

FORM 10

ESTATE AGENTS ORDINANCE  
(Chapter 511)  
(Section 40(3))

NOTICE OF APPOINTMENT/TERMINATION OF APPOINTMENT\* OF A  
PERSON AS A MANAGER OF A LICENSED ESTATE AGENT

To: Estate Agents Authority  
Room 2601, 26/F, Hopewell Centre  
183 Queen's Road East  
Wanchai, Hong Kong  
Fax no.: 2119 9077

*I/We\** <sup>(1)</sup>.....  
of <sup>(2)</sup>.....,  
holder of estate agent's licence number: <sup>(3)</sup>.....  
hereby give you notice that *I/we\* appointed/terminated the appointment\** of <sup>(4)</sup>.....  
.....,  
holder of estate agent's licence number: <sup>(5)</sup>.....  
as a manager with *me/us\** at <sup>(6)</sup>.....  
.....  
on <sup>(7)</sup>..... (D/M/Y)

.....  
Date

.....  
*Signed by/on behalf of\**  
the licensed estate agent

- Note: (1) Name of the licensed estate agent.  
(2) Registered address of the licensed estate agent.  
(3) Licence number of the licensed estate agent.  
(4) Name of the manager.  
(5) Licence number of the manager.  
(6) The place of business where the manager is in effective control of the estate agency business.  
(7) Date of the appointment/termination of appointment.  
\* Delete if inappropriate.

Please file this Notice with the Estate Agents Authority before the expiration of the period of 31 days beginning on the date of the appointment or termination of appointment, as the case may be.