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Housing Bureau
Private Housing Division
17-18/F, Murray Building
Garden Road
Hong Kong

13 July 2001

BY FAX & BY POST

Fax No. : 2509 9988

Total no. of pages : 13

(Attn : Ms M L Wong
Principal Assistant Secretary)

Dear Ms Wong,

**Estate Agents (Licensing) (Amendment) Regulation 2001
(L.N. 147 of 2001)**

I am scrutinizing the Estate Agents (Licensing)(Amendment) Regulation 2001 published in the Gazette on 22 June 2001 as L.N. 147 of 2001. I shall be grateful if you would clarify the following :

Proposed section 7(4C)(c)(ii)(B) (section 3(b) of the Amendment Regulation)

To apply for the grant of an estate agent's licence under the new section 7(1)(ac), the proposed section 7(4C)(c)(ii)(B) requires an applicant who is a senior practitioner to complete a training course for estate agents on or before 31 December 2001. Please clarify whether it is the policy not to make provision for any senior practitioner who has been granted an extension of time under section 7(4) of the principal Regulation for compliance with the relevant condition.

/P. 2 ...

Forms under Schedule 1 (section 6 of the Amendment Regulation)

I enclose copies of Forms 3, 8, 12, 13 and 14 with my comments marked up.

Yours sincerely,

(Bernice Wong)
Assistant Legal Adviser

Encl

c.c. LA

D of J
(Attn : Mr Cheung Wing-leung, SGC)
(Fax No. : 2869 1302)

內部分	董事詳情 (董事為一間持有有效地產代理(公司)牌照的公司)	表格 3 (第 3 頁)
<p>根據《地產代理條例》(第 511 章)第 55(1)(c)條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或具誤導性的陳述或提供任何虛假或其誤導性的資料,即屬違法。有關罪行,一經公訴程序定罪,可處第 6 級罰款及/或監禁 1 年,如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。</p> <p>請夾夾或影印足夠數量的本表格內部分,以供填向持有有效地產代理(公司)牌照的董事填寫。</p>		
內 1	申請人(公司)詳情 公司的註冊編號	申請人(公司)英文名稱
內 2	董事詳情 商業登記號碼	有效期滿日期(日/月/年份)
	英文營業名稱	中文營業名稱
內 3	聲明	注意:下列問題 1 至 4 與決定批給牌照/營業詳情說明書的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“你”,指申請批給地產代理(公司)牌照/營業詳情說明書的申請人(公司)的董事(而該董事為一間公司)。
1	“你”是否正在清盤中或受任何清盤令的限的,或有接管人已就“你”而獲委任,或是在緊接本申請日期之前 5 年內,已與債權人訂立債務重組協議或債務償還安排?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
2	“你”是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或“你”在該公司如此喪失資格當日是否該公司的董事或高級人員?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
3	“你”曾否因任何罪行在香港或其他地方被定罪,而該項定罪對“你”曾有欺詐性、舞弊或不誠實的作為?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
4	“你”曾否根據《地產代理條例》(第 511 章)被定罪?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
<p>若“你”對以上任何一項回答“是”,請用附加紙詳細說明。</p> <p>本人謹代表本公司(即申請人公司的董事)聲明,就本人所知及所信前述所提供的資料皆為全面、完整及真實,而本人授權地產代理監管局長按其認為合適的方式核實前述所提供的資料。</p>		
公司代表姓名		授權簽署及公司印章
職位		日期(日/月/年份)
內 2	董事詳情 商業登記號碼	有效期滿日期(日/月/年份)
	英文營業名稱	中文營業名稱
內 3	聲明	注意:下列問題 1 至 4 與決定批給牌照/營業詳情說明書的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“你”,指申請批給地產代理(公司)牌照/營業詳情說明書的申請人(公司)的董事(而該董事為一間公司)。
1	“你”是否正在清盤中或受任何清盤令的限的,或有接管人已就“你”而獲委任,或是在緊接本申請日期之前 5 年內,已與債權人訂立債務重組協議或債務償還安排?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
2	“你”是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或“你”在該公司如此喪失資格當日是否該公司的董事或高級人員?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
3	“你”曾否因任何罪行在香港或其他地方被定罪,而該項定罪對“你”曾有欺詐性、舞弊或不誠實的作為?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
4	“你”曾否根據《地產代理條例》(第 511 章)被定罪?	是 <input type="checkbox"/> 否 <input type="checkbox"/>
<p>若“你”對以上任何一項回答“是”,請用附加紙詳細說明。</p> <p>本人謹代表本公司(即申請人公司的董事)聲明,就本人所知及所信前述所提供的資料皆為全面、完整及真實,而本人授權地產代理監管局長按其認為合適的方式核實前述所提供的資料。</p>		
公司代表姓名		授權簽署及公司印章
職位		日期(日/月/年份)

Make

Please explain why the name of the corporate director as registered with the Companies Registrar is not necessary.

Section C	Particulars of Director (Directorship held by a company without a valid estate agent's company licence)	Form 3 (Page 3)
<p>Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year or conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.</p> <p>Please obtain or supply sufficient copies of Section C of this form as necessary for completion by EACH director who is a company without a valid estate agent's company licence.</p>		
C-1	Particulars of Applying Company	
Certificate of Incorporation No.		Name of Applicant Company in English
C-2	Particulars of Director	
Business Registration No.		Expiry Date (DD/MM/YYYY)
Business Name in English		Business Name in Chinese
C-3	Declaration	Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company) Statement of Particulars of Business (directorship is held by a company).
		Yes No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?		<input type="checkbox"/> <input type="checkbox"/>
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?		<input type="checkbox"/> <input type="checkbox"/>
3. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?		<input type="checkbox"/> <input type="checkbox"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?		<input type="checkbox"/> <input type="checkbox"/>
If you have answered "Yes" to any of the above questions, please give details using additional sheets.		
I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.		
Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop
Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)
C-2	Particulars of Director	
Business Registration No.		Expiry Date (DD/MM/YYYY)
Business Name in English		Business Name in Chinese
C-3	Declaration	Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company) Statement of Particulars of Business (directorship is held by a company).
		Yes No
1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?		<input type="checkbox"/> <input type="checkbox"/>
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?		<input type="checkbox"/> <input type="checkbox"/>
3. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?		<input type="checkbox"/> <input type="checkbox"/>
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?		<input type="checkbox"/> <input type="checkbox"/>
If you have answered "Yes" to any of the above questions, please give details using additional sheets.		
I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.		
Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop
Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)

表格 8 地產代理監管局
就批給營業詳情說明書提出的申請

根據《地產代理條例》(第 511 章)第 55(1)(c) 條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或具誤導性的陳述或提供任何虛假或具誤導性的資料,即屬違法。有關罪行,一經公證定罪,可處第 6 級罰款及/或監禁 1 年,如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。

注意: 1) 此申請為申請人就批給地產代理牌照提出的申請或最近一次就地產代理牌照續期提出的申請(視屬何情況而定)的一部分。
2) 若申請批給營業詳情說明書的申請人為一間公司,此表格須由該公司的代表填寫,該代表須實際控制該公司的地產代理業務並為一名持牌地產代理。
3) 若申請批給營業詳情說明書的申請人為一獨資經營商,此表格須由該獨資經營者填寫,而該獨資經營者須為一名持牌地產代理。
4) 若申請批給營業詳情說明書的申請人為一合夥經營商,此表格須由一名合夥人填寫,而該合夥人須為持牌地產代理。另外,每一名合夥人須填寫並提交此表格的乙部分。
5) 請於適當的空格內填上「X」號。
6) * 將不適用者刪去。

欲申請之牌照有效期 12 個月 24 個月

甲部分 營業詳情

營業性質	<input type="checkbox"/> 獨資經營	<input type="checkbox"/> 合夥經營	<input type="checkbox"/> 公司分行
營業詳情說明書號碼 (如適用)			
有效期滿日 (日/月/年份)			
申請人/公司牌照號碼			
有效期滿日 (日/月/年份)			
香港身分證/旅遊證件/ 公司註冊證書* 號碼			
合夥人數目			

營業地點性質 總行 分行

英文營業名稱 (商業登記證上所示名稱)

中文營業名稱 (商業登記證上所示名稱)

商業登記號碼 有效期滿日 (日/月/年份)

營業地址

室	樓層	座	大廈/屋苑名稱
香港 / 九龍 / 新界*			
街道名稱及號碼		地區	

電話號碼 傳真號碼 電郵地址

本人謹代表本獨資經營商號、合夥經營商號或公司(視屬何情況而定)聲明就本人所知及所信前遞所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前遞所提供的資料。

日期 (日/月/年份)	公司代表 / 獨資經營者 / 合夥人* 姓名	公司代表 / 獨資經營者 / 合夥人* 地產代理 (個人) 牌照號碼	授權簽署及公司印章
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Should the application for renewal of statement (Form 14) form part of the application for renewal of the estate agent's licence?

Should Form 8 form part of the application for grant of licence only?

Estate Agent's

FORM 8 ESTATE AGENTS AUTHORITY
APPLICATION FOR THE GRANT OF STATEMENT OF PARTICULARS OF BUSINESS

Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.

Note: 1) This application forms part of the application for the grant of estate agent's licence or the latest application for renewal thereof, as the case may be.
2) For a company that applies for the grant of a Statement of Particulars of Business, this form has to be completed by a representative of the company. The representative must be in effective control of the company's estate agency business and he has to be a licensed estate agent.
3) For a sole proprietorship that applies for the grant of a Statement of Particulars of Business, this form has to be completed by the sole proprietor and he must be a licensed estate agent.
4) For a partnership that applies for the grant of a Statement of Particulars of Business, this form has to be completed by a partner and he has to be a licensed estate agent. In addition, each partner of the partnership has to complete and submit a Section B of this form.
5) Please 'X' in the appropriate box.
6) * Delete as appropriate.

Validity Period of Licence applied for 12 months 24 months

Section A Particulars of Business

Nature of Business	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Company Branch ?
Statement of Particulars of Business No. (if applicable)			
Expiry Date (DD/MM/YYYY)			
Applicant's Individual** Company Licence No.			
Expiry Date (DD/MM/YYYY)			
H.K.I.D. Card / Travel Document/ Certificate of Incorporation* No.			
Number of Partners in the Partnership			

Nature of the Place of Business Principal Office Branch Office

Business Name in English (as shown in Business Registration Certificate)

Business Name in Chinese (as shown in Business Registration Certificate)

Business Registration No. Expiry Date (DD/MM/YYYY)

Address of Place of Business

Flat/Room	Floor	Block	Name of Building/Estate
HK / KLN / NT*			
Number and Name of Street		District	

Telephone No. Fax No. Email Address

On behalf of my sole proprietorship, partnership or company (as the case may be), I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner* (in BLOCK LETTERS)	Estate Agent's Licence (Individual) No. of Representative / Sole Proprietor / Partner*	Authorized Signature and Company Chop
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乙部分	合夥人詳情			表格 8 (第 2 頁)
根據《地產代理條例》(第 511 章) 第 55 (1) (c) 條, 若任何人在申請批給牌照或牌照續期時, 作出任何虛假或其屬虛性的陳述或提供任何虛假或其屬虛性的資料, 即屬違法。有關罪行, 一經循公訴程序定罪, 可處第 6 級罰款及/或監禁 1 年, 如屬簡易程序定罪, 可處第 5 級罰款及/或監禁 6 個月。				
乙部分可供兩位合夥人填寫, 請索取或影印足夠數量的本表格乙部分, 以供每位合夥人填寫。				
乙-1	合夥經營詳情			
商業登記號碼		有效期間滿日(日/月/年份)		
合夥營業名稱				
乙-2	合夥人詳情			
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	地產代理牌照號碼(如適用)	
乙-3 聲明 注意: 下列問題 1 至 5 與決定批給營業詳情說明書的考慮因素有關, 為本表格的一部分而必須作答。				
1.	你是否未獲解除破產的破產人, 或在緊接本申請表日期之前 5 年內, 已與你的債權人訂立債務重組協議或債務償還安排?	是	否	
2.	你是否一間公司的董事或高級人員, 而該公司現時根據《地產代理條例》(第 511 章) 喪失持有牌照的資格, 或你在該公司如此喪失資格當日是否該公司的董事或高級人員?			
3.	你是否為《精神健康條例》(第 136 章) 第 2 條所指的精神紊亂的人或該條所指的病人?			
4.	你會否因任何罪行在香港或其他地方被定罪, 而該項定罪被斷你曾有欺詐性、舞弊或不誠實的作為?			
5.	你會否根據《地產代理條例》(第 511 章) 被定罪, 並因此被判處監禁, 不論是否緩刑?			
若你對以上任何一項回答 '是', 請用附加紙張詳加說明。				
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確, 而本人授權地產代理監督局按其認為合適的方式核實前述所提供的資料。				
日期(日/月/年份)		合夥人姓名		簽署
乙-2 合夥人詳情				
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	地產代理牌照號碼(如適用)	
乙-3 聲明 注意: 下列問題 1 至 5 與決定批給營業詳情說明書的考慮因素有關, 為本表格的一部分而必須作答。				
1.	你是否未獲解除破產的破產人, 或在緊接本申請表日期之前 5 年內, 已與你的債權人訂立債務重組協議或債務償還安排?	是	否	
2.	你是否一間公司的董事或高級人員, 而該公司現時根據《地產代理條例》(第 511 章) 喪失持有牌照的資格, 或你在該公司如此喪失資格當日是否該公司的董事或高級人員?			
3.	你是否為《精神健康條例》(第 136 章) 第 2 條所指的精神紊亂的人或該條所指的病人?			
4.	你會否因任何罪行在香港或其他地方被定罪, 而該項定罪被斷你曾有欺詐性、舞弊或不誠實的作為?			
5.	你會否根據《地產代理條例》(第 511 章) 被定罪, 並因此被判處監禁, 不論是否緩刑?			
若你對以上任何一項回答 '是', 請用附加紙張詳加說明。				
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確, 而本人授權地產代理監督局按其認為合適的方式核實前述所提供的資料。				
日期(日/月/年份)		合夥人姓名		簽署

Male

Section B	Particulars of Partners			Form 8 (Page 2)
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.				
Partnerships with more than 2 partners are requested to obtain or copy sufficient copies of Section B of this form for completion by EACH of the partners.				
B-1	Particulars of Partnership			
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Business Name of Partnership				
B-2	Particulars of Partner			
Name in English (Surname first)	Name in Chinese	H.K.I.D. Card/Travel Document *No.	Estate Agent's Licence No (if applicable)	
B-3	Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. They form an integral part of this form and must be answered.		
		Yes	No	
1.	Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not?	<input type="checkbox"/>	<input type="checkbox"/>	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature
B-2	Particulars of Partner			
Name in English (Surname first)	Name in Chinese	H.K.I.D. Card/Travel Document *No.	Estate Agent's Licence No (if applicable)	
B-3	Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. They form an integral part of this form and must be answered.		
		Yes	No	
1.	Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not?	<input type="checkbox"/>	<input type="checkbox"/>	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature

Why is the application for Statement of Particulars of Business included in Form 12 (for company) but not in Form 11 (for individual)?
Would it duplicate Form 14?

表格 12 地產代理管理局
就地產代理(公司)牌照 / 營業詳情說明書續期提出的申請

填報(地產代理條例)(第 511 章)第 55(1)(c)條,若任何人在申請地點牌照或牌照續期時,作出任何虛假或具誤導性的陳述或提供任何虛假或具誤導性的資料,屬違法。有關違法,一經檢控程序定罪,可處罰 6 個月的監禁及/或監禁 1 年,而檢控程序定罪,可處罰 5 個月的監禁及/或監禁 6 個月。

注意: 1) 請於適當的空格內填上“是”或“否”。
2) * 將不適用者劃去。

甲部分 本表格的甲部分須由申請人(公司)的代表填寫,該代表須實際控制申請人(公司)的地產代理業務並為一名持牌地產代理。

欲申請之牌照有效期間 12 個月 24 個月

甲-1 申請人(公司)詳情

申請人(公司)英文名稱(公司註冊處所登記名稱) 牌照號碼

申請人(公司)中文名稱(公司註冊處所登記名稱) 有效期限滿日(日/月/年份)

公司註冊證書號碼 商業登記號碼 有效期限滿日(日/月/年份)

在以下甲-1 及甲-2 部分的資料項目中,申請人只須填寫最近一次申請後有所更改之資料。

登記辦事處地址

座	樓層	座	大廈/屋苑名稱
香港 / 九龍 / 新界*			

街道名稱及號碼 地區 電話號碼 傳真號碼 電郵地址

甲-2 營業詳情 (如與上列資料不同)

英文營業名稱 (商業登記證上所示名稱)

中文營業名稱 (商業登記證上所示名稱)

營業地址

座	樓層	座	大廈/屋苑名稱
香港 / 九龍 / 新界*			

街道名稱及號碼 地區 電話號碼 傳真號碼 電郵地址

甲-3 董事名單 注意: 1) 對公司註冊處所登記的資料相同,如有需要請用附加紙張。
2) 非持有有效地產代理(個人)/(公司)牌照的重要必要填寫本表格之乙部分 / 丙部分。

董事名單 (董事為個人)	英文姓名或名稱(姓氏先行)	中文姓名或名稱	牌照號碼	有效期限滿日(日/月/年份)

董事名單 (董事為公司)

甲-4 聲明 注意: 下列問題與決定牌照/營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。問題內的“你”,指申請地產代理(公司)牌照 / 營業詳情說明書續期的申請人(公司)。

1. “你”是否正在清盤當中或是任何清盤令的標的,或有接管人已就“你”而獲委任,或是否在緊接本申請日期之前 3 年內,已與債權人訂立債務重組協議或債務清還安排? 是 否

2. “你”曾否被《地產代理條例》(第 511 章)被定罪? 是 否

若“你”對以上任何一項回答“是”,請用附加紙張詳加說明。

本人謹代表申請人(公司),聲明就申請人(公司)將從事地產代理業務的每一地點及每一營業名稱,申請人(公司)已作為此申請之部分提交或根據營業詳情說明書提出的申請或就營業詳情說明書續期提出的申請(表格 8 或 14),並聲明就本人所知及所信賴的所提供的資料皆為全面、完整及真確,而本人授權地產代理管理局按其認為合適的方式核實前述所提供的資料。

公司代表姓名 地產代理(個人)牌照號碼

職位 日期(日/月/年份) 授權簽名及公司印章

FORM 12 ESTATE AGENTS AUTHORITY
APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (COMPANY) /
STATEMENT OF PARTICULARS OF BUSINESS

Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.

Note: 1) Please "✓" in the appropriate box
2) * Delete as appropriate

Section A Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.

Validity Period of Licence applied for 12 months 24 months

A-1 Particulars of Applicant Company

Name of Applicant Company in English (As registered with Companies Registry) Licence No.

Name of Applicant Company in Chinese (As registered with Companies Registry) Expiry Date (DD/MM/YYYY)

Certificate of Incorporation No. Business Registration No. Expiry Date (DD/MM/YYYY)

For the following particulars in sections A-1 and A-2, applicants only need to provide the information that is DIFFERENT from application last filed.

Flat/Room Floor Block Name of Building/Estate

Number and Name of Street District HK / KLN / NT*

Telephone No. Fax No. Email Address

A-2 Particulars of Business (if DIFFERENT from above)

Business Name in English (as shown in Business Registration Certificate)

Business Name in Chinese (as shown in Business Registration Certificate)

Place of Business

Flat/Room Floor Block Name of Building/Estate

Number and Name of Street District HK / KLN / NT*

Telephone No. Fax No. Email Address

A-3 List of Directors (Note: 1) As registered with Companies Registry. Please use additional sheet if necessary.
2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Section C of this form.

List of Directors (Individual)	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)

List of Directors (Company)

A-4 Declaration Note: The questions below refer to factors which will be considered in the determination for the renewal of licence/statement of Particulars of Business. They form an integral part of this form and must be answered "Yes" in the appropriate box for the renewal of the Estate Agent's Licence (Company) Statement of Particulars of Business.

1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors? Yes No

2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)? Yes No

If you have answered "Yes" to any of the above questions, please give details using additional sheets.

On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has filed as part of this application an application for the grant or renewal of statement of particulars of business (Form 8 or 14), and that all the foregoing information is TRUE, COMPLETE AND CORRECT to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

Name of Representative (in BLOCK LETTERS) Estate Agent's (Individual) Licence number

Position (in BLOCK LETTERS) Date (DD/MM/YYYY) Authorized Signature and Company Chop

紀

乙.部分		董事詳情 (董事為非持有有效代理(個人)牌照的個人)		表格 12 (第 2 頁)																		
根據《地產代理條例》(第 511 章)第 35 (1) (c) 條,若任何人在申請出牌或續牌期間,作出任何虛假或具誤導性的陳述或提供任何虛假或具誤導性的資料,即屬違法。有關罪行,一經循公訴程序定罪,可處罰 6 個月監禁及/或監禁 1 年,如循簡易程序定罪,可處罰 3 個月監禁及/或監禁 6 個月。																						
請將此表格影印足夠數量的本表格乙部分,以供每位非持有有效代理(個人)牌照的董事填寫。																						
乙-1 申請人(公司)詳情																						
公司註冊證書號碼		申請人(公司)英文名稱																				
乙-2 董事詳情																						
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件*號碼																		
乙-3 聲明																						
注意:下列問題 1 至 5 與決定牌照/營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。																						
<table border="1"> <tr> <td></td> <td>是</td> <td>否</td> </tr> <tr> <td>1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或在該公司如此喪失資格當日是在該公司的董事或高級人員?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪斷你曾有欺詐性、舞弊或不誠實的作為?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是是否緩刑?</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>						是	否	1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?	<input type="checkbox"/>	<input type="checkbox"/>	2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或在該公司如此喪失資格當日是在該公司的董事或高級人員?	<input type="checkbox"/>	<input type="checkbox"/>	3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?	<input type="checkbox"/>	<input type="checkbox"/>	4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪斷你曾有欺詐性、舞弊或不誠實的作為?	<input type="checkbox"/>	<input type="checkbox"/>	5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是是否緩刑?	<input type="checkbox"/>	<input type="checkbox"/>
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若你對以上任何一項回答“是”,請用別加紙張詳加說明。																						
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。																						
日期 (日/月/年份)		董事姓名		簽署																		
乙-2 董事詳情																						
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件*號碼																		
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日期 (日/月/年份)		董事姓名		簽署																		

make

Section B		Particulars of Director (Directorship held by an individual without a valid estate agent's individual licence)		Form 12 (Page 2)																		
Section 35(1)(c) of the Estate Agents Ordinance (Cap 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.																						
Please obtain or copy sufficient copies of Section B of this form as necessary for completion by EACH director without a valid estate agent's individual licence.																						
B-1 Particulars of Applicant Company																						
Certificate of Incorporation No		Name of Applicant Company in English																				
B-2 Particulars of Director																						
Name in English (Surname first)		Name in Chinese		HKTD Card/Travel Document* No																		
B-3 Declaration																						
Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. (Statement of Particulars of Business) They form an integral part of this form and must be answered.																						
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Date (DD/MM/YYYY)		Name of Director (in BLOCK LETTERS)		Signature																		
B-2 Particulars of Director																						
Name in English (Surname first)		Name in Chinese		HKTD Card/Travel Document* No																		
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Date (DD/MM/YYYY)		Name of Director (in BLOCK LETTERS)		Signature																		

內部分	董事詳情 (董事為一間非持有有效地產代理(公司)牌照的公司)		表格 12 (第 3 頁)
<p>根據《地產代理條例》(第 511 章)第 35(1)(c)條，若任何人在申請批給牌照或續期時，作出任何虛假或其屬性的確據被撤回任何虛假或其屬性的資料，即屬違法。有關罪行，一經循公訴程序定罪，可處第 6 級罰款及/或監禁 1 年，如屬屬犯程序定罪，可處第 5 級罰款及/或監禁 6 個月。</p> <p>請索取影印足夠數量的本表格兩部分，以供兩位非持有有效地產代理(公司)牌照的董事填寫。</p>			
內 1	申請人(公司)詳情		
公司註冊證書號碼		申請人(公司)英文名稱	
內 2	董事詳情		
商業登記號碼		有效期屆滿日(日/月/年份)	
英文營業名稱		中文營業名稱	
內 3	<p>聲明 注意：下列問題 1 至 4 與決定牌照/營業詳情說明書續期的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“是/否”指申請地產代理(公司)牌照/營業詳情說明書續期的申請人(公司)的董事(而該董事為一間公司)。</p>		
<p>1. “你”是否正在清盤中或受任何清盤令的規限，或有接管人已就“你”而獲委任，或是在緊接本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務清還安排？</p> <p>2. “你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司就此喪失資格當日是否該公司的董事或高級人員？</p> <p>3. “你”曾否因任何罪行在香港或其他地方被定罪，而該項定罪斷“你”曾有欺詐性、舞弊或不誠實的作為？</p> <p>4. “你”曾否根據《地產代理條例》(第 511 章)被定罪？</p> <p>若“你”對以上任何一項回答“是”，請用附加紙詳細說明。</p> <p>本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監管處按其認為合適的方式核實前述所提供的資料。</p>			
公司代表姓名		授權簽署及公司印章	
職位		日期(日/月/年份)	
內 2	董事詳情		
商業登記號碼		有效期屆滿日(日/月/年份)	
英文營業名稱		中文營業名稱	
內 3	<p>聲明 注意：下列問題 1 至 4 與決定牌照/營業詳情說明書續期的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“是/否”指申請地產代理(公司)牌照/營業詳情說明書續期的申請人(公司)的董事(而該董事為一間公司)。</p>		
<p>1. “你”是否正在清盤中或受任何清盤令的規限，或有接管人已就“你”而獲委任，或是在緊接本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務清還安排？</p> <p>2. “你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司就此喪失資格當日是否該公司的董事或高級人員？</p> <p>3. “你”曾否因任何罪行在香港或其他地方被定罪，而該項定罪斷“你”曾有欺詐性、舞弊或不誠實的作為？</p> <p>4. “你”曾否根據《地產代理條例》(第 511 章)被定罪？</p> <p>若“你”對以上任何一項回答“是”，請用附加紙詳細說明。</p> <p>本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監管處按其認為合適的方式核實前述所提供的資料。</p>			
公司代表姓名		授權簽署及公司印章	
職位		日期(日/月/年份)	

Section C	Particulars of Director (Directorship held by a company without a valid estate agent's company licence)		Form 12 (Page 3)
<p>Section 35(1)(c) of the Estate Agents Ordinance (Cap 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.</p> <p>Please obtain or copy sufficient copies of Section C of this form as necessary for completion by EACH director who is a company without a valid estate agent's company licence.</p>			
C1	Particulars of Applicant Company		
Certificate of Incorporation No.		Name of Applicant Company in English	
C2	Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Business Name in English		Business Name in Chinese	
C3	<p>Declaration Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "Yes" in questions 1 to 4 means the director of the company applying for the renewal of the Estate Agent's Licence (Company) / Statement of Particulars of Business (directorship is held by a company).</p>		
<p>1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?</p> <p>2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?</p> <p>3. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest act?</p> <p>4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?</p> <p>If you have answered "Yes" to any of the above questions, please give details using additional sheets.</p> <p>I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.</p>			
Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop	
Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)	
C2	Particulars of Director		
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Business Name in English		Business Name in Chinese	
C3	<p>Declaration Note: Questions 1 to 4 below refer to factors which will be considered in the determination for the renewal of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "Yes" in questions 1 to 4 means the director of the company applying for the renewal of the Estate Agent's Licence (Company) / Statement of Particulars of Business (directorship is held by a company).</p>		
<p>1. Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?</p> <p>2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?</p> <p>3. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest act?</p> <p>4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?</p> <p>If you have answered "Yes" to any of the above questions, please give details using additional sheets.</p> <p>I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.</p>			
Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop	
Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)	

表格 13	地產代理監管局 就營業員牌照續期提出的申請		
根據《地產代理條例》(第 511 章)第 55(1)(d)條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或欺騙性的陳述或提供任何虛假或具誤導性的資料,即屬違法。有關罪行,一經循公訴程序定罪,可處第 6 級罰款及/或監禁 1 年,如循簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。			
注意: 1) 請於適當的空格內填上“√”號。 2) * 將不適用者劃去。			
營業員牌照號碼	有效期屆滿日(日/月/年份)		
欲申請之牌照有效期	<input type="checkbox"/> 12 個月 <input type="checkbox"/> 24 個月		
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	
申請人詳情	注意: 申請人只須填寫最近一次申請後有所更改之資料。		
學歷	<input type="checkbox"/> 完成中五或有同等學歷 <input type="checkbox"/> 大專或以上		
在資格考試中獲合格成績	<input type="checkbox"/> 地產代理考試 <input type="checkbox"/> 營業員考試		
登記地址			
室	樓層	座	大廈/屋苑名稱
街道名稱及號碼		地區	香港 / 九龍 / 新界*
電話號碼	手提電話號碼	傳真號碼	電郵地址
聲明 注意: 下列問題 1 至 5 與決定牌照續期的考慮因素有關,為本表格的一部分而必須作答。			
1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?	是 <input type="checkbox"/>	否 <input type="checkbox"/>	
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?	<input type="checkbox"/>	<input type="checkbox"/>	
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?	<input type="checkbox"/>	<input type="checkbox"/>	
4. 你會否因任何罪行在香港或其他地方被定罪,而該項定罪被斷你曾有欺詐性、舞弊或不誠實的作為?	<input type="checkbox"/>	<input type="checkbox"/>	
5. 你會否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是否緩刑?	<input type="checkbox"/>	<input type="checkbox"/>	
若你對以上任何一項回答“是”,請用附加紙張詳加說明。			
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。			
日期(日/月/年份)		申請人簽署	

What is the Purpose of requiring information of a different alias?

FORM 13	ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF SALESPERSON'S LICENCE		
Section 55(1)(d) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.			
Note: 1) Please <input checked="" type="checkbox"/> in the appropriate box. 2) * Delete as appropriate.			
Salesperson's licence No.	Expiry Date (DD/MM/YYYY)		
Validity Period of Licence Applied for	<input type="checkbox"/> 12 months <input type="checkbox"/> 24 months		
Name in English (Surname first)	Name in Chinese	HK I.D. (Card/Travel Document)* No	
Particulars of Applicant	Note: Applicants should provide the information below only where the information is DIFFERENT from application last filed.		
Educational Level	<input type="checkbox"/> Completed F. 5 or equivalent <input type="checkbox"/> Tertiary or above <input checked="" type="checkbox"/> Alias		
Pass in Qualifying Examination	<input type="checkbox"/> Estate Agents Examination <input type="checkbox"/> Salespersons Examination		
Registered Address			
Flat/Room	Floor	Block	Name of Building/Estate
Number and Name of Street		District	
Telephone No.	Mobile Phone No.	Fax No.	Email Address
Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. They form an integral part of this form and must be answered.		
1. Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511) in respect of which you have been sentenced to imprisonment, whether the sentence is suspended or not?	<input type="checkbox"/>	<input type="checkbox"/>	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.			
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.			
Date (DD/MM/YYYY)		Signature of Applicant	

表格 14 地產代理監管局
就營業詳情說明書續期提出的申請

根據《地產代理條例》(第 511 章)第 55(1)(c)條,若任何人在申請批給牌照或牌照續期時,作任何虛假或具誤導性的陳述或提供任何虛假或具誤導性的資料,即屬違法。有關罪行,一經循公程序定罪,可處第 6 級罰款及/或監禁 1 年,如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。

注意: 1) 此申請為申請人就批給地產代理牌照提出的申請或最近一次就地產代理牌照續期提出的申請(視屬何情況而定)的一部分。
2) 若申請營業詳情說明書續期的申請人為一間公司,此表格須由該公司的代表填寫。該代表須實際控制該公司的地產代理業務並為一名持牌地產代理。
3) 若申請營業詳情說明書續期的申請人為一獨資經營商,此表格須由該獨資經營者填寫,而該獨資經營者須為一名持牌地產代理。
4) 若申請營業詳情說明書續期的申請人為一合夥經營商,此表格須由一名合夥人填寫,而該合夥人須為持牌地產代理。另外,每一合夥人須填寫並提交此表格的乙部分。
5) 請於適當的空格內填上“X”號。
6) * 將不適用者刪去。

甲申請之牌照有效期 12 個月 24 個月

甲部分	營業詳情		
營業性質	<input type="checkbox"/> 獨資經營	<input type="checkbox"/> 合夥經營	<input type="checkbox"/> 公司分行
營業詳情說明書號碼			
有效期屆滿日(日/月/年份)			
申請人/公司牌照號碼			
有效期屆滿日(日/月/年份)			
香港身分證/旅遊證件/ 公司註冊證書*號碼			
合夥人數目			

營業地點性質 總行 分行

英文營業名稱(商業登記證上所示名稱)

中文營業名稱(商業登記證上所示名稱)

商業登記號碼 有效期屆滿日(日/月/年份)

在以下資料項目中,申請人只須填寫最近一次申請後有所更改之資料。

營業地址

室	樓層	座	大廈/屋苑名稱
街道名稱及號碼		地區	
		香港 / 九龍 / 新界*	

電話號碼 傳真號碼 電郵地址

本人謹代表本獨資經營商號、合夥經營商號或公司(視屬何情況而定)聲明就本人所知及所信前述所提供的資料皆為全面、完整及正確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。

日期(日/月/年份)	公司代表 / 獨資經營者 / 合夥人* 姓名	公司代表 / 獨資經營者 / 合夥人* 地產代理(個人)牌照號碼	授權簽署及公司印章
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Estate Agent's

Renewal
See comments to Form 8

FORM 14 * ESTATE AGENTS' AUTHORITY
APPLICATION FOR RENEWAL OF STATEMENT OF PARTICULARS OF BUSINESS

Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.

Note: 1) This application forms part of the application for the grant of estate agent's licence ~~or the latest application for renewal thereof, as the case may be.~~
2) For a company that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by a representative of the company. The representative must be in effective control of the company's estate agency business and he has to be a licensed estate agent.
3) For a sole proprietorship that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by the sole proprietor and he must be a licensed estate agent.
4) For a partnership that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by a partner and he has to be a licensed estate agent. In addition, each partner of the partnership has to complete and submit a Section 15 of this form.
5) Please "X" in the appropriate box.
6) * Delete as appropriate.

Validity Period of Licence applied for 12 months 24 months

Section A Particulars of Business

Nature of Business	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Company <input checked="" type="checkbox"/> Branch ?
Statement of Particulars of Business No.			
Expiry Date (DD/MM/YYYY)			
Applicant's Individual* Company Licence No.			
Expiry Date (DD/MM/YYYY)			
H.K.I.D. Card / Travel Document / Certificate of Incorporation* No.			
Number of Partners in the Partnership			

Nature of the Place of Business Principal Office Branch Office

Business Name in English (as shown in Business Registration Certificate)

Business Name in Chinese (as shown in Business Registration Certificate)

Business Registration No. Expiry Date (DD/MM/YYYY)

For the following particulars, applicants only need to provide the information that is DIFFERENT from application last filed

Address of Place of Business

Flat/Room	Floor	Block	Name of Building/Estate
Number and Name of Street		District	
		HK / KLN / NT*	

Telephone No. Fax No. Email Address

On behalf of my sole proprietorship, partnership or company (as the case may be), I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.

Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner* (in BLOCK LETTERS)	Estate Agent's Licence (Individual) No. of Representative / Sole Proprietor / Partner*	Authorized Signature and Company Chop
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乙-部分	合夥人詳情			表格 14 (第 2 頁)																		
根據《地產代理條例》(第 511 章)第 55(1)(c) 條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或其屬導性的陳述或提供任何虛假或其屬導性的資料,即屬違法。有關罪行,一經陪公訴程序定罪,可處第 6 級罰款及/或監禁 1 年,如隨簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。																						
乙-部分可供兩位合夥人填寫,請索取或影印足夠數量的本表格乙-部分,以供每位合夥人填寫。																						
乙-1	合夥經營詳情																					
商業登記號碼		有效牌照滿日(日/月/年份)																				
合夥營業名稱																						
乙-2	合夥人詳情																					
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	地產代理牌照號碼(如適用)																			
乙-3	聲明 注意:下列問題 1 至 5 與決定營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。																					
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日期(日/月/年份)		合夥人姓名	簽署																			

Make

Section B	Particulars of Partners			Form 14 (Page 2)																		
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Partnerships with more than two partners are requested to obtain or supply sufficient copies of Section B of this form for completion by EACII of the partners.																						
B-1	Particulars of Partnership																					
Business Registration No.		Expiry Date (DD/MM/YYYY)																				
Business Name of Partnership																						
B-2	Particulars of Partner																					
Name in English (Surname first)	Name in Chinese	H.K.I.D. Card/Travel Document* No.	Estate Agent's Licence No (if applicable)																			
B-3	Declaration	Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of Statement of Particulars of Business. They form an integral part of this form and must be answered.																				
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B-2	Particulars of Partner																					
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