

**地產代理監管局**  
**Estate Agents Authority**

灣仔皇后大道東 183 號合和中心 48 樓 4801 室 (熱線 2111 2777)  
Room 4801, 48/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong (Hotline 2111 2777)

**申請補發地產代理證**  
**Application for Replacement of Estate Agent Card**

**收取個人資料聲明 Personal Information Collection Statement**

申請人所提供的個人資料將用於審批補發地產代理證申請。監管局可能會從其他途徑核實有關資料。有關資料亦會用於執行及遵從《地產代理條例》(第 511 章) 的規例及提供培訓。申請人的個人資料亦可能為了上述目的而向政府部門及有關機構 (包括香港警察及廉政公署) 披露。如果申請人不提供有關資料, 監管局可能因此不能審批有關補發地產代理證申請。申請人對其個人資料有取閱和更正權。如欲行使上述權利, 請與監管局保障資料主任聯絡。The personal data collected in the application are to be used for the purpose of processing the estate agent card replacement application which may be subject to verification by the Estate Agents Authority (EAA) from other source. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511) and providing appropriate training to the applicant. The personal data may be transferred to government departments and relevant authorities (including the Hong Kong Police and the ICAC) in connection with the above purposes. The personal data collected are necessary for the processing of the estate agent card replacement application and, if not provided, may result in the EAA being unable to process the application. An applicant has the right to access and correct his/her personal data by writing to the Data Protection Officer of the EAA.

1. 持牌人姓名 Name of Licensee:

2. 牌照號碼 Licence Number:

3. 申請補發地產代理證的原因 Reason for Replacement\*:

遺失 Lost     損毀 Damaged (請一併交回舊證 Please submit your old card)     其他 Other reason

被竊 Stolen     更新相片 Update photo (請一併交回舊證 Please submit your old card)

(請說明詳情 please specify)

**相片規格 Photo specifications:**

- 40 毫米(闊) x 50 毫米(高) 40mm (W) x 50 mm (H)
- 下顎至頭頂尺寸: 32 毫米至 36 毫米 Size from chin to crown: 32 mm to 36 mm
- 正面並清楚顯示面容特徵的彩色近照 Recent colour photograph showing full frontal face with clear facial features
- 白色背景 Plain white background

以上規格與香港特區護照相片規格相同。

The above specifications are the same as those for a HKSAR passport.

如欲更新相片, 請  
在此貼上相片  
Affix a photo here  
only if you wish to  
update your photo

4. 付款細節 Payment details (費用為港幣 100 元 A fee of \$100 is required)\*:

支票號碼 (支票必須劃線, 並註明收款人為「地產代理監管局」。) CHEQUE No \_\_\_\_\_ (Cheque should be crossed and made payable to the "Estate Agents Authority".)

現金 / 易辦事 (須到監管局辦事處繳付, 請勿郵寄現金。) By CASH / EPS (Cash should be paid at the EAA's office; please do not send cash through the mail.)

5. 領取方法 Collection Method\*:

(如不註明, 地產代理證會以平郵方式寄出。If a choice is not indicated, the Estate Agent Card will be sent by ordinary mail.)

以平郵方式寄出 Ordinary mail

補發證將會郵寄至你於監管局的登記地址 The replacement card will be mailed to your registered address in the EAA record

親身或授權代表領取 Collect in person or by an authorized representative

於補發證備妥後, 監管局將發出「領取通知」至你於監管局的電郵地址\*\* Once the replacement card is ready for collection, a notification will be sent to the email address you provided to the EAA\*\*

6. 本人所提供的上述資料皆為本人所知及所信的。

The foregoing information is provided to the best of my knowledge and belief.

日期 Date

簽署 Signature

\* 請在適當的空格填上✓號 Please check the relevant box

\*\* 如欲更新電郵地址, 請以郵寄/傳真/電郵方式書面通知監管局或經監管局網頁的電子服務 (e-Services) 辦理 Request for change of email address should be made to the EAA in writing by mail/fax/email or through the e-Services of the EAA website (傳真 Fax: 2119 9077 電郵 Email: [licensing@eaa.org.hk](mailto:licensing@eaa.org.hk) 網頁 Website: [www.eaa.org.hk](http://www.eaa.org.hk))