地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

持續專業進修計劃 表格 **Form V**

Continuing Professional Development (CPD) Scheme

補領持續專業進修計劃優越嘉許獎章小徽章申請表

Application for Replacement of Small Badge of Premium CPD Attainment Symbol

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

申請人姓名 Name of the Applicant	(中文) (Chinese)	(英文) (English)	
牌照號碼 Licence No.		電話號碼 Tel Number	
小徽章類別* Type of small badge*	☐ 金 Gold ☐ 銀 Silver		
補領原因* Reason for Replacement*	☐ 遺失 Lost → *填寫及簽署**第二部份及第三部份*** *Fill in and sign **Part II & III*** ☐ 損壞 Damaged** → *填寫及簽署**第三部份*** *Fill in and sign **Part III***		

*請於適當的方格內加上 "✓" 號 Please put a "✓" in the appropriate box(es).

須交回損壞的小徽章 **Must return the damaged small badge

第二部份: 遺失聲明 Part II: Declaration of Loss

本人明白包括補發小徽章在內，只可同時間擁有由地產代理監管局（「監管局」）頒發予本人就每個指派的持續專業進修時段頒發的小徽章一個，如本人隨後尋回遺失的小徽章，必須歸還補發或原來的小徽章予監管局。本人謹此聲明本人的原本小徽章已遺失。

I understand that I can be in possession of only **ONE** small badge, including the replacement, awarded for the assigned CPD periods, and I would be required to submit the extra small badge to the Estate Agents Authority ("EAA") if the original small badge, previously reported lost, was subsequently found. I hereby declare that my original small badge is lost.

簽署 Signature : _____ 日期 Date : _____

第三部份: 申請人簽署 Part III: Signature of Applicant

本人確定表格上所列的資料正確無誤，並已細閱及同意本申請表的「重要事項」內所述的條款。

I confirm that the information given on this application form is correct and have read and agreed to the conditions set out in the "Important Notes" of this form.

簽署 Signature : _____ 日期 Date : _____

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領取小徽章時適用 To be completed during collection*

☐ 本人已交回損壞的小徽章，並收到補發的小徽章。
I returned the damaged small badge and acknowledge receipt of the replacing small badge.

☐ 本人已收到補發的小徽章。
I acknowledge receipt of the replacing small badge.

簽署 Signature : _____ 日期 Date : _____

*請於適當的方格內加上 "✓" 號 Please put a "✓" in the appropriate box.

重要事項 Important Notes

1. 小徽章只能補領**一次**。
   The small badge can be replaced **once only**.
2. 補領小徽章的費用為**港幣 120 元**。已繳費用概不發還。
   A non-refundable fee of **HK$120** is charged for replacement of the small badge.
3. 監管局核實申請後會發函通知申請人領取補發小徽章。申請人須於收到監管局通知函後一個月內親自到**監管局辦事處以現金繳付**補領費用及領取補發的小徽章，請**帶同地產代理證或其他身份證明文件**，例如身份證，供本處職員查核。
   The EAA will notify you in writing to collect the replacing small badge upon verification of your application. You must **pay the charge in cash** and collect the replacing small badge **in person at the EAA office** within one month after the issuance of the notification by the EAA. Please **bring with your Estate Agent Card or other identity proof**, e.g. the Hong Kong Identity Card, for checking by the EAA staff.
4. 每位獲頒優越嘉許獎章的持牌人只可同時間擁有其就每個指派的持續專業進修時段獲頒的小徽章**一個** (包括補發的小徽章在內)。如隨後尋回遺失的小徽章，則必須歸還補發或原來的小徽章予地產代理監管局。
   An awardee of the Premium CPD Attainment Symbol should only be in possession of **ONE** small badge, including the replacement, awarded for the assigned CPD periods at any given time. In other words, if a small badge, previously reported lost, was subsequently found, the awardee concerned is required to return any extra small badge to the EAA.

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) 處理有關補領優越嘉許獎章小徽章的申請; (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 Declaration Form will be used by the EAA for the following purposes: (a) processing the application for replacement of small badge of Premium CPD Attainment Symbols; (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 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.

查詢 Enquiries

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