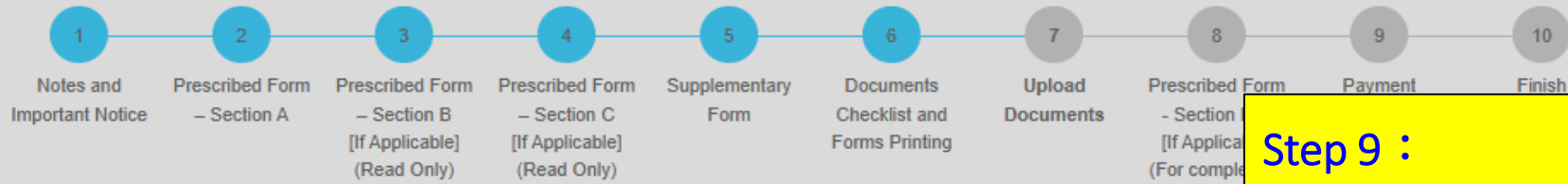
Upload File C:\fakepath\Supplementary Form.pdf

Upload File C:\fakepath\Anti-Money Laundering and Counter-Terrorist Financing Self-assessment form.pdf

Step 8 :

Click “**Upload File**” to upload the required forms and documents, then click “**Submit**”.

Document Requirements -
File Format: PDF or JPG
File Size: Less than 5MB



Step 9 :

To confirm submission of application, please click “Yes”.

Upload Documents

Applicant company is required to upload scanned copies of the following documents (file format: PDF / JPG):

1. Valid Business Registration Certificate (BR)*
2. Latest Annual Return (NAR1) showing the last board of directors (Information Report)
3. Notice of Change of Company Secretary and Director (ND2A) (Information Report)
4. Notice of Change of Address of Registered Office (NR1)
5. Duly completed and signed Prescribed Form - Section A*
6. Duly completed and signed Supplementary Form*
7. Duly completed and signed "Anti-Money Laundering and Counter-Terrorist Financing Self-assessment form"

* Documents with * must be uploaded at this stage, without which the application cannot be proceeded online. For document(s) without *, the applicant company may submit it/them later separately.

The EAA may require the applicant company to submit additional information or documentary proof if deemed necessary. All documents submitted will not be returned. The applicant company is required to provide true, accurate and complete information in support of its application. Making any false or misleading statement or furnishing any false or misleading information in connection with an application is an offence under section 55(1)(c) of the Estate Agents Ordinance.

Cancel Submit

Please make sure the information provided and documents uploaded are true, accurate and complete. Making any false or misleading statement or furnishing any false or misleading information in connection with an application is an offence under section 55(1)(c) of the Estate Agents Ordinance.

Do you want to submit the application?

YES CANCEL

Step 10 : If there is/are director(s) not holding a valid estate agent’s licence (individual) / (company), please complete “Section B” / “Section C” of the Prescribed Form after uploading the required documents. Having filled in all the required fields, please click “Submit”.

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Notes and Important Notice

Prescribed Form – Section A

Prescribed Form – Section B [If Applicable] (Read Only)

Prescribed Form – Section C [If Applicable] (Read Only)

Supplementary Form

Documents Checklist and Forms Printing

Upload Documents

Prescribed Form - Section B/C [If Applicable] (For completion)

Payment

Finish

Prescribed Form - Section B (For Completion) [If Applicable]

Section B of [REDACTED]

Please complete this form based on the information provided by [REDACTED] in the signed Section B uploaded previously. After completion, please double check the information and click [Next] to proceed.

B-2

Particulars of Director

Surname in English

[REDACTED]

Name in Chinese

[REDACTED]

Given Name in English

[REDACTED]

H.K.I.D. Card/Travel Document No.

HKID:

Travel Doc No.:

B-3

Declaration

Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered.

1.

Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?

Yes

No

If you have answered "Yes" to the above question, please give details below.

2.

Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?

Yes

No

If you have answered "Yes" to the above question, please give details below.

3.

Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?

Yes

No

If you have answered "Yes" to the above question, please give details below.

4.

Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?

Yes

No

If you have answered "Yes" to the above question, please give details below.

5.

Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not?

Yes

No

If you have answered "Yes" to the above question, please give details below.

Back

Submit

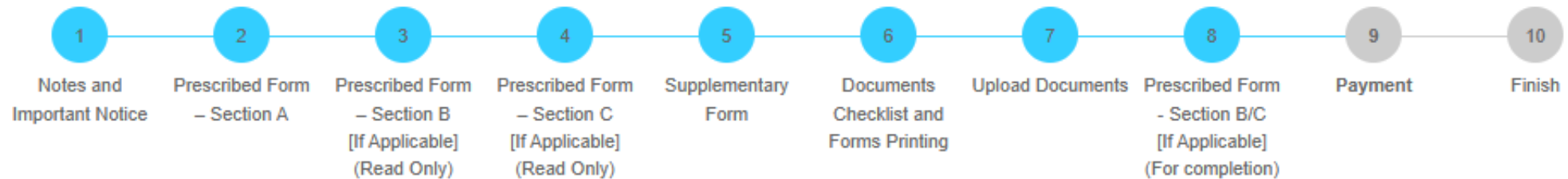
Step 11 : Choose payment method (PPS, FPS and credit card) and click “**Confirm**”. Then follow the instructions to make payment.

[Home](#) [About Us](#) [Exam](#) [Licensing](#) [Compliance](#) [Complaints](#) [Inquiry Hearing](#) [CPD Scheme](#) [Information Centre](#) [e-Services](#)

[Consumer Education Website](#) [Event Calendar](#)



[e-Services](#) > [Company-Licence-Renewal](#)

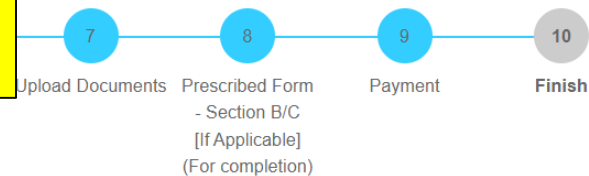


Payment

Total Amount: 2800

Payment Method:

Step 12 : ① Application submitted successfully.



| | | | | | |
|------------------|-------------|---|---|------|---------------------------------|
| Important Notice | – Section A | – Section B [If Applicable] (Read Only) | – Section C [If Applicable] (Read Only) | Form | Checklist and Forms Printing |
|------------------|-------------|---|---|------|---------------------------------|

Application submitted successfully.

Your application is now being processed by the EAA.

For enquiries, please call the EAA Hotline at 2111 2777 (press 2, 2 after selecting language) or send an email to licensing@eaa.org.hk

[Back to My Licence List - Company Licences](#)

Step 12: ② Click “**Back to My Licence List – Company Licences**” to check application records.

My Licence List – Company Licence

[Applicable to company / companies of which you are assigned as company representative(s)]

*For renewal application or re-application of an estate agent's licence (company), the relevant supplementary form and section A of the respective prescribed form have to be completed by a representative of the applicant company ("company representative"). **The company representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.***

To submit an application on the applicant company's behalf online via e-Services, you must be assigned as the representative of the company concerned. The company/companies listed out below is/are the company/companies of which you are assigned as its/their representative(s) for the purpose of licence application:

| Licence No. | Name of Company | Licence Status | Licence Expiry Date | Representative Assignment Status | Last Action Date | Application Submission Status | Application Reference No. | Application Submission Date | Payment Date | Action |
|------------------|------------------------------|----------------|---------------------|----------------------------------|------------------|-------------------------------|---------------------------|-----------------------------|--------------|-------------------------|
| C- [REDACTED] | [REDACTED] AGENCY CO. LTD | Expired | 31/05/2025 | Accepted | 14/07/2025 | Forms Submitted | [REDACTED] | 14/07/2025 | | Pay Now |