地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

表格 Form I

# 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 - 由個人持牌人提出**
**(適用於被視為已獲監管局事先認可或須獲監管局許可的持續專業進修活動)**
**Application for CPD Points - By Individual Licensees (Suitable for CPD Activities with the EAA's Deemed Prior Recognition or those requiring EAA clearance)**

| **FOR OFFICE USE ONLY** |
|---|
| **Date Received:** _____ |
| **Application No.:** _____ |

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

| | | | |
|---|---|---|---|
| 申請人姓名<br>Name of the Applicant | (中文)<br>(Chinese) | (英文)<br>(English) | |
| 牌照號碼<br>Licence No. | | 電話號碼<br>Tel Number | |
| 公司名稱<br>Name of the Company | | | (如適用)<br>(If applicable) |

## 第二部份：活動模式(1) Part II: Activity Mode(1) *(請於適當方格內加上"✓"號 Please "✓" where appropriate)*

☐ (a) 出席網絡研討會/網上培訓課程 /講座 / 研討會 / 多節組成的培訓活動 (一系列總時數超過 10 小時的活動) / 可獲頒學術資格的課程 (完成一系列課堂後可獲頒證書、文憑、副學位或學位學術資格的課程) / 網上遙距學習
Attending Webinar/Online Training Class / Seminar / Lecture / Multi-session Training Activity (a series of activities with a total duration longer than 10 hours) / Award-bearing Course (a structured series of classroom sessions that would culminate in the academic award of a certificate, diploma, sub-degree or degree) / Web-based Distance Learning

☐ (b) 教授或舉辦獲承認的持續專業進修活動(2)(3)
Teaching or Conducting Recognised CPD Activity(2)(3)

☐ (c) 擔任義務工作(3)
Participating in Pro bono Work(3)

☐ (d) 參加午餐講座及演講(3)
Participating in Luncheon Talk and Presentation(3)

☐ (e) 參加遊學團、代表團探訪或專業交流活動(3)
Participating in Tour, Delegation Visit or Professional Exchange Activity(3)

☐ (f) 作出指導 / 輔導及知識分享活動(3)(4)
Delivering Coaching / Mentoring and Knowledge Sharing Session(3)(4)

☐ (g) 接受指導 / 輔導及知識分享活動(3)(4)
Receiving Coaching / Mentoring and Knowledge Sharing Session(3)(4)

*填寫第三部份：表格(i)*
*Fill in Part III: Form (i)*

☐ (h) 出版著作
Publication

→ *填寫第三部份：表格(ii)*
*Fill in Part III: Form (ii)*

## 第三部份：申請獲取學分詳情　Part III: Details for application of awarding CPD points

**表格 Form (i)**

| | | | |
|---|---|---|---|
| 活動名稱<br>Name of Activity | | | |
| 活動主辦機構名稱<br>Name of Activity Provider | | | |
| 機構類別<br>Type of Provider<br>*(請於適當方格內加上"✓"號 Please "✓" where appropriate)* | ☐ (i) 由監管局舉辦或合辦的持續專業進修活動<br>CPD activities solely or jointly conducted by the EAA<br>☐ (ii) 由認可培訓機構(5)單獨舉辦或合辦的活動<br>Activities solely or jointly conducted by the Endorsed Training Institutions (5)<br>☐ (iii) 由廣泛認受的專業協會提供或認可的活動，而這些專業和知識領域，須對地產代理行業和持牌人有幫助或脾益<br>Activities offered or accredited by the widely recognised professional associations of those professions or areas where the expertise of such fields are complementary to that of estate agency or beneficial to licensees<br>☐ (iv) 政府或法定機構單獨舉辦或合辦的活動<br>Activities solely or jointly conducted by the government or statutory bodies<br>☐ (v) 持續專業進修基金計劃下可獲發還款項的課程<br>Reimbursable courses under the Continuing Education Fund<br>☐ (vi) 獲承認為資歷架構下的活動<br>Activities recognised under the Qualifications Framework<br>☐ (vii) 其他監管局專業發展委員會認為適合納入持續專業進修計劃的活動，例如地產代理公司或商會舉辦的活動<br>Other activities the Professional Development Committee of the EAA considers worth incorporating into the CPD Scheme e.g. activities conducted by estate agency firms or trade associations | | |
| 活動主辦或認證機構及活動編號<br>Organizer / Accreditor of the Activity and Activity Code | (如適用)<br>(If applicable) | | |
| 導師資料<br>Information of Instructor | 適用於活動模式(f)至(g)<br>Applicable for Activity Mode (f) to (g) | | |
| 活動日期及時間 / 課程開始日期(6) (7) (8)<br>Date and Time of the Activity / Activity Start Date (6) (7) (8) | | 活動完結日期 / 預計修畢日期 / 修畢日期(如適用)(6)(7)(8)<br>Expected Completion Date/Completion Date (If applicable) (6)(7)(8) | |
| 持續專業進修時段(6)(7)(8)<br>CPD Period(6)(7)(8) | 01/10/____ 至 to 30/09/_____ | 活動時數(9)<br>Duration of Activity(9) | |

科目[10]
Subject [10]

(請於適當方格內加上"✓"號
Please "✓" where appropriate)

**合規及有效管理 Compliance and Effective Management**

| | | |
|---|---|---|
| ☐ CE1 | 守法合規 Regulatory and Legal Compliance | ☐ 地產代理條例、其附屬法例、操守守則及執業通告[11] Estate Agents Ordinance and its Subsidiary Legislation, Code of Ethics and Practice Circulars<br>☐ 土地查冊 Land Search<br>☐ 標準文件 Standard Forms<br>☐ 物業轉易及租賃 Conveyancing and Tenancy<br>☐ 一手住宅物業銷售 First Sale of Residential Properties<br>☐ 專業操守及誠信 Professional Ethics and Integrity<br>☐ 地產代理條例以外的其他法律 Laws Other than the Estate Agents Ordinance |
| ☐ CE2 | 有效管理及營運 Effective Management and Operations | ☐ 有效管理地產代理業務 Effective Management of Estate Agency Business<br>☐ 企業管治 Corporate Governance<br>☐ 風險管理 Risk Management<br>☐ 網絡安全 Cyber Security |

**全面提升發展 All-round Advancement**

| | | |
|---|---|---|
| ☐ AA1 | 行業知識及市場資訊 Industry Knowledge and Market Update | ☐ 測量、物業/設施管理及城市規劃 Surveying, Property / Facilities Management and Town Planning<br>☐ 建造、建築及室內設計 Building, Architecture and Interior Design<br>☐ 其他司法管轄區地產代理業實務 Estate Agency Practice in Other Jurisdictions |
| ☐ AA2 | 溝通及人際關係技巧 Communication and Interpersonal Skills | ☐ 語言能力 Language Skills<br>☐ 營銷及市場推廣技巧 Sales and Marketing Skills<br>☐ 客戶服務技巧 Customer Service Skills<br>☐ 情緒智商 Emotional Intelligence<br>☐ 領導技巧 Leadership Skills |
| ☐ AA3 | 營商及商業知識 Business and Commercial Knowledge | ☐ 會計、經濟及財務知識 Accounting, Economics and Finance<br>☐ 資訊科技及數據分析 Information Technology and Data Analysis<br>☐ 人力資源管理及行政 Human Resources Management and Administration |
| ☐ AA4 | 其他有助提升持牌人之能力或個人成就的知識 Other Knowledge Conducive to Raising Competence or Enabling Personal Accomplishment of Licensees | ☐ 環境保護 Environmental Protection<br>☐ 職業安全及健康 Occupational Safety and Health<br>☐ 行為心理 Behavioural Aspects |

| | |
|---|---|
| 提供予監管局參考的資料(例如活動內容*(請提供活動內容大綱及其時間分佈，並附上教材或講義 (如有的話)*及出席證明等) (12)<br>Documentary Proof Attached for the EAA's Reference (e.g. Contents of Activity *(Please provide the course outline with hourly breakdown and teaching materials / handouts, if any)* and Evidence of Attendance.) (12) | *(如有需要可另紙書寫或夾附有關證明文件 If necessary, please provide the information in a separate attachment)* |

**表格 Form (ii)**

| | |
|---|---|
| 著作名稱*<br>Name of Publication* | |
| 發表媒體<br>Publisher | |
| 發表 / 出版日期(6) (7) (13)<br>Publication Date(6) (7) (13) | |
| 科目(10)<br>Subject (10)<br><br>(請於適當方格內加上"✓"號<br>Please "✓" where appropriate) | **合規及有效管理 Compliance and Effective Management**<br>☐ CE1 守法合規 Regulatory and Legal Compliance<br>☐ 地產代理條例、其附屬法例、操守守則及執業通告 Estate Agents Ordinance and its Subsidiary Legislation, Code of Ethics and Practice Circulars<br>☐ 土地查冊 Land Search<br>☐ 標準文件 Standard Forms<br>☐ 物業轉易及租賃 Conveyancing and Tenancy<br>☐ 一手住宅物業銷售 First Sale of Residential Properties<br>☐ 專業操守及誠信 Professional Ethics and Integrity<br>☐ 地產代理條例以外的其他法律 Laws Other than the Estate Agents Ordinance<br>☐ CE2 有效管理及營運 Effective Management and Operations<br>☐ 有效管理地產代理業務 Effective Management of Estate Agency Business<br>☐ 企業管治 Corporate Governance<br>☐ 風險管理 Risk Management<br>☐ 網絡安全 Cyber Security<br>**全面提升發展 All-round Advancement**<br>☐ AA1 行業知識及市場資訊 Industry Knowledge and Market Update<br>☐ 測量、物業/設施管理及城市規劃 Surveying, Property / Facilities Management and Town Planning<br>☐ 建造、建築及室內設計 Building, Architecture and Interior Design<br>☐ 其他司法管轄區地產代理業實務 Estate Agency Practice in Other Jurisdictions |

| | | | |
|---|---|---|---|
| | ☐ AA2 | 溝通及人際關係技巧 Communication and Interpersonal Skills | ☐ 語言能力 Language Skills<br>☐ 營銷及市場推廣技巧 Sales and Marketing Skills<br>☐ 客戶服務技巧 Customer Service Skills<br>☐ 情緒智商 Emotional Intelligence<br>☐ 領導技巧 Leadership Skills |
| | ☐ AA3 | 營商及商業知識 Business and Commercial Knowledge | ☐ 會計、經濟及財務知識 Accounting, Economics and Finance<br>☐ 資訊科技及數據分析 Information Technology and Data Analysis<br>☐ 人力資源管理及行政 Human Resources Management and Administration |
| | ☐ AA4 | 其他有助提升持牌人之能力或個人成就的知識 Other Knowledge Conducive to Raising Competence or Enabling Personal Accomplishment of Licensees | ☐ 環境保護 Environmental Protection<br>☐ 職業安全及健康 Occupational Safety and Health<br>☐ 行為心理 Behavioural Aspects |

* *請以附件形式提供著作樣本　Please provide copy of publication as attachment*

## 第四部份：申請人簽署　Part IV: Signature of applicant

簽署 Signature：_____　　日期 Date：_____

(1) 詳情請參閱《自願性持續專業進修計劃指引》第 5.1 段。 Please refer to Clause 5.1 of the Voluntary CPD Scheme Guidelines for details.

(2) 已獲認可持續專業進修活動的導師。Instructor of a Recognised CPD Activity.

(3) 申請人在是項活動的參與程度最少為 1 小時。 The applicant's involvement in the activity should last for at least 1 hour.

(4) 主辦機構、負責人及導師(包括主講者 / 演講者 / 協調人員 / 指導人員 / 輔導人員)的資歷及課程內容將為申請認可為持續進修計劃活動的考慮因素。從事業界的指導人員 / 輔導人員須持有地產代理牌照及屬經理或以上職級及擁有三年相關工作經驗。The experience and qualifications of the activity provider, person in charge and instructors including presenters / speakers / facilitators / coaches / mentors as well as the course content will be considered as and when recognition of activities under the CPD Scheme are applied for by the activity providers. Where the coaches or mentors are practitioners of the trade, they are to be holders of estate agent's licence at the rank of manager or above, with at least three years' relevant working experience.

(5) 詳情請參閱《自願性持續專業進修計劃指引》附件 B。 Please refer to Annex B of the Voluntary CPD Scheme Guidelines for details.

(6) 除《自願性持續專業進修計劃指引》第 7.9 段所描述的獲頒學術資格課程外，如某一活動橫跨兩個進修時段，學分只會算進活動完成日所在的進修時段。詳情請參閱《自願性持續專業進修計劃指引》第 7.2 段。 For an activity straddling two CPD periods, CPD points will only be earned on the day of completion, except for award-bearing courses as described in Clause 7.9 of the Voluntary CPD Scheme Guidelines. Please refer to Clause 7.2 of the Voluntary CPD Scheme Guidelines for details.

(7) 申請人須於有關活動完成後兩個月內，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 two months after completion of the activity; otherwise, no CPD points can be earned.

(8) 申請人在參加活動時為地產代理或營業員牌照持有人。The applicant is a holder of a valid licence (Estate Agent's Licence (Individual) or Salesperson's Licence) at the time of participating in the activity.

(9) 休息及成績評核的時間不能用作計算學分。Time spent on breaks/recesses, test or examination is excluded from the calculation of CPD points.

(10) 詳情請參閱《自願性持續專業進修計劃指引》第 4 章。 Please refer to Section 4 of the Voluntary CPD Scheme Guidelines for details.

(11) 可獲接納的出席證明包括由有關活動主辦機構發出的出席證書；由有關活動主辦機構發出列明學習時數的確認書，或其他類似的正式書面確認。 Acceptable evidence of attendance includes a certificate of attendance issued by the relevant activity providers, a confirmation letter stating the number of learning hours issued by the relevant activity providers or any similar formal written confirmation.

(12) 申請人在發表著作 / 著作出版時為地產代理或營業員牌照持有人。著作須為印刷訂裝書或電子書。由僱用機構或院校指派為工作一部份的著作不在此列。The applicant is a holder of a valid licence (Estate Agent's Licence (Individual) or Salesperson's Licence) at the time of publishing the publication. The publication has to be a printed and binded book or an e-book. Publications required by employing agencies or institutes as part of job duties is excluded.

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

地產代理監管局(“監管局”) 從此申請表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。在此申請表提供個人資料純屬自願性質。如果持牌人未能提供申請表所需之資料，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 Application 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 Application Form is voluntary. Licensee who could not provide all necessary data may affect the processing by the 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：** 持牌人如參與註明「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持續專業進修學分。

**Remarks:** Where “EAA clearance required” is specified for a particular activity mode, no CPD points can be earned without **written** approval from the EAA.