



持續專業進修計劃

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SCHEME**

**申請表 APPLICATION FORM**

申請獲取持續專業進修計劃活動學分  
(獲頒學術資格課程適用)

**Award of CPD Points**  
**(Award-bearing Course)**

**FOR OFFICE USE ONLY**

☐ Endorsed Award-bearing Course

☐ Non-recognized Award-bearing Course

Date Received: \_\_\_\_\_

Application No.: \_\_\_\_\_

**第一部份 申請人資料 Part I Information of Applicant**

申請人名稱 Name of the Applicant	(中文) (Chinese)	(英文) (English)
牌照號碼 Licence No.		電話號碼 Tel Number
公司名稱 Name of the Company	(如適用) (If applicable)	

**第二部份 申請獲取學分詳情 <sup>(1)</sup> Part II Details of Application for Award of CPD Points <sup>(1)</sup>**

活動名稱 Name of Activity			
活動主辦機構 <sup>(2)</sup> Activity Provider <sup>(2)</sup>			
活動編號 Activity Code	(如適用) (If applicable)		
將獲頒授的學術資格/ 已獲頒授的學術資格 Qualification to be attained/ Qualification attained			
課程開始日期 Activity start date		預計修畢日期/ 修畢日期 <sup>(3)(4)</sup> Expected completion date/Completion date <sup>(3)(4)</sup>	
持續專業進修時段 <sup>(3)(4)</sup> CPD period <sup>(3)(4)</sup>	01/10/ _____ 至 to 30/09/ _____	總學習時數 Total learning hours	



科目 <sup>(5)</sup> Subject <sup>(5)</sup>	核心科目 Core Subjects	非核心科目 Non-core Subjects
(請於適當方格內加上“✓”號， 可選多項 Please “✓” where appropriate. Allow multiple selections)	<input type="checkbox"/> C1 地產代理條例及地產代理監管局指引 Estate Agents Ordinance and EAA guidelines	<input type="checkbox"/> N1 市場推廣技能及技 Marketing skills and techniques
	<input type="checkbox"/> C2 其他與地產代理工作相關的法律及實務知識 Other legal and practical knowledge relating to estate agency work*	<input type="checkbox"/> N2 一般商業管理 Business management in general
	<input type="checkbox"/> C3 專業操守 Professional ethics	<input type="checkbox"/> N3 財務及會計知識 Finance and accounting knowledge
	<input type="checkbox"/> C4 地產代理業務管理、督導、管治及盡責審查 Management, supervision, governance and due diligence of estate agency business	<input type="checkbox"/> N4 其他司法管轄區地產代理業實務 Estate agency practice in other jurisdictions
	<input type="checkbox"/> C5 測量，物業 / 設施管理及城市規劃 Surveying, property / facilities management and town planning	<input type="checkbox"/> N5 資訊科技 Information technology
		<input type="checkbox"/> N6 社會經濟課題 Socio-economic issues
		<input type="checkbox"/> N7 語言技能 Language skills
		<input type="checkbox"/> N8 其他有助提升地產代理從業員水平的知識** Other knowledge conducive to raising standards of estate agency practitioners**
提供予監管局參考的資料 <sup>(6)</sup> Documentary proof attached for EAA's reference <sup>(6)</sup>	<p>* 例如物業轉易、租賃、土地查冊、歧視法例、勞工法例、《建築物條例》、《一手住宅物業銷售條例》及《個人資料（私隱）條例》等 such as conveyancing, tenancy, land search, discrimination legislation, labour legislation, Buildings Ordinance, Residential Properties (First-hand Sales) Ordinance and Personal Data (Privacy) Ordinance</p> <p>** 例如環境保護、可持續發展、室內設計、職業安全、行為心理、統計及數據分析等 such as environmental protection, sustainable development, interior design, occupational safety, behavioural aspects, statistics and data analysis</p>	

### 第三部份 申請人簽署 Part III Signature of applicant

申請人簽署 Applicant's Signature

日期 Date

- (1) 詳情請參閱《持續專業進修計劃指引》第 5.1 段。 Please refer to Clause 5.1 of the CPD Guidelines for details.
- (2) 詳情請參閱《持續專業進修計劃指引》第 6 及 7 章。 Please refer to Sections 6 & 7 of the CPD Guidelines for details.
- (3) 在計算修讀獲頒學術資格課程（即《持續專業進修計劃指引》第 6.1(i) 段及 6.6 段所描述的課程）所獲得的學分

時，只要持牌人符合院校訂明的出席要求並提供相關出席證明，則學分將按持牌人就該課程在每個進修時段所修讀的課堂學習時數計算，而非在持牌人完成該課程後才計算學分。詳情請參閱《持續專業進修計劃指引》第 7.13 段。CPD points earned through award-bearing courses as described in Clauses 6.1(i) and 6.6 of the CPD Guidelines would be counted based on the number of classroom learning hours attended in each CPD period when the course is undertaken, rather than when the whole course is completed, subject to licensees' compliance of the attendance



requirements set by the relevant institutions and provisions of evidence of attendance to the EAA. Please refer to Clause 7.13 of the CPD Guidelines for details.

- (4) 申請人須於有關持續專業進修時段後三個月內，向監管局提出有關獲取持續專業進修計劃活動學分申請，否則將不能獲得任何持續專業進修學分。Application for award of CPD points has to be made within three months from the closing date of the relevant CPD period; otherwise, no CPD points can be earned.
- (5) 詳情請參閱《持續專業進修計劃指引》第 4 章。 Please refer to Section 4 of the CPD Guidelines for details.
- (6) 詳情請參閱《持續專業進修計劃指引》第 7.14 段。 Please refer to Clause 7.14 of the CPD Guidelines for details.

#### 收集個人資料聲明 Personal Information Collection Statement

地產代理監管局(“監管局”)從此申報書所收集或處理所得的個人資料將作下列用途: (a)處理有關的申請獲取持續專業進修計劃活動學分的申請; (b)執行和遵從地產代理條例(第 511 章)的規定; 及(c)研究及統計。在此申請書提供個人資料純屬自願性質。如果持牌人未能提供申請書所需之資料，可能會影響監管局處理其申請。收集所得的個人資料將只會轉交負責執行上述用途之人士。有關查閱及改正個人資料要求，請聯絡地產代理監管局保障資料主任。The personal data collected or generated from this Declaration Form will be used by the EAA for the following purposes: (a) processing the application for award of CPD points; (b) enforcing compliance with the Estate Agents Ordinance (Chapter 511); and (c) researches and statistics. The provision of the information in this Declaration Form is voluntary. Licensee who could not provide all necessary data may affect the processing by EAA of his/her application. Personal data collected will only be transferred to such persons who are responsible for carrying out the above purposes. Personal data access and correction request should be addressed to the Data Protection Officer of the EAA.

**備註：** 申請人如參與註明「須獲監管局同意計算學分」的活動，除非獲得監管局**書面**批准，否則將不能獲得任何  
**Remarks:** 持續專業進修學分。 Where “EAA clearance required” is specified for a particular activity mode, no CPD points can be earned without **written** approval from EAA.