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**Paper for the House Committee Meeting
of the Legislative Council
on 23 October 1998**

**Legal Service Division Report on
Subsidiary Legislation Gazetted on 16 October 1998**

Date of Tabling in LegCo : 21 October 1998

Amendment to be made by : 18 November 1998 (or 25 November
1998 if extended by resolution)

Estate Agents Ordinance (Cap. 511)
Estate Agents (Licensing) Regulation (L.N. 328)

In exercise of its power under section 56(1) of the Estate Agents Ordinance (Cap. 511) (“EAO”), the Estate Agents Authority (“the Authority”) has, with the approval of the Secretary for Housing, made this Regulation prescribing the following matters :-

- (a) the form of the register of licences under section 13 of EAO;
- (b) (in Schedule 1) the 14 forms for the purposes of EAO and this Regulation;
- (c) (in Schedule 2) the fees for the grant or renewal of a licence, replacement or amendment of a licence or a statement of particulars of business and certification of a copy or extract form any entry in the register;
- (d) the minimum age for holding a licence under this Regulation to be 18;

- (e) the educational qualifications and experience requirements for application of licences;
- (f) the minimum number of licensed directors for corporate licensed estate agent to be one;
- (g) the period of validity of every licence granted or renewed to be 12 months or such lesser period as may be specified by the Authority from the date of such grant or renewal;
- (h) the requirement of applying by a licensed estate agent before carrying on estate agency business at any place under a particular name for the grant of a statement of particulars of business for that place and name;
- (i) the requirements for replacement, amendment of particulars and renewal of a licence or a statement of particulars of business;
- (j) the duty of the licensee to display his licence conspicuously at each of his places of business and to state clearly and conspicuously the licensee's name, his licence number, his business name, and (in appropriate cases) his place of business on all letters, accounts, receipts, advertisements, pamphlets, and brochures issued by him or on his behalf; and
- (k) the minimum period within which no new application for a licence may be made upon the revocation or the refusal of the grant or renewal of a licence to be 12 months from the date of such revocation or refusal or from the date of an appeal against the refusal or revocation being determined or abandoned.

This Regulation will come into operation on 19 November 1998.

According to the LegCo Brief Reference: HB TC 31/98 Pt.4 issued by the Housing Bureau on 20 October 1998, consultation with the trade and the public was conducted last May. A paper (LC Paper No. CB(1)148/98-99(06)) on the licensing requirements has also been submitted to the Housing Panel for information on 7 September 1998.

This Division is seeking clarification from the Administration on the right of the licensees to seek rectification of the register under section 13 of EAO and the effect of an appeal on the prescribed period prohibiting new application for a licence. A further report may be issued if necessary.

Estate Agents Ordinance (Cap. 511)
Estate Agents (Exemption from Licensing) Order (L.N. 329)

This Order exempts the following classes of persons from the requirement of obtaining an estate agent's licence or a salesperson's licence:

- (a) a person who does estate agents work exclusively in relation to properties outside Hong Kong; and
- (b) a dormant partner of a partnership carrying on an estate agency business.

This Order shall come into operation on 19 November 1998.

Estate Agents Ordinance (Cap. 511)
Estate Agents Ordinance (Cap. 511) (Commencement) Notice 1998 (L.N. 330)

This Notice appoints 21 October 1998 as the day on which :-

- (a) Part III except sections 15 and 16; and
- (b) sections 31, 32, 33, 35, 53, 54(2) and 55(1)(c), (d), (h)(iv), (i), (j) and (k), (3)(b) and (d) and (6)

of the Estate Agents Ordinance ("the Ordinance") shall come into operation.

Those provisions of the Ordinance related to the licensing regime, which are not commenced by this Notice, are targeted to be implemented on 1 January 1999 (see paragraph 9 of the LegCo brief referred to above under the report on L.N. 328).

Commodities Trading Ordinance (Cap. 250)
Commodities Trading (Trading Limits and Position Limits) (Amendment) Rules 1998 (L.N. 331)

These Rules seek to amend the Schedule to the Commodities Trading (Trading Limits and Position Limits) Rules (Cap. 250 sub. leg.) in the following manner:-

- (a) by amending item 6 to state the current name of the relevant company;

- (b) by repealing item 18 and substitute therefor a new HIBOR futures contract ;and
- (c) by adding 12 new stock futures contracts (which by definition (section 2(1)) include options) numbering as items 19 to 30 whereby the trading and position limits of the number of futures contracts which may be entered into, or held or controlled by any shareholder of the Hong Kong Futures Exchange Limited in any one contract month for its own account or separately for each of its clients are set.

Members may refer to the LegCo Brief dated 25 September 1998 issued by the Securities and Futures Commission for further information.

Securities Ordinance (Cap. 333)

Securities (Exchange-Traded Stock Options) (Amendment) Rules 1998 (L.N. 332)

These Rules seek to amend the Schedule to the Securities (Exchange-Traded Stock Options) Rules (Cap. 333 sub. leg.) by amending the existing item 6 to state the current name of the relevant company and adding 11 new stock option classes numbering as items 41 to 51 whereby the limit of the number of option contracts which may be directly or indirectly held or controlled by any person in any one expiry month and the reporting level for holding and controlling such option contracts are set.

Members may refer to the LegCo Brief dated 25 September 1998 issued by the Securities and Futures Commission for further information.

Toys and Children's Products Safety Ordinance (Cap. 424)

Toys and Children's Products Safety Ordinance (Amendment of Schedule) Notice 1998 (L.N. 333)

By this Notice, the Schedule to the Toys and Children's Product Safety Ordinance (Cap. 424) is amended so that in relation to the products set out in the first column in the table below, the standards specified in the second column directly opposite to each of them shall be applicable in addition to the British Standard.

Table

Bunk beds for domestic use	ASTM* Standard
	Australian / New Zealand Standard
	European Standard
	International Standard
Child safety barriers for domestic use	ASTM* Standard
Children's cots for domestic use	ASTM* Standard
	European Standard
	International Standard
Children's paints	International Standard
Children's safety harness	Australian Standard

* American Society for Testing and Materials

In respect of Playpens for domestic use and Wheeled child conveyance, consequential amendments are made upon the respective standard organisations' amendment of the relevant standards.

This Notice, other than section 2(f) and (g), shall come into operation on 28 November 1998 and section 2(f) and (g) shall come into operation on 1 January 1999.

Members may refer to the LegCo Brief Reference: TIB05/46/5 issued by the Trade and Industry Bureau in October 1998 for additional information.

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21 October 1998

Appendix II

B3112

1998 年第 328 號法律公告

1998 年第 42 期憲報第二號法律副刊

《地產代理（發牌）規例》

（由地產代理監管局在房屋局局長批准下根據《地產條例》（第 511 章）第 56 條訂立）

1. 生效日期

本規例自 1998 年 11 月 19 日起實施。

2. 釋義

在本規例中，除文意另有所指外——

- “現存從業員” (existing practitioner) 指任何個人（包括資深從業員）而他在緊接實施期前的一年內的某段時間曾在香港進行地產代理工作；
- “專業測量師” (professional surveyor) 指在實施日期為香港測量師學會會員或為《測量師註冊條例》（第 417 章）所指的註冊專業測量師的個人；
- “資深從業員” (senior practitioner) 指在緊接實施日期前的 7 年內有至少 6 年或合計共有至少 6 年是在香港進行地產代理工作的個人；
- “實施日期” (implementation date) 指 1999 年 1 月 1 日；
- “營業詳情說明書” (statement of particulars of business) 指由監管局按照第 10 條批給稱為營業詳情說明書的文件。

3. 登記冊

監管局須用以下格式設立和備存本條例第 13 條所指的登記冊——

- (a) 將有關事宜記錄在釘裝簿冊內或以其他可閱形式記錄；或
- (b) 將有關事宜以可閱形式以外的其他形式記錄，但該等紀錄必須能以可閱形式重現。

4. 表格

- (1) 附表 1 的表格是為施行本條例及本規例而訂明的。
- (2) 根據本條訂明的表格——

L.S. NO. 2 TO GAZETTE NO. 42/1998

L.N. 328 OF 1998

B3113

ESTATE AGENTS (LICENSING) REGULATION

de by the Estate Agents Authority, with the approval of the Secretary for Housing, under section 56 of the Estate Agents Ordinance (Cap. 511))

1. Commencement

Regulation shall come into operation on 19 November 1998.

2. Interpretation

In this Regulation, unless the context otherwise requires—

- "existing practitioner" (現存從業員) means an individual, including a senior practitioner, who has done estate agency work in Hong Kong for any period of time within the period of one year immediately before the implementation date;
- "implementation date" (實施日期) means 1 January 1999;
- "professional surveyor" (專業測量師) means an individual who is a member of The Hong Kong Institute of Surveyors, or a registered professional surveyor under the Surveyors Registration Ordinance (Cap. 417), on the implementation date;
- "senior practitioner" (資深從業員) means an individual who has done estate agency work in Hong Kong for a period or periods totalling at least 6 years within the period of 7 years immediately before the implementation date;
- "statement of particulars of business" (營業詳情說明書) means the document described as such and granted by the Authority in accordance with section 10.

3. Register

The register under section 13 of the Ordinance shall be established and maintained by the Authority by recording the matters in question—

- (a) in bound books or any other legible form; or
- (b) otherwise than in a legible form so long as the recording is capable of being reproduced in a legible form.

4. Forms

- (1) The forms in Schedule 1 are prescribed for the purposes of the Ordinance and this Regulation.
- (2) A form prescribed under this section shall be —

- (a) 須按照表格內所指明的指引及指示填寫；
- (b) 須附同表格內所指明的文件及（如適用的話）訂明費用；及
- (c) 若需在填妥後提交 ——
 - (i) 監管局；
 - (ii) 代監管局行事的另一人；或
 - (iii) 任何其他人，
 則須以表格內所指明的方式（如有的話）如此提交。

5. 訂明費用

- (1) 為施行本條例及本規例，附表 2 第 2 欄各項事宜的訂明費用為第 3 欄與其相對的位置所列者。
- (2) 如任何牌照因任何理由不再有效，根據本條繳付的費用均不予退還。
- (3) 就由兩人或多於兩人以合夥形式在某地點經營的地產代理業務而言，如一名合夥成員已就該業務繳付某項費用，則該合夥的所有其他成員在該項費用方面須承擔的法律責任即獲解除。

6. 最低年齡

任何個人除非在申請牌照當日已年滿 18 歲，否則無資格獲批給、持有或繼續持有牌照。

7. 持牌人的學歷及經驗

- (1) 除第(2)款另有規定外，只有符合以下條件的個人方可獲批給牌照或獲為其牌照續期 ——
 - (a) 他已完成中學五年級教育或同等程度的教育，並於緊接他申請批給牌照的日期前的 12 個月內在有關考試中考獲合格成績；或
 - (b) 就於 2002 年 1 月 1 日前提出批給牌照申請的個人而言 ——
 - (i) 他是現存從業員或資深從業員，且符合有關條件；或

- (a) completed in accordance with such directions and instructions as are specified in the form;
- (b) accompanied by such documents as are specified in the form and, where applicable, the prescribed fee; and
- (c) if the completed form is required to be provided to-
 - (i) the Authority;
 - (ii) another person on behalf of the Authority; or
 - (iii) any other person,
 so provided in the manner, if any, specified in the form.

5. Prescribed fees

- (1) For the purposes of the Ordinance and this Regulation, each fee set out in the third column in Schedule 2 shall be prescribed for the matter set out in the second column opposite thereto.
- (2) If for any reason a licence ceases to be valid, no part of any fee paid under this section shall be refunded.
- (3) For any estate agency business carried on at any place by two or more persons in partnership, payment of any fee in respect of the business by one member discharges all other members of the partnership from the liability in respect of the fee.

6. Minimum age

An individual is not eligible to be granted or hold or continue to hold a licence unless he has attained the age of 18 years at the date of his application for the licence.

7. Educational qualifications and experience for licensees

- (1) Subject to subsection (2), no licence shall be granted to or renewed in favour of an individual unless-
 - (a) he has completed an educational level of Form 5 of secondary education or its equivalent and has, within 12 months immediately before the date of his application for the grant of the licence, passed the relevant examination; or
 - (b) in the case of an application for the grant of a licence made before 1 January 2002-
 - (i) he is an existing practitioner or a senior practitioner and has complied with the relevant condition; or

(ii) 他是專業測量師並於緊接實施日期前的 24 個月內有至少 12 個月或合計共有至少 12 個月在香港進行地產代理工作。

(2) 在 2001 年 12 月 31 日或之前，現存從業員或資深從業員可獲批給牌照，其牌照亦可獲續期，但該等牌照的有效期限須在該日期當日或之前屆滿，而該項批給或續期是附有規定的，即該等從業員須在該日期當日或之前符合有關條件。

(3) 根據第(2)款批給任何人的牌照在 2002 年 1 月 1 日或之後續期的先決條件為 ——

(a) 該人已在 2002 年 1 月 1 日之前符合有關條件；或

(b) 監管局已根據第(4)款就該人批准延期，且 ——

(i) 所延展的期間尚未屆滿；或

(ii) 在所延展的期間內，他已符合有關條件。

(4) 監管局如認為公正和合理，可批准將任何現存從業員或資深從業員符合有關條件的限期延長至 2002 年 1 月 1 日之後。

(5) 在本條中 ——

“有關考試”(relevant examination) ——

(a) 就地產代理牌照而言，指地產代理的資格考試；

(b) 就營業員牌照而言，指地產代理的資格考試或營業員的資格考試，

而該等考試須與地產代理工作有關並由監管局在房屋局局長批准下藉憲報公告指明的；

“符合有關條件”(compliance with the relevant condition) ——

(a) 就資深從業員而言，指完成監管局在房屋局局長批准下藉憲報公告指明的與地產代理工作有關的訓練課程；

(b) 就現存從業員而言，指在有關考試中考獲合格成績。

8. 持牌地產代理公司的持牌董事的最少人數

任何公司須有至少一名董事是持牌地產代理，方有資格獲批給、持有或繼續持有地產代理牌照。

(ii) he is a professional surveyor and has done estate agency work in Hong Kong for a period or periods totalling at least 12 months within the period of 24 months immediately before the implementation date.

(2) A licence may, on or before 31 December 2001, be granted to or renewed in favour of a person who is an existing practitioner or a senior practitioner for a period expiring not later than that date subject to the requirement that the person shall comply with the relevant condition on or before that date.

(3) No licence granted to any person under subsection (2) shall be renewed on or after 1 January 2002 unless-

(a) he has complied with the relevant condition before that date; or

(b) the Authority has granted him an extension under subsection (4) and-

(i) the period of extension has not expired; or

(ii) he has complied with the relevant condition within the period of extension.

(4) The Authority may, if it considers it just and reasonable to do so, grant an extension of time beyond 1 January 2002 within which period an existing practitioner or a senior practitioner must comply with the relevant condition.

(5) In this section-

"compliance with the relevant condition" (符合有關條件) means-

(a) in relation to a senior practitioner, completing a training course relevant to estate agency work as the Authority, with the approval of the Secretary for Housing, specifies by notice in the Gazette;

(b) in relation to an existing practitioner, passing the relevant examination;

"relevant examination" (有關考試) means-

(a) in the case of an estate agent's licence, the qualifying examination for estate agents;

(b) in the case of a salesperson's licence, the qualifying examination for estate agents or the qualifying examination for salespersons,

which is relevant to estate agency work and specified by the Authority, with the approval of the Secretary for Housing, by notice in the Gazette.

8. Minimum number of licensed directors for corporate licensed estate agent

A company shall not be eligible to be granted or hold or continue to hold an estate agent's licence unless at least one director of the company is a licensed estate agent.

9. 牌照的有效期限

每個獲批給或續期的牌照的有效期限為自批給或續期之日（視屬何情況而定）起計的 12 個月，或監管局在該牌照內所指明的較短期間。

10. 營業詳情說明書

(1) 持牌地產代理在於某地點以特定營業名稱經營地產代理業務前，須就該地點及名稱向監管局申請批給營業詳情說明書，並須向監管局繳付關於該業務的牌照費有關部分。

(2) 於接獲第(1)款所指的申請而牌照費有關部分亦已繳付後，監管局可向該持牌地產代理（如該業務由兩名或多於兩名持牌地產代理經營，則可向其中任何一名持牌地產代理）批給營業詳情說明書。

(3) 所批給的任何營業詳情說明書和應申請而續期的任何營業詳情說明書的有效期限，為已繳付的該業務的牌照費有關部分所關乎的期間，而該有效期限的屆滿日不得遲於——

(a) 將持有該說明書的人的地產代理牌照有效期限屆滿日；或

(b) （如屬就合夥持有的說明書）該合夥的任何成員的地產代理牌照有效期限屆滿日（以最後的屆滿日期為準）。

(4) 營業詳情說明書只在其中指名的人（如其中指名的人有兩名或多於兩名，則只在他們之中有至少一人）是持牌地產代理的情況下具有效力，據此，監管局可規定管有任何根據本款不再有效的說明書的人將該說明書交回。

(5) 為免生疑問，監管局就由兩人或多於兩人以合夥形式經營的業務批給營業詳情說明書或為該等業務的營業詳情說明書續期，不論有效期限長短，並不使上述的人有權在他不再是持牌地產代理後進行地產代理工作。

(6) 凡任何人根據第(1)或(3)款為其獨自或是以合夥形式經營的業務申請批給營業詳情說明書或為該業務的營業詳情說明書申請續期，不論該申請是與就批給地產代理牌照或地產代理牌照續期而提出的申請同時提出或是在其後提出，均構成後述申請的一部分。

9. Period of validity of licence

Every licence shall be granted or renewed for a period of 12 months, or such lesser period as may be specified by the Authority in the licence, from the date on which it is granted or renewed (as the case may be).

10. Statement of particulars of business

(1) A licensed estate agent shall, before carrying on estate agency business at any place under a particular business name, apply to the Authority for the grant of a statement of particulars of business for that place and name and shall pay to the Authority the relevant portion of the licence fee in respect of such business.

(2) The Authority may, upon an application under subsection (1) and payment of the relevant portion of the licence fee, grant to the licensed estate agent (or, where the business is carried on by two or more licensed estate agents, to any one of them) a statement of particulars of business.

(3) A statement of particulars of business may be granted, and may upon application be renewed, for a period for which the portion of the licence fee in respect of the business has been paid and expiring not later than-

(a) the expiry of the estate agent's licence of the person by whom *the statement is to be held*; or

(b) in the case of a statement to be held in respect of a partnership, the latest date on which the estate agent's licence of any member of the partnership is to expire.

(4) A statement of particulars of business shall have effect only in so far as the person named therein (or if two or more persons are so named, at least one of them) is a licensed estate agent and, accordingly, the Authority may require any person in possession of any statement that has ceased to have effect under this subsection to surrender it.

(5) For the avoidance of doubt, the grant or renewal of a statement of particulars of business for any period in respect of a business carried on by two or more persons as members of a partnership shall not entitle any such person to do estate agency work after he ceases to be a licensed estate agent.

(6) An application by any person under subsection (1) or (3) for the grant or renewal of a statement of particulars of business for a business carried on by him or as a member of a partnership, whether made at the same time as his application for the grant or renewal of a estate agent's licence or thereafter, forms part of the latter application.

11. 補發牌照或營業詳情說明書

如監管局信納任何牌照或營業詳情說明書已遺失、被竊、損毀或銷毀，則監管局於持牌人繳付訂明費用後，可向持牌人補發牌照或營業詳情說明書（視屬何情況而定）。

12. 修訂牌照等的詳情

監管局於持牌人繳付訂明費和交出監管局所需的任何書面證據或其他證據後，可按該持牌人的請求修訂牌照或營業詳情說明書的任何詳情。

13. 牌照續期

牌照續期申請須於該牌照有效期屆滿前 3 個月至屆滿前 1 個月的期間內提出，或於監管局以書面准許的在該牌照有效期屆滿前的較短期間內提出。

14. 施加於持牌人的一般條件

- (1) 每名地產代理牌照持有人 ——
- (a) 須在並保持在他以地產代理身分經營業務的每個地點的顯眼位置展示有關的營業詳情說明書；
 - (b) 須在他發出或代他發出的信件、帳目、收據、單張、小冊子及其他文件上清楚而顯眼地述明以下事項 ——
 - (i) 有關持牌人的姓名或名稱；
 - (ii) 他的牌照號碼；
 - (iii) 在有關營業詳情說明書內述明的營業名稱；及
 - (iv) 在有關營業詳情說明書內述明的營業地點；
 - (c) 須在所有由他或代他發出或發布的廣告（單張及小冊子除外）內清楚而顯眼地述明(b)(i)、(ii)及(iii)段所規定的資料；
 - (d) 不得在批給他的營業詳情說明書內所指明的營業地點以外的地點或以該說明書內所指明的營業名稱以外的名稱經營地產代理業務；及

11. Replacement of licence or statement of particulars of business

On payment of the prescribed fee, the Authority may issue a replacement of a licence or a statement of particulars of business to a licensee: if the Authority is satisfied that the licence or the statement of particulars of business, as the case may be, has been lost, stolen, damaged or destroyed.

12. Amendment of particulars of a licence, etc.

On payment of the prescribed fee and the production of any documentary or other evidence as the Authority may require, the Authority may upon the request of a licensee amend any particulars of a licence or a statement of particulars of business.

13. Renewal of licence

An application for the renewal of a licence shall be made not more than 3 months and not less than 1 month prior to the expiration of the licence or within such shorter period prior to the expiration thereof as the Authority may in writing permit.

14. General conditions imposed on licensees

- (1) Every holder of an estate agent's licence shall-
- (a) display and keep displayed, at a conspicuous position at each place at which he carries on business as an estate agent, the relevant statement of particulars of business;
 - (b) state clearly and conspicuously on any letter, account, receipt, pamphlet, brochure and other document issued by him or on his behalf the following
 - (i) the name of the licensee;
 - (ii) the number of his licence;
 - (iii) the business name as stated in the relevant statement of particulars of business; and
 - (iv) the place of business as stated in the relevant statement of particulars of business;
 - (c) state clearly and conspicuously in all advertisements, pamphlets and brochures excepted, by him or on his behalf, the items in paragraph (b)(i), (ii) and (iii);
 - (d) not carry on estate agency business under a business name or at a place of business other than the one specified in a statement of particulars of business granted to him; and

(e) 在他的營業詳情說明書內所述任何事項因任何理由而屬不正確時，須根據第 12 條向監管局申請將該說明書修訂。

(2) 每名持牌人須按監管局的書面請求將他的牌照交回監管局，以修訂或更改現有條件或將新條件附加於牌照。

(3) 為施行本條，凡持牌地產代理在任何地點以不同的營業名稱經營地產代理業務，他須在該地點就每個如此使用的營業名稱展示一份營業詳情說明書。

15. 牌照申請不得於訂明期間內提出

為施行本條例第 25 條而訂明的期間為自以下日期起計的 12 個月 ——

(a) 就批給有關牌照或有關牌照的續期而提出的申請被拒絕的日期；

(b) 監管局撤銷有關牌照的日期；或

(c) 針對該項拒絕或撤銷而提出的上訴（如有的話）獲裁定或被放棄的日期，視屬何情況而定。

16. 在申請有待處置期間作出的作為不屬違反 本條例第 15 及 16 條

(1) 如任何申請人在實施日期前已按照本規例就批給牌照提出申請，但該申請在實施日期當日或之前仍未獲最終處置，則該申請人不得僅以他在實施日期至他獲批給並接獲該牌照的日期的期間內，或在實施日期至他獲通知該申請被拒絕的日期的期間內作出有關條文所提述的任何事情為理由，而被視為違反該有關條文。

(2) 在本條中，“有關條文”(relevant provision) ——

(a) 就批給地產代理牌照而提出的申請而言，指本條例第 15 條；

(b) 就批給營業員牌照而提出的申請而言，指本條例第 16 條。

(e) apply to the Authority to have his statement of particulars of business amended under section 12 if any matter stated therein is for any reason incorrect.

(2) Every licensee shall, upon request in writing by the Authority, surrender his licence to the Authority for amendment or variation of any existing conditions or for attachment of new conditions.

(3) For the purpose of this section, where a licensed estate agent carries on at any place estate agency business under different business names, he shall display at that place a statement of particulars of business for each and every business name so used.

15. Application for licence not to be made within prescribed period

The period prescribed for the purposes of section 25 of the Ordinance is 12 months commencing on-

(a) the date on which the application for the grant or renewal of the licence concerned is refused;

(b) the date on which the licence concerned is revoked by the Authority; or

(c) the date on which an appeal (if any) against the refusal or revocation is determined or abandoned,

as the case may be.

16. Acts pending disposal of application not considered contravention of sections 15 and 16 of the Ordinance

(1) If an application has been made for the grant of a licence by an applicant in accordance with this Regulation before the implementation date and has not been finally disposed of on or before the implementation date, then the applicant shall not, by reason only of his doing anything referred to in the relevant provision during the period from the implementation date to the date when the licence is granted and received by him or when he is notified of the refusal of the application, be regarded as contravening the relevant provision.

(2) In this section, "relevant provision" (有關條文) means-

(a) in the case of an application for the grant of an estate agent's licence, section 15 of the Ordinance;

(b) in the case of an application for the grant of a salesperson's licence, section 16 of the Ordinance.

B3124	1998 年第 328 號法律公告	1998 年第 42 期憲報第二號法律副刊	L.S. NO. 2 TO GAZETTE NO. 42/1998	L.N. 328 OF 1998	B3125
	附表 1	[第 4 條]	SCHEDULE 1		[s.4]
	索引		INDEX		
牌照登記冊	表格 1	Register of licences			Form 1
就批給地產代理（個人）牌照提出的申請	表格 2	Application for the grant of estate agent's licence (individual)			Form 2
就批給地產代理（公司）牌照／營業詳情說明書提出的申請	表格 3	Application for the grant of estate agent's licence (company)/statement of			Form 3
就批給營業員牌照提出的申請	表格 4	particulars of business			
地產代理（個人）牌照	表格 5	Application for the grant of salesperson's licence			Form 4
地產代理（公司）牌照	表格 6	Estate agent's licence (individual)			Form 5
營業員牌照	表格 7	Estate agent's licence (company)			Form 6
就批給營業詳情說明書提出的申請	表格 8	Salesperson's licence			Form 7
營業詳情說明書	表格 9	Application for grant of statement of particulars of business			Form 8
就補發牌照／營業詳情說明書提出的申請	表格 10	Statement of particulars of business			Form 9
就地產代理（個人）牌照續期提出的申請	表格 11	Application for replacement of licence/statement of particulars of business			Form 10
就地產代理（公司）牌照／營業詳情說明書續期提出的申請	表格 12	Application for renewal of estate agent's licence (individual)			Form 11
就營業員牌照續期提出的申請	表格 13	Application for renewal of estate agent's licence (company)/statement of			Form 12
就營業詳情說明書續期提出的申請	表格 14	particulars of business			
		Application for renewal of salesperson's licence			Form 13
		Application for renewal of statement of particulars of business			Form 14

〔第 4 條〕

甲部

[illegible]

[s.4]

Part A

[illegible]

〔第4條〕

乙部

[illegible]

[s.4]

Part B

[illegible]

表格 1

[第 4 條]

地產代理監管局

牌照登記冊

丙部

牌照種類：營業員牌照

牌照號碼	持牌人姓名	通訊用登記地址	有效期		暫時吊銷期間		撤銷日期
			由	至	由	至	

Form 1

[s.4]

Estate Agents Authority

Register of Licences

Part cC

Type of Licence: Salesperson's Licence

Licence Number	Name of Licensee	Registered Address for Communication	Validity		Suspension		Revocation on
			From	To	From	To	

表格 2 地產代理監管局 就批給地產代理(個人)牌照提出的申請		[第 4 條]
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。		
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，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年，如循簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
(*將不適用者刪去)		
甲-1 申請人詳情		
姓	中文姓名	
名	別名	
香港身分證/旅遊證件號碼	性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女
出生日期 (日/月/年份)		
學歷	<input type="checkbox"/> 中五以下 <input type="checkbox"/> 完成中五或有同等學歷 <input type="checkbox"/> 大學或以上	
在資格考試中獲合格成績	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用	
於 1999 年 1 月 1 日前有地產代理工作經驗	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用	
完成監管局指明的訓練課程	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用	
專業調查師	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用	
通訊地址	座 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 / 手提電話號碼	傳真號碼 (如有的話)	
甲-2 聲明		
注意：下列問題 1 至 6 與決定批給牌照的考慮因素有關，並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？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
2. 你是否一間公司的董事或高級人員，而該公司當時根據《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"/> 是 <input type="checkbox"/> 否		
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"/> 是 <input type="checkbox"/> 否		
4. 你是否因任何罪行在香港或其他地方被定罪，而該項定罪斷斷你曾有欺詐性、舞弊或不誠實的作為？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
5. 你是否根據《地產代理條例》(第 511 章)被定罪，並已就此項定罪被判處監禁，而不論是否緩刑？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
6. 若你對以上任何一項回答「是」，請提供詳情 (如有需要請用附加紙張)：		
本人謹聲明說本人將從事地產代理業務之每一地點及每一營業名稱(如有的話)本人已作為此申請之一部分提交批給營業詳情說明書提出的申請(表格 8)，並聲明就本人所知及所信此申請表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此申請表所提供的資料。		
相片 40 毫米 X 50 毫米		
日期 (日/月/年份) 申請人簽署		

FORM 2 ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (INDIVIDUAL)		[5.4]
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.		
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.		
(*Delete as inappropriate)		
A-1 Particulars of Applicant		
Surname	Name in Chinese	
Other Name (s)	Alias	
HK ID Card/Travel Document* No.	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (DD/MM/YYYY)		
Educational Level	<input type="checkbox"/> Below F.5 <input type="checkbox"/> Completed F.5 or equivalent <input type="checkbox"/> Tertiary or above	
Pass in Qualifying Examination	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable	
Experience in Estate Agency Work prior to 1 January 1999	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable	
Completion of Training Course specified by the Authority	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable	
Professional Surveyor	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable	
Correspondence Address	Flat/Room Floor Block Name of Building/Estate Number and Name of Street District HK KLN/NT*	
Telephone/Mobile Phone* No.	Fax No. (if any)	
A-2 Declaration		
Note: Questions 1 to 6 below refer to factors which will be considered in the determination for the grant 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Are you a director or officer of a company which is for the time being 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"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
6. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary):		
Photograph 40 mm X 50 mm		
I hereby declare that for each place at which and each business name under which I am to carry on an estate agency business (if any), I have filed as part of this application an application for the grant of statement of particulars of business (Form 8), and that all the foregoing information in this application 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 3 地產代理監管局 就批給地產代理(公司)牌照 / 營業詳情說明書提出的申請		[第 4 條]
甲部分	申請批給地產代理(公司)牌照及營業地點營業詳情說明書	
填寫申請表格前，請參閱「地產代理及營業詳情說明書」。		
根據《地產代理條例》(第 511 章)第 55(1)(e)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，一經法庭裁定定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
表格中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。(「將不適用者刪去」)		
甲-1	申請人(公司)詳情	
公司註冊證書號碼	有效期限滿日(日/月/年份)	
商業登記號碼		
營業名稱		
英文營業名稱		
登記辦事處地址	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*	
營業地點地址 (如與上址不同)	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 / 手提電話號碼	傳真號碼(如有)	
公司的其他營業地點數目		
公司董事數目		
甲-2	聲明	
注意：下列問題 1 至 3 與決定批給牌照/營業詳情說明書的考慮因素有關，並為本表格的一部分而必須作答。在問題 1 至 3 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)。		
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，或是否在本申請日期之前五年內，已與債權人訂立債務重組協議或債務清還安排？		
2. 「你」曾否根據《地產代理條例》(第 511 章)被定罪？		
3. 以上問題如答「是」，請詳加說明(如有需要，請用附加紙張)：		
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之每一地點及每一營業名稱，申請人(公司)已作為此申請之一部分提交就批給營業詳情說明書提出的申請(表格 3)，並聲明該本人所加及所信此申請表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按其認為合適的方式核實此申請表所提供的資料。		
日期(日/月/年份)	公司代表名稱	職位 地產代理(個人)牌照號碼(如適用) 簽署及印章

FORM 3 ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (COMPANY)/STATEMENT OF PARTICULARS OF BUSINESS		[s.4]
Section A	Application for Grant of Estate Agent's Licence (Company) and Statement of Particulars of Business for Place of Business	
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form. Section 55(1)(e) 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. Section A of this application 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. (*Delete as inappropriate)		
A-1	Particulars of Applicant Company	
Certificate of Incorporation No.		
Business Registration No.	Expiry Date (DD/MM/YYYY)	
Business Name		
Business Name in Chinese		
Address of registered office	Flat/Room Floor Block Name of Building/Estate Number and Name of Street District HK/KLN/NT*	
Address of Place of Business (if different from above)	Flat/Room Floor Block Name of Building/Estate Number and Name of Street District HK/KLN/NT*	
Telephone/Mobile Phone* No.	Fax No. (if any)	
Number of Additional Places of Business of the Company		
Number of Directors in the Company		
A-2	Declaration	
Note: Questions 1 to 3 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 3 means the company applying for the grant 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?		
2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?		
3. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary).		
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 of statement of particulars of business (Form B), and that all the foregoing information in this application is TRUE, COMPLETE AND TRUTH 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 (in BLOCK LETTERS)	Position (in BLOCK LETTERS) Estate Agent's Licence (Individual) Number (if applicable) Authorized Signature and Stamp

乙部分	公司董事詳情 (公司董事為個人)		表格 3 (第 2 頁)																					
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。																								
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辦時，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，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。																								
請索取足夠數量的表格 3 乙部分，以供每位屬個人的董事填寫。 (*將不適用者刪去)																								
乙-1	申請人(公司)詳情																							
商業登記號碼 (與本表格第一頁所列相同)		有效期屆滿日(日/月/年份)																						
營業名稱																								
乙-2	董事詳情																							
你有否從事地產代理工作? <input type="checkbox"/> 有 <input type="checkbox"/> 沒有																								
地產代理牌照號碼(如適用)		有效期屆滿日(日/月/年份)																						
如果你沒有地產代理牌照，請填寫以下乙-2 部分各項及乙-3 部分：																								
姓		中文姓名																						
名		別名																						
香港身分證/旅遊證件*號碼		性別 <input type="checkbox"/> 男 <input type="checkbox"/> 女																						
出生日期(日/月/年份)		地產代理工作經驗(如適用) 年 月																						
乙-3	聲明																							
注意：下列問題 1 至 6 與決定批給牌照/營業詳情說明書的考慮因素有關，並為本表格的一部分而必須作答。																								
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日期(日/月/年份)		董事名稱																						
		簽署																						

Section B	Particulars of Company Director (Directorship held by an individual)		Form 3 (Page 2)																					
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B-1 Particulars of Applicant Company																								
Business Registration No. (same as in page 1 of this form)		Expiry Date (DD/MM/YYYY)																						
Business Name																								
B-2 Particulars of Director																								
Are you engaged in estate agency work? <input type="checkbox"/> Yes <input type="checkbox"/> No																								
Estate Agent's Licence No. (if applicable)		Expiry Date (DD/MM/YYYY)																						
If you do not have an Estate Agent's Licence, please complete the following of Section B-2 and Section B-3:																								
Surname		Name in Chinese																						
Other Name(s)		Alias																						
H.K.I.D. Card/Travel Document* No.		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female																						
Date of Birth (DD/MM/YYYY)		Estate Agency Work Experience (if applicable) _____ Years _____ Months																						
B-3 Declaration																								
Note: Questions 1 to 6 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.																								
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Date (DD/MM/YYYY)		Name of Director (in BLOCK LETTERS)																						
		Signature																						

丙部分	公司董事詳情 (公司董事為一間公司)		表格 3 (第 3 頁)
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。			
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以誤導性的資料，即屬違法。有關罪行，一經經公訴程序定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。			
請索取足夠數量的表格 3 丙部分，以供每位屬公司的董事填寫。 (*將不適用者刪去)			
丙-1	申請人(公司)詳情		
商業登記號碼 (與本表格第一頁所列相同)		有效期滿日(日/月/年份)	
營業名稱			
丙-2	董事詳情		
你有否從事地產代理工作?	<input type="checkbox"/> 有 <input type="checkbox"/> 沒有		
地產代理牌照號碼(如適用)		有效期滿日(日/月/年份)	
如你沒有地產代理牌照，請填寫以下丙-2 部分各項及丙-3 部分：			
商業登記號碼		有效期滿日(日/月/年份)	
營業名稱			
英文營業名稱			
丙-3	聲明		
注意：下列問題 1 至 5 與決定批給牌照/營業詳情說明書的考慮因素有關，並為本表格的一部分而必須作答。在問題 1 至 5 內的「你」，指批給地產代理(公司)牌照 / 營業詳情說明書申請人(公司)的董事(而該董事為一間公司)。			
是 否			
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，或是否在本申請日期之前五年內，已與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，而該公司當時根據《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"曾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"/>		
4. "你"曾否根據《地產代理條例》(第 511 章) 被定罪?	<input type="checkbox"/> <input type="checkbox"/>		
5. 若"你"對以上任何一項回答'是'，請提供詳情(如有需要請用附加紙張)：			
本人，謹代表本公司(為申請人公司的董事)，聲明就本人所知及所信此申請表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此申請表所提供的資料。			
日期(日/月/年份)	代表名稱	職位	簽署及印章

Section C	Particulars of Company Director (Directorship held by a Company)		Form 3 (Page 3)
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
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.			
Please obtain sufficient copies of Section C of Form 3 as necessary for the completion by EAC's director who is a company (*Delete as inappropriate)			
C-1	Particulars of Applicant Company		
Business Registration No. (same as in page 1 of this form)		Expiry Date (DD/MM/YYYY)	
Business Name			
C-2	Particulars of Director		
Are you engaged in estate agency work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estate Agent's Licence No. (if applicable)		Expiry Date (DD/MM/YYYY)	
If you do not have an Estate Agent's Licence, please complete the following of Section C-2 and Section C-3			
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Business Name			
Business Name in Chinese			
C-3	Declaration		
Note: Questions 1 to 5 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 5 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 for the time being 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, of any fraud, corruption or other 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"/>		
5. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary):			
I, on behalf of the director company, hereby declare that all the foregoing information in this application 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 (in BLOCK LETTERS)	Position (in BLOCK LETTERS)	Authorized Signature and Stamp

表格 4 地產代理監管局 就批給營業牌照提出的申請			
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。			
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，一經檢控定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。			
(*將不適用者刪去)			
A-1 申請人詳情			
姓	中文姓名	別名	
名			
香港身分證/旅遊證件號碼		性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女
出生日期 (日/月/年份)			
學歷	<input type="checkbox"/> 中五以下 <input type="checkbox"/> 完成中五或有同等學歷 <input type="checkbox"/> 大學或以上		
在資格考試中獲台格成績	<input type="checkbox"/> 考試合格，並附上有關證明文件 <input type="checkbox"/> 不適用		
於 1999 年 1 月 1 日前有地產代理工作經驗	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用		
完成監管局規定的訓練課程	<input type="checkbox"/> 完成課程，並附上有關證明文件 <input type="checkbox"/> 不適用		
專業測量師	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用		
通訊地址	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 / 手提電話號碼	傳真號碼 (如有的話)		
A-2 聲明			
注意：下列問題 1 至 6 與決定批給牌照的考慮因素有關，並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，而該公司當時根據《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. 你是否因任何罪行在香港或其他地方被定罪，而該項定罪被認為具有欺詐性、舞弊或不誠實的作為？			
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6. 若你對以上任何一項回答「是」，請提供詳情 (如有需要請用附加紙張)：			
本人謹聲明就本人所知及所信此申請表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此申請表所提供的資料。			
相片 40 毫米 X 50 毫米	日期 (日/月/年份) 申請人簽署		

FORM 4 ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF SALESPERSON'S LICENCE			
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
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.			
(*Delete as inappropriate)			
A-1 Particulars of Applicant			
Surname	Name in Chinese		
Other Name (s)	Alias		
H.K.I.D. Card/Travel Document* No.	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (DD/MM/YYYY)			
Educational Level	<input type="checkbox"/> Below F 5 <input type="checkbox"/> Completed F 5 or equivalent <input type="checkbox"/> Tertiary or above		
Pass in Qualifying Examination	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable		
Experience in Estate Agency Work prior to 1 January 1999	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable		
Completion of Training Course specified by the Authority	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable		
Professional Surveyor	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable		
Correspondence Address	Flat/Room Floor Block Name of Building/Estate Number and Name of Street District HK/KLN/NT*		
Telephone/Mobile Phone* No.	Fax No. (if any)		
A-2 Declaration			
Note: Questions 1 to 6 below refer to factors which will be considered in the determination for the grant 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	No	
2. Are you a director or officer of a company which is for the time being 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?			
3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?			
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts?			
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?			
6. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary).			
I hereby declare that all the foregoing information in this application 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.			
Photograph 40 mm X 50mm	Date (DD/MM/YYYY) Signature of Applicant		

B3142

1998 年第 328 號法律公告

1998 年第 42 期憲報第二號法律副刊

表格 5

[第 4 條]

地產代理監管局

《地產代理條例》
(第 511 章)

地產代理 (個人) 牌照

牌照號碼: _____

此牌照於 _____

批給 _____

以地產代理身分進行地產代理工作。

除被暫時吊銷或撤銷外，本牌照將於 _____ 屆滿。

本牌照受下列條件規限。

一般條件

1. 每名地產代理牌照持有人—

- (a) 須在並保持在他以地產代理身分經營業務的每個地點的顯眼位置展示有關營業詳情說明書；
- (b) 須在他發出或代他發出的信件、帳目、收據、單張、小冊子及其他文件上清楚而顯眼地述明以下事項—
- (i) 有關持牌人的姓名或名稱；
- (ii) 他的牌照號碼；
- (iii) 在有關營業詳情說明書內述明的營業名稱；及
- (iv) 在有關營業詳情說明書內述明的營業地點；
- (c) 須在所有由他或代他發出或發布的廣告（單張及小冊子除外）內清楚而顯眼地述明 (b)(i)、(ii) 及 (iii) 段所規定的資料；
- (d) 不得在批給他的營業詳情說明書內所指明的營業地點以外的地點或以該說明書內所指明的營業名稱以外的名稱經營地產代理業務；及
- (e) 在他的營業詳情說明書內所述任何事項因任何理由而屬不正確時，須根據《地產代理（發牌）規例》（第 511 章，附屬法例）第 12 條向地產代理監管局申請將該說明書修訂。

2. 每名持牌人須按地產代理監管局的書面請求將他的牌照交回地產代理監管局，以修訂或更改現有條件或將新條件附加於牌照。

3. 為施行此等條件，凡持牌地產代理在任何地點以不同的營業名稱經營地產代理業務，他須在該地點就每個如此使用的營業名稱展示一份營業詳情說明書。

其他條件

1. [地產代理監管局根據本條例第 17(3) 條所施加之任何其他條件]



地產代理監管局蓋印

簽署

地產代理監管局行政總裁

L.S. NO. 2 TO GAZETTE NO. 42/1998

L.N. 328 OF 1998
B3143

FORM 5

[s.4]

ESTATE AGENTS AUTHORITY

ESTATE AGENTS ORDINANCE
(Chapter 511)

ESTATE AGENT'S LICENCE (INDIVIDUAL)

Licence No.: _____

LICENCE IS GRANTED on _____

to _____

to carry on estate agency work as an estate agent.

This licence shall, unless earlier suspended or revoked, cease to have effect on _____

This licence is subject to the conditions set out herein.

General Conditions

1. Every holder of an estate agent's licence shall:

- (a) display and keep displayed, at a conspicuous position at each place at which he carries on business as an estate agent, the relevant statement of particulars of business.
- (b) state clearly and conspicuously on any letter, account, receipt, pamphlet, brochure and other document issued by him or on his behalf the following -
- (i) the name of the licensee;
- (ii) the number of his licence;
- (iii) the business name as stated in the relevant statement of particulars of business; and
- (iv) the place of business as stated in the relevant statement of particulars of business;
- (c) state clearly and conspicuously in all advertisements, pamphlets and brochures excepted, by him or on his behalf, the items in paragraph (b)(i), (ii) and (iii);
- (d) not carry on estate agency business under a business name or at a place of business other than the one specified in a statement of particulars of business granted to him, and
- (e) apply to the Estate Agents Authority to have his statement of particulars of business amended under section 12 of the Estate Agents (Licensing) Regulation (Cap. 511 sub. leg), if any matter stated therein is for any reason incorrect.

2. Every licensee shall, upon request in writing by the Estate Agents Authority, surrender his licence to the Estate Agents Authority for amendment or variation of any existing conditions or for attachment of new conditions.

3. For the purpose of these conditions, where a licensed estate agent carries on at any place estate agency business under different business names, he shall display at that place a statement of particulars of business for each and every business name so used.

Other Conditions

1. [Any other conditions imposed by the Estate Agents Authority under section 17(3) of the Ordinance]



EAA Stamp

Signed

CHIEF EXECUTIVE OFFICER
ESTATE AGENTS AUTHORITY

表格 6

〔第 4 條〕

地產代理監管局

《地產代理條例》
(第 511 章)

地產代理(公司)牌照

牌照號碼：_____

此牌照於_____

批給_____

以地產代理身分進行地產代理工作。

除被暫時吊銷或撤銷外，本牌照將於_____屆滿。

本牌照受下列條件規限。

一般條件

1. 每名地產代理牌照持有人—

- (a) 須在並保持在他以地產代理身分經營業務的每個地點的顯眼位置展示有關營業詳情說明書；
- (b) 須在他發出或代他發出的信件、帳目、收據、單張、小冊子及其他文件上清楚而顯眼地述明以下事項—
- (i) 有關持牌人的姓名或名稱；
- (ii) 他的牌照號碼；
- (iii) 在有關營業詳情說明書內述明的營業名稱；及
- (iv) 在有關營業詳情說明書內述明的營業地點；
- (c) 須在所有由他或代他發出或發布的廣告（單張及小冊子除外）內清楚而顯眼地述明(b)(i)、(ii)及(iii)段所規定的資料；
- (d) 不得在批給他的營業詳情說明書內所指明的營業地點以外的地點或以該說明書內所指明的營業名稱以外的名稱經營地產代理業務；及
- (e) 在他的營業詳情說明書內所述任何事項因任何理由而屬不正確時，須根據《地產代理（發牌）條例》（第 511 章，附屬法例）第 12 條向地產代理監管局申請將該說明書修訂。

2. 每名持牌人須按地產代理監管局的書面請求將他的牌照交回地產代理監管局，以修訂或更改現有條件或將新條件附加於牌照。

3. 為施行此等條件，凡持牌地產代理在任何地點以不同的營業名稱經營地產代理業務，他須在該地點就每個如此使用的營業名稱展示一份營業詳情說明書。

其他條件

1. 〔地產代理監管局根據本條例第 17(3)條所施加之任何其他條件〕



地產代理監管局蓋印

簽署

地產代理監管局行政總裁

FORM 6

ESTATE AGENTS AUTHORITY

ESTATE AGENTS ORDINANCE
(Chapter 511)

ESTATE AGENT'S LICENCE (COMPANY)

Licence No.:_____

LICENCE IS GRANTED on_____

to_____

to carry on estate agency work as an estate agent.

This licence shall, unless earlier suspended or revoked, cease to have effect on_____.

This licence is subject to the conditions set out herein.

General Conditions

1. Every holder of an estate agent's licence shall:

- (a) display and keep displayed, at a conspicuous position at each place at which he carries on business as an estate agent, the relevant statement of particulars of business.
- (b) state clearly and conspicuously on any letter, account, receipt, pamphlet, brochure and other document issued by him or on his behalf the following -
- (i) the name of the licensee;
- (ii) the number of his licence;
- (iii) the business name as stated in the relevant statement of particulars of business; and
- (iv) the place of business as stated in the relevant statement of particulars of business;
- (c) state clearly and conspicuously in all advertisements, pamphlets and brochures excepted, by him or on his behalf, the items in paragraph (b)(i), (ii) and (iii);
- (d) not carry on estate agency business under a business name or at a place of business other than the one specified in a statement of particulars of business granted to him, and
- (e) apply to the Estate Agents Authority to have his statement of particulars of business amended under section 12 of the Estate Agents (Licensing) Regulation (Cap. 511 sub. leg), if any matter stated therein is for any reason incorrect.

2. Every licensee shall, upon request in writing by the Estate Agents Authority, surrender his licence to the Estate Agents Authority for amendment or variation of any existing conditions or for attachment of new conditions.

3. For the purpose of these conditions, where a licensed estate agent carries on at any place estate agency business under different business names, he shall display at that place a statement of particulars of business for each and every business name so used.

Other Conditions

1. [Any other conditions imposed by the Estate Agents Authority under section 17(3) of the Ordinance]



EAA Stamp

Signed

CHIEF EXECUTIVE OFFICER
ESTATE AGENTS AUTHORITY

表格 7
地產代理監管局
《地產代理條例》
(第 511 章)
營業員牌照

[第 4 條]

牌照號碼：_____

此牌照於_____

批給_____

以營業員身分進行地產代理工作。

除被暫時吊銷或撤銷外，本牌照將於_____屆滿。

本牌照受下列條件規限。

一般條件

1 每名持牌人須按地產代理監管局的書面請求將他的牌照交回地產代理監管局，以修訂或更改現有條件或將新條件附加於牌照。

其他條件

1 [地產代理監管局根據本條例第 17(3)條所施加之任何其他條件]



地產代理監管局蓋印

簽署

地產代理監管局行政總裁

FORM 7

ESTATE AGENTS AUTHORITY
ESTATE AGENTS ORDINANCE
(Chapter 511)
SALESPERSON'S LICENCE

Licence No.:_____

LICENCE IS GRANTED on_____

to_____

to carry on estate agency work as a salesperson.

This licence shall, unless earlier suspended or revoked, cease to have effect on_____.

This licence is subject to the conditions set out herein.

General Conditions

1 Every licensee shall, upon request in writing by the Authority, surrender his licence to the Authority for amendment or variation of any existing conditions or for attachment of new conditions.

Other Conditions

1 [Any other conditions imposed by the Estate Agents Authority under section 17(3) of the Ordinance]



EAA Stamp

Signed

CHIEF EXECUTIVE OFFICER
ESTATE AGENTS AUTHORITY

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		(第 4 條)
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。		
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，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
此表格須由持牌人填寫。		
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。		
若申請批給營業詳情說明書的申請人為一獨資經營，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。		
若申請批給營業詳情說明書的申請人為一合夥，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。		
此申請為申請人就批給地產代理牌照(續期)提出的申請(視屬何情況而定)的一部分。 (*請不適用者刪去)		
甲部分		營業詳情
營業性質 (請在適當空格內填上✓號)		
公司 <input type="checkbox"/> 獨資經營 <input type="checkbox"/> 合夥 <input type="checkbox"/>		
持牌人資料 (如營業詳情說明書的申請人為一合夥，請提供填寫本表格的合夥人的地產代理牌照號碼)		
地產代理牌照號碼		有效期間滿日 (日/月/年份)
香港身分證/旅遊證件號碼		
合夥人 (包括填寫這份申請表的合夥人) 數目 (只適用於合夥)		
營業地點性質 (請在適當空格內填上✓號)		
總行 <input type="checkbox"/> 分行 <input type="checkbox"/>		
營業地點資料		
營業名稱		
商業登記號碼		有效期間滿日 (日/月/年份)
營業地點地址		
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 / 手提電話*號碼		傳真號碼 (如有的話)
本人謹代表本公司聲明就本人所知及所信此申請表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此申請表所提供的資料。 (*若持牌人為個人，請刪去斜體字部分)		
日期 (日/月/年份)	公司代表/獨資經營者/合夥人* 姓名	簽署及印章 地產代理 (個人) 牌照號碼

FORM 8 ESTATE AGENTS AUTHORITY APPLICATION FOR GRANT OF STATEMENT OF PARTICULARS OF BUSINESS				(第 4 條)
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.				
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 issue or renewal of a licence.				
This form has to be completed and signed by the licensee.				
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.				
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.				
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.				
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.				
(*Delete as inappropriate)				
Section A		Particulars of Business		
Nature of Business (please ✓ in the appropriate box)				
Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/>				
Information on the Licensee (if the application is made by a partnership, please provide the Estate Agent's Licence number of the partner who completes this form)				
Estate Agent's Licence No.		Expiry Date (DD/MM/YYYY)		
H.K.I.D. Card/Travel Document* No.				
Number of Partners (including the partner completing this form) in the Partnership (applicable for partnership only)				
Nature of the place of business (please ✓ in the appropriate box)				
Principal Office <input type="checkbox"/> Branch Office <input type="checkbox"/>				
Information on the place of business				
Business Name				
Business Registration No.		Expiry Date (DD/MM/YYYY)		
Address of the Place of Business		Flat/Room Floor Block		
		Name of Building/Estate		
		Number and Name of Street		
		District		
Telephone/Mobile Phone* No.		Fax No (if any)		
On behalf of my company*, I hereby declare that all the foregoing information in this application 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. (*Delete the entire phrase in italics if licensee is an individual)				
Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner*	Estate Agent's Licence (Individual) number of Representative / Sole Proprietor / Partner*	Authorized Signature and Stamp	

乙部分		合夥人詳情		表格 8 (第 2 頁)	
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。					
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的續期時，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，則屬違法。有關罪行，一經經公訴程序定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。					
請索閱足夠數量表格 8 的乙部分，以供每位合夥人填寫。					
(*請不適用者刪去)					
乙-1		合夥詳情			
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			
你有從事地產代理工作?		<input type="checkbox"/> 有 <input type="checkbox"/> 沒有			
地產代理牌照號碼 (如適用)				有效期間滿日 (日/月/年份)	
如你沒有地產代理牌照，請填寫以下乙-2 部分各項及乙-3 部分：					
姓		中文姓名			
名		別名			
香港身分證/旅遊證件號碼		性別		<input type="checkbox"/> 男 <input type="checkbox"/> 女	
出生日期 (日/月/年份)		地產代理工作經驗 (如適用)		年 月	
乙-3		聲明			
注意：下列問題 1 至 6 與決定批給營業詳情說明書的考慮因素有關，並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，而該公司當時根據《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. 你是否因任何罪行在香港或其他地方被定罪，而該項定罪斷斷你曾有欺詐性、舞弊或不誠實的作為？ [] []					
5. 你是否根據《地產代理條例》(第 511 章) 被定罪，並已就此項定罪被判處監禁，而不論是否緩刑？ [] []					
6. 若你對以上任何一項回答「是」，請提供詳情 (如有需要請用附加紙張)：					
本人謹聲明就本人所知及所信此申請表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此申請表所提供的資料。					
日期 (日/月/年份)		合夥人姓名		簽署	

Section B		Particulars of Partners		Form 8 (Page 2)	
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.					
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.					
Please obtain sufficient number of Section B of Form 8 for the completion by EACH of the partners.					
(*Delete as inappropriate)					
B-1		Particulars of Partnership			
Business Registration No.				Expiry Date (DD/MM/YYYY)	
Business Name of the Partnership					
B-2		Particulars of Partner			
Are you engaged in estate agency work?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Estate Agent's Licence No. (if applicable)				Expiry Date (DD/MM/YYYY)	
If you do not have an Estate Agent's Licence, please complete the following of Section B-2 and Section B-3.					
Surname		Name in Chinese			
Other Name (s)		Alias			
H K I D Card/Travel Document* No		Sex		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (DD/MM/YYYY)		Estate Agency Work Experience (if applicable)		Years Months	
B-3		Declaration			
Note: Questions 1 to 6 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?				[] []	
2. Are you a director or officer of a company which is for the time being 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?				[] []	
3. Are you a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136)?				[] []	
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts?				[] []	
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?				[] []	
6. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary):					
I hereby declare that all the foregoing information in this application 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	

表格 9
地產代理監管局
《地產代理條例》
(第 511 章)
營業詳情說明書

[第 4 條]

持牌人資料

持牌人姓名	地產代理牌照號碼	有效期屆滿日

營業詳情說明書號碼：

營業名稱
營業地點

本營業詳情說明書有效期由_____至_____


以上持牌人受下列條件規限。

一般條件

- 每名地產代理牌照持有人—
 - 須在並保持在他以地產代理身分經營業務的每個地點的顯眼位置展示有關營業詳情說明書；
 - 須在他發出或代他發出的信件、帳目、收據、單張、小冊子及其他文件上清楚而顯眼地述明以下事項—
 - 有關持牌人的姓名或名稱；
 - 他的牌照號碼；
 - 在有關營業詳情說明書內述明的營業名稱；及
 - 在有關營業詳情說明書內述明的營業地點；
 - 須在所有由他或代他發出或發布的廣告（單張及小冊子除外）內清楚而顯眼地述明(b)(i)、(ii)及(iii)段所規定的資料；
 - 不得在批給他的營業詳情說明書內所指明的營業地點以外的地點或以該說明書內所指明的營業名稱以外的名稱經營地產代理業務；及
 - 在他的營業詳情說明書內所述任何事項因任何理由而屬不正確時，須根據《地產代理（發牌）規例》（第 511 章，附屬法例）第 12 條向地產代理監管局申請將該說明書修訂。
- 每名持牌人須按地產代理監管局的書面請求將他的牌照交回地產代理監管局，以修訂或更改現有條件或將新條件附加於牌照。
- 為施行此等條件，凡持牌地產代理在任何地點以不同的營業名稱經營地產代理業務，他須在該地點就每個如此使用的營業名稱展示一份營業詳情說明書。

其他條件

- [地產代理監管局根據本條例第 17(3)條所施加之任何其他條件]



地產代理監管局蓋印

簽署 _____
地產代理監管局行政總裁

FORM 9
ESTATE AGENTS AUTHORITY
ESTATE AGENTS ORDINANCE
(Chapter 511)
STATEMENT OF PARTICULARS OF BUSINESS

Information on licensee(s)

Name of licensee(s)	Number of the Estate Agent's Licence(s)	Expiry Date(s)

Statement of Particulars of Business Number:

Business Name
Place of business

This Statement of Particulars of Business is valid from_____to_____


The licensee(s) above is/are subject to the conditions set out herein.

General Conditions

- Every holder of an estate agent's licence shall:
 - display and keep displayed, at a conspicuous position at each place at which he carries on business as an estate agent, the relevant statement of particulars of business;
 - state clearly and conspicuously on any letter, account, receipt, pamphlet, brochure and other document issued by him or on his behalf the following -
 - the name of the licensee;
 - the number of his licence;
 - the business name as stated in the relevant statement of particulars of business; and
 - the place of business as stated in the relevant statement of particulars of business;
 - state clearly and conspicuously in all advertisements, pamphlets and brochures excepted, by him or on his behalf, the items in paragraph (b)(i), (ii) and (iii);
 - not carry on estate agency business under a business name or at a place of business other than the one specified in a statement of particulars of business granted to him; and
 - apply to the Estate Agents Authority to have his statement of particulars of business amended under section 12 of the Estate Agents (Licensing) Regulation (Cap. 511 sub. leg), if any matter stated therein is for any reason incorrect.
- Every licensee shall, upon request in writing by the Estate Agents Authority, surrender his licence to the Estate Agents Authority for amendment or variation of any existing conditions or for attachment of new conditions.
- For the purpose of these conditions, where a licensed estate agent carries on at any place estate agency business under different business names, he shall display at that place a statement of particulars of business for each and every business name so used.

Other Conditions

- [Any other conditions imposed by the Estate Agents Authority under section 17(3) of the Ordinance]



EAA Stamp

Signed _____
CHIEF EXECUTIVE OFFICER
ESTATE AGENTS AUTHORITY

表格 10 地產代理監管局 就補發牌照 / 營業詳情說明書提出的申請		[第 4 條]
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。		
根據《地產代理條例》(第 511 章) 第 55 (1) (c) 及 (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，可處第 6 級罰款及/或監禁一年，如循簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
此表格須由持牌人填寫。		
若持牌人為一間公司，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。		
(*將不適用者刪去)		
申請補發以下牌照/營業詳情說明書*		
牌照 / 營業詳情說明書*號碼		有效期限滿日 (日/月/年份)
請註明申請補發牌照 / 營業詳情說明書的原因 (在適當的空格中填上✓號)		
<input type="checkbox"/> 牌照 / 營業詳情說明書*正本已遺失 <input type="checkbox"/> 牌照 / 營業詳情說明書*正本已被竊 <input type="checkbox"/> 牌照 / 營業詳情說明書*正本已被銷毀 <input type="checkbox"/> 牌照 / 營業詳情說明書*正本已損毀 已損毀的牌照 / 營業詳情說明書須與申請表一併提交		
持牌人資料		
持牌人名稱 (個人以姓氏為先)		
營業名稱 (如適用及與上述的名稱不同)		
本人謹代表本公司/聲明就本人所知及所信此申請表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此申請表所提供的資料。		
(*若持牌人為個人，請刪去斜體字部分)		
日期 (日/月/年份)	代表姓名 (如持牌人為公司)	代表的地產代理 (個人) 牌照 號碼 (如持牌人為公司) 簽署及印章 (如持牌人為一公司、獨資經營者或合夥人，則須蓋上印章)

FORM 10 ESTATE AGENTS AUTHORITY APPLICATION FOR REPLACEMENT OF LICENCE/STATEMENT OF PARTICULARS OF BUSINESS			
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
Section 55(1)(c) and (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.			
This form has to be completed and signed by the licensee.			
For a company licensee, 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.			
(*Delete as inappropriate)			
Application for a replacement of the following licence/Statement of Particulars of Business*			
No. of the Licence/ Statement of Particulars of Business*		Expiry Date (DD/MM/YYYY)	
Please indicate the reason for applying for a replacement of licence/Statement of Particulars of Business (please ✓ in the appropriate box below):			
<input type="checkbox"/> the original licence/Statement of Particulars of Business * is lost <input type="checkbox"/> the original licence/Statement of Particulars of Business * is stolen <input type="checkbox"/> the original licence/Statement of Particulars of Business * is destroyed <input type="checkbox"/> the original licence/Statement of Particulars of Business * is damaged (the damaged licence/Statement of Particulars of Business has to be submitted with this application)			
Information on the licensee			
Name of the Licensee (surname first for individual)			
Business Name (if applicable and if different from above)			
On behalf of my company*, I hereby declare that all the foregoing information in this application 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.			
(*Delete the entire phrase in italics if licensee is an individual)			
Date (DD/MM/YYYY)	Name of Representative (for company licensee only) (in BLOCK LETTERS)	Estate Agent's Licence (individual) number of Representative (for company licensee only)	Authorized Signature and Stamp (Stamp is required if the licensee is a company, a sole proprietor or a partner)

表格 11 地產代理監管局 就地產代理(個人)牌照續期提出的申請		[第 4 條]
填寫申請表格前,請參閱「地產代理及營業員發牌手冊」。		
根據《地產代理條例》(第 511 章)第 55(1)(c)條,若任何人在申請地產牌照或牌照續期時,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,一經法院定罪,可處第 6 級罰款及/或監禁一年。如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。		
(*將不適用者刪去)		
甲-1	申請人詳情	
地產代理(個人)牌照號碼		有效期滿日期(日/月/年份)
學歷		<input type="checkbox"/> 中五以下 <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"/> 考試合格,並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交
於 1999 年 1 月 1 日前有地產代理工作經驗		<input type="checkbox"/> 是,並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交
完成監管局指明的訓練課程		<input type="checkbox"/> 完成課程,並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交
專業測量師		<input type="checkbox"/> 是,並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交
在以下甲-1 部分的資料項目中,你只需填寫最近一次申請後有所更改的資料。		
通訊地址		
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 / 手提電話*號碼		傳真號碼(如有的話)
甲-2	聲明	
注意:下列問題 1 至 6 與決定牌照續期的考慮因素有關,並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 量協議或債務償還安排? <input type="checkbox"/> 是 <input type="checkbox"/> 否		
2. 你是否一間公司的董事或高級人員,而該公司當時根據《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"/> 是 <input type="checkbox"/> 否		
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"/> 是 <input type="checkbox"/> 否		
4. 你是否因任何罪行在香港或其他地方被定罪,而該項定罪嚴斷你曾有欺詐性、舞弊或不誠實的作 為? <input type="checkbox"/> 是 <input type="checkbox"/> 否		
5. 你是否根據《地產代理條例》(第 511 章)被定罪,並已就此項定罪被判處監禁,而不論是否緩 刑? <input type="checkbox"/> 是 <input type="checkbox"/> 否		
6. 若你對以上任何一項回答「是」,請提供詳情(如有需要請用附加紙張):		
本人謹聲明就本人將從事地產代理業務的每一地點及每一營業名稱(如有的話)本人已作為此申請之一部分提交就給營業詳 情說明書提出的申請或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此申請表所提供的資料皆 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此申請表所提供的資料。		
日期(日/月/年份)		申請人簽署

FORM 11 ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (INDIVIDUAL)		[5 4]
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.		
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.		
(*Delete as inappropriate)		
A-1	Particulars of Applicant	
Estate Agent's Licence (Individual) No.	Expiry Date (DD/MM/YYYY)	
Educational Level	<input type="checkbox"/> Below F 5 <input type="checkbox"/> Completed F 5 or equivalent <input type="checkbox"/> Tertiary or above	
Pass in Qualifying Examination	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Experience in Estate Agency Work prior to 1 January 1999	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Completion of Training Course specified by the Authority	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Professional Surveyor	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
For the following particulars in Section A-1, you only need to provide the information that is different from what you have provided in your last application.		
Correspondence Address	Flat/Room Floor Block Name of Building/Estate Number and Name of Street District Telephone/Mobile Phone* No. Fax No. (if any)	
A-2	Declaration	
Note: Questions 1 to 6 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Are you a director or officer of a company which is for the time being 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"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
6. If you have answered "Yes" to any of the above questions, please give details (Use additional sheet if necessary).		
I hereby declare that for each place at which and each business name under which I am to carry on an estate agency business (if any), I have filed as part of this application an application for the grant or renewal of a statement of particulars of business (Form 8 or 14), and that all the foregoing information in this application is TRUE, 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 12 地產代理監管局 就地產代理(公司)牌照/營業詳情說明書續期提出的申請				[第 4 條]
甲部分	申請地產代理(公司)牌照及營業地點營業詳情說明書續期			
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。				
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，作出任何虛假或以誤導性的陳述或提供任何虛假或以誤導性的資料，即屬違法。有關罪行，一經檢控定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 3 級罰款及/或監禁 6 個月。				
表格中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。				
(*將不適用者刪去)				
甲-1	申請人(公司)詳情			
地產代理(公司)牌照號碼		有效期滿日(日/月/年份)		
營業詳情說明書號碼 (營業地點)		有效期滿日(日/月/年份)		
公司註冊證號碼				
商業登記號碼		有效期滿日(日/月/年份)		
營業名稱				
在以下甲-1 部分的資料項目中，你只填寫最近一次申請後有所更改之資料。				
公司註冊地址	<div>室 樓層 座</div> <div>大廈/屋苑名稱</div> <div>街道名稱及號碼</div> <div>地區 香港/九龍/新界*</div>			
營業地點地址 (如與上址不同)	<div>室 樓層 座</div> <div>大廈/屋苑名稱</div> <div>街道名稱及號碼</div> <div>地區 香港/九龍/新界*</div>			
電話 / 手提電話*號碼		傳真號碼(如有的話)		
公司的其他營業地點數目				
公司董事數目				
甲-2	聲明			
注意：下列問題 1 至 3 與決定牌照/營業詳情說明書續期的考慮因素有關，並為本表格的一部分而必須作答。在問題 1 至 3 內之“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任何清盤令的權的，或有接管人已就“你”而獲委任，或是否在本申請日期之前五年內，已與債權人訂立債務重組協議或債務償還安排？				
2. “你”曾否根據《地產代理條例》(第 511 章)被定罪？				
3. 以上問題如答“是”，請詳細說明(如有需要，請用附加紙張)：				
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之每一地點及每一營業名稱，申請人(公司)已作為此申請之一部分提交給營業詳情說明書續期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此申請表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此申請表所提供的資料。				
日期(日/月/年份)	公司代表名稱	職位	地產代理(個人) 牌照號碼(如適用)	簽署及印章

FORM 12 ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (COMPANY)/STATEMENT OF PARTICULARS OF BUSINESS					[5 4]
Section A	Application for Renewal of Estate Agent's Licence (Company) and Statement of Particulars of Business for Place of Business				
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.					
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 3 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.					
Section A of this application 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.					
(*Delete as inappropriate)					
A-1	Particulars of Applicant Company				
Estate Agent's (Company) Licence No.		Expiry Date (DD/MM/YYYY)			
Statement of Particulars of Business No. (place of business)		Expiry Date (DD/MM/YYYY)			
Certificate of Incorporation No.					
Business Registration No.		Expiry Date (DD/MM/YYYY)			
Business Name					
For the following particulars in Section A-1, you only need to provide the information that is different from what you have provided in your last application.					
Company's Registered Address	<div>Flat/Room Floor Block</div> <div>Name of Building/Estate</div> <div>Number and Name of Street HK/KLN/NT*</div> <div>District</div>				
Address of Place of Business (if different from above)	<div>Flat/Room Floor Block</div> <div>Name of Building/Estate</div> <div>Number and Name of Street HK/KLN/NT*</div> <div>District</div>				
Telephone/Mobile Phone* No.		Fax No. (if any)			
Number of Additional Places of Business of the Company					
Number of Directors in the Company					
A-2	Declaration				
Note: Questions 1 to 3 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. "You" in questions 1 to 3 means the company applying for the renewal of 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?					
2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?					
3. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary)					
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 a statement of particulars of business (Form 8 or 14), and that all the foregoing information in this application is TRUE, 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 (in BLOCK LETTERS)	Position (in BLOCK LETTERS)	Estate Agent's Licence (Individual) Number (if applicable)	Authorized Signature and Stamp	

乙部分	公司董事詳情 (公司董事為個人)		表格 12 (第 2 頁)
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。			
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，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年。如循簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。			
請索取足夠數量的表格 12 乙部分，以供每位個人的董事填寫。			
(*將不適用者刪去)			
乙-1	申請人(公司)詳情		
地產代理(公司)牌照號碼		有效期屆滿日(日/月/年份)	
營業名稱			
乙-2	董事資料		
你有否從事地產代理工作？ <input type="checkbox"/> 有 <input type="checkbox"/> 沒有			
地產代理牌照號碼(如適用)		有效期屆滿日(日/月/年份)	
如果你沒有地產代理牌照，請填寫以下乙-2 部分各項及乙-3 部分：			
姓名		中文姓名	
名		別名	
香港身分證/旅遊證件號碼		性別 <input type="checkbox"/> 男 <input type="checkbox"/> 女	
出生日期(日/月/年份)		地產代理工作經驗(如適用)	
乙-3 聲明			
注意：下列問題 1 至 6 與決定牌照/營業詳情續期的考慮因素有關，並為本表格的一部分而必須作答。			
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重組安排？ <input type="checkbox"/> 是 <input type="checkbox"/> 否			
2. 你是否一間公司的董事或高級人員，而該公司當時根據《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"/> 是 <input type="checkbox"/> 否			
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"/> 是 <input type="checkbox"/> 否			
4. 你曾否因任何罪行在香港或其他地方被定罪，而該項定罪被斷你曾有欺詐性、舞弊或不誠實的作為？ <input type="checkbox"/> 是 <input type="checkbox"/> 否			
5. 你曾否根據《地產代理條例》(第 511 章)被定罪，並已就此項定罪被判處監禁，而不論是否緩刑？ <input type="checkbox"/> 是 <input type="checkbox"/> 否			
6. 若你對以上任何一項回答「是」，請提供詳情(如有需要請用附加紙張)：			
本人謹聲明就本人所知及所信此申請表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此申請表所提供的資料。			
日期(日/月/年份)		董事姓名	
		簽署	

Section B	Particulars of Company Director (Directorship held by an individual)		Form 12 (Page 2)
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
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.			
Please obtain sufficient number of Section B of Form 12 as necessary for the completion by EACH director who is an individual.			
(*Delete as inappropriate)			
B-1	Particulars of Applicant Company		Expiry Date (DD/MM/YYYY)
Estate Agent's (Company) Licence No.			
Business Name			
B-2	Particulars of Director		
Are you engaged in estate agency work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estate Agent's Licence No. (if applicable)		Expiry Date (DD/MM/YYYY)	
If you do not have an Estate Agent's Licence, please complete the following of Section B-2 and Section B-3			
Surname		Name in Chinese	
Other Name(s)		Alias	
H.K.I.D. Card/Travel Document* No.		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (DD/MM/YYYY)		Estate Agency Work Experience (if applicable) _____ Years _____ Months	
B-3	Declaration		
Note: Questions 1 to 6 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 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"/> Yes <input type="checkbox"/> No			
2. Are you a director or officer of a company which is for the time being 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"/> Yes <input type="checkbox"/> No			
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"/> Yes <input type="checkbox"/> No			
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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"/> Yes <input type="checkbox"/> No			
6. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary).			
I hereby declare that all the foregoing information in this application 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 Director (in BLOCK LETTERS)	
		Signature	

丙部分	公司董事詳情 (公司董事為一間公司)		表格 12 (第 3 頁)
填寫申請表格前，請參閱「地產代理及營業執照手冊」。			
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，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年，如循簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。			
請索取足夠數量的表格 12 丙部分，以供每位屬公司的董事填寫。 (*將不適用者刪去)			
丙-1	申請人(公司)詳情		
地產代理(公司)牌照號碼		有效期屆滿日(日/月/年份)	
營業名稱			
丙-2	董事詳情		
你有否從事地產代理工作? <input type="checkbox"/> 有 <input type="checkbox"/> 沒有			
地產代理牌照號碼(如適用)		有效期屆滿日(日/月/年份)	
如你沒有地產代理牌照，請填寫以下丙-2 部分各項及丙-3 部分：			
商業登記號碼		有效期屆滿日(日/月/年份)	
營業名稱			
英文營業名稱			
丙-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，並為本表格的一部分而必須作答。在問題 1 至 5 內的“你”，指地產代理(公司)牌照 / 營業詳情說明書續期申請人(公司)的董事(而該董事為一間公司)。			
1. “你”是否正在清盤當中或是任何清盤令的權的，或有接管人已就“你”而獲委任，或是否在本申請日期之前五年內，已與債權人訂立債務重組協議或債務清還安排? [] 是 [] 否			
2. “你”是否一間公司的董事或高級人員，而該公司當時根據《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”曾否因任何罪行在香港或其他地方被定罪，而該項定罪斷斷“你”曾有欺詐性、舞弊或不誠實的作為? [] [] [] []			
4. “你”曾否根據《地產代理條例》(第 511 章) 被定罪? [] [] [] []			
5. 若“你”對以上任何一項回答“是”，請提供詳情(如有需要請用附加紙張)：			
<p>本人，謹代表本公司(為申請人公司的董事)，聲明就本人所知及所信此申請表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此申請表所提供的資料。</p>			
日期(日/月/年份)		代表姓名	職位
		簽署及印章	

Section C	Particulars of Company Director (Directorship held by a Company)		Form 12 (Page 3)
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
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.			
Please obtain sufficient copies of Section C of Form 12 as necessary for the completion by EACH of the director who is a company.			
(*Delete as inappropriate)			
C-1	Particulars of Applicant Company		
Estate Agent's (Company) Licence No.		Expiry Date (DD/MM/YYYY)	
Business Name			
C-2	Particulars of Director		
Are you engaged in estate agency work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estate Agent's Licence No. (if applicable)		Expiry Date (DD/MM/YYYY)	
If you do not have an Estate Agent's licence, please complete the following of Section C-2 and Section C-3.			
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Business Name			
Business Name in Chinese			
C-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. "You" in questions 1 to 5 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).			
		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? [] [] [] []			
2. Are you a director or officer of a company which is for the time being 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? [] [] [] []			
3. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts? [] [] [] []			
4. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)? [] [] [] []			
5. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary).			
I, on behalf of the director company, hereby declare that all the foregoing information in this application 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 (in BLOCK LETTERS)	Position (in BLOCK LETTERS)	Authorized Signature and Stamp

表格 13 地產代理監管局 就營業員牌照續期提出的申請		[第 4 條]
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。		
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，一經公訴程序定罪，可處第 6 級罰款及/或監禁一年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
(*請不適用者刪去)		
甲-1	申請人詳情	
營業員牌照號碼	有效期滿日期 (日/月/年份)	
學歷	<input type="checkbox"/> 中五以下 <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"/> 考試合格，並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交	
於 1999 年 1 月 1 日前有地產代理工作經驗	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交	
完成監管局指明的訓練課程	<input type="checkbox"/> 完成課程，並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交	
專業測量師	<input type="checkbox"/> 是，並附上有關證明文件 <input type="checkbox"/> 不適用 <input type="checkbox"/> 證明文件已於首次申請/以往續期申請中提交	
在以下甲-1 部分的資料項目中，你只須填寫最近一次申請後有所更改的資料。		
通訊地址	宅 _____ 樓層 _____ 座 _____ 大廈/屋苑名稱 _____ 街道名稱及號碼 _____ 香港/九龍/新界* 地區 _____	
電話 / 手提電話*號碼	傳真號碼 (如有的話) _____	
甲-2	聲明	
注意：下列問題 1 至 6 與決定牌照續期的考慮因素有關，並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清還安排？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
2. 你是否一間公司的董事或高級人員，而該公司曾且時根據《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"/> 是 <input type="checkbox"/> 否		
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"/> 是 <input type="checkbox"/> 否		
4. 你是否因任何罪行在香港或其他地方被定罪，而該項定罪就斷你曾有欺詐性、舞弊或不誠實的作為？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
5. 你是否根據《地產代理條例》(第 511 章)被定罪，並已就此項定罪被判處監禁，而不論是否緩刑？ <input type="checkbox"/> 是 <input type="checkbox"/> 否		
6. 若你對以上任何一項回答「是」，請提供詳情 (如有需要請用附加紙張)：		
本人謹聲明就本人所知及所信此申請表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按其認為合適的方式核實此申請表所提供的資料。		
日期 (日/月/年份)		申請人簽署

FORM 13 ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF SALESPERSON'S LICENCE		[5-4]
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.		
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 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 (*Delete as inappropriate)		
A-1	Particulars of Applicant	
Salesperson's Licence No.	Expiry Date (DD/MM/YYYY)	
Educational Level	<input type="checkbox"/> Below F.5 <input type="checkbox"/> Completed F.5 or equivalent <input type="checkbox"/> Tertiary or above	
Pass in Qualifying Examination	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Experience in Estate Agency Work prior to 1 January 1999	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Completion of Training Course specified by the Authority	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
Professional Surveyor	<input type="checkbox"/> Yes, proof is enclosed <input type="checkbox"/> Not Applicable <input type="checkbox"/> Proof has already been provided in the first application / previous application for renewal	
For the following particulars in Section A-1, you only need to provide the information that is different from what you have provided in your last application.		
Correspondence Address	Flat/Room _____ Floor _____ Block _____ Name of Building/Estate _____ Number and Name of Street _____ HK/KI/N/NT* District _____	
Telephone/Mobile Phone* No.	Fax No. (if any) _____	
A-2	Declaration	
Note: Questions 1 to 6 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Are you a director or officer of a company which is for the time being 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"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
4. Have you ever been convicted, whether in Hong Kong or elsewhere, of any fraud, corruption or other dishonest acts? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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"/> Yes <input type="checkbox"/> No		
6. If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary):		
I hereby declare that all the foregoing information in this application 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		[第 4 條]
地產代理監管局		
就營業詳情說明書續期提出的申請		
填寫申請表格前，請參閱「地產代理及營業員牌照手冊」。		
根據《地產代理條例》(第 511 章)第 55(1)(c) 條，若任何人在申請換領牌照或牌照續期時，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，則屬違法。有關罪行，一經循公訴程序定罪，可處第 6 級罰款及/或監禁一年，如循簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。		
此表格須由持牌人填寫。		
若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。		
若營業詳情說明書續期的申請人為一間商號，此表格須由該商號的負責人填寫，而該負責人須為一名持牌地產代理。		
若營業詳情說明書續期的申請人為一合夥，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。		
此申請為申請人就批給地產代理牌照續期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。（*將不適用者刪去）		
甲部分		營業詳情
營業性質（請在適當空格內填上「號」）		
公司 <input type="checkbox"/> 獨資經營 <input type="checkbox"/> 合夥 <input type="checkbox"/>		
持牌人資料（如營業詳情說明書的申請人為一合夥，請提供填寫本表格的合夥人的地產代理牌照號碼）		
地產代理牌照號碼		有效期屆滿日（日/月/年份）
合夥人（包括填寫這份申請表的合夥人）數目（只適用於合夥）		
營業地點資料		
營業名稱		有效期屆滿日（日/月/年份）
營業詳情說明書號碼		有效期屆滿日（日/月/年份）
商業登記號碼		
在以下資料項目中，你只須填寫最近一次申請後有所更改之資料。		
營業地點地址		香港/九龍/新界*
室 樓層 座		
大廈/屋苑名稱		
街道名稱及號碼		
地區		
電話 / 手提電話*號碼		傳真號碼（如有）
本人謹代表本公司/聲明就本人所知及所信此申請表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此申請表所提供的資料。		
(*若持牌人為個人，請刪去斜體字部分)		
日期（日/月/年份）	公司代表/獨資經營者/合夥人姓名	簽署及印章
	公司代表/獨資經營者/合夥人地產代理（個人）牌照號碼	

FORM 14		[第 4 條]
ESTATE AGENTS AUTHORITY		
APPLICATION FOR RENEWAL OF STATEMENT OF PARTICULARS OF BUSINESS		
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.		
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.		
This form has to be completed and signed by the licensee.		
For a company that applies for 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.		
For a sole proprietorship that applies for 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.		
For a partnership that applies for 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 B of this form.		
This application forms part of the applicant's application for the grant of estate agent's licence or the latest application for renewal thereof, as the case may be.		
(*Delete as inappropriate)		
Section A		Particulars of Business
Nature of Business (please ✓ in the appropriate box)		
Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/>		
Information on the Licensee (if the application is made by a partnership, please provide the Estate Agent's licence number of the partner completes this form)		
Estate Agent's Licence No.	Expiry Date (DD/MM/YYYY)	
Number of Partners (including the partner completing this form) in the Partnership (applicable for partnership only)		
Information on the place of business		
Business Name	Expiry Date (DD/MM/YYYY)	
Statement of Particulars of Business Number	Expiry Date (DD/MM/YYYY)	
Business Registration No.	Expiry Date (DD/MM/YYYY)	
For the following particulars, you only need to provide the information that is different from what you have provided in your last application.		
Address of the Place of Business	Flat/Room	Floor
	Block	
	Name of Building/Estate	
	Number and Name of Street	
	District	
Telephone/Mobile Phone* No.	Fax No. (if any)	
On behalf of my company*, I hereby declare that all the foregoing information in this application 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.		
(*Delete the entire phrase in italics if licensee is an individual)		
Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner*	Estate Agent's Licence (Individual) number of Representative / Sole Proprietor / Partner*
Authorized Signature and Stamp		

乙部分	合夥人詳情		表格 14 (第 2 頁)
填寫申請表格前，請參閱「地產代理及營業員發牌手冊」。			
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，一經經公訴程序定罪，可處第 6 級罰款及/或監禁一年，如經簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。			
請索取足夠數量表格 14 的乙部分，以供每位合夥人填寫。			
(* 將不適用者刪去)			
乙-1	合夥詳情		
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		
你有否從事地產代理工作		<input type="checkbox"/> 有 <input type="checkbox"/> 沒有	
地產代理牌照號碼 (如適用)		有效期間滿日 (日/月/年份)	
如你沒有地產代理牌照，請填寫以下乙-2 部分各項及乙-3 部分：			
姓	中文姓名		
名	別名		
香港身分證/旅遊證件*號碼	性別		<input type="checkbox"/> 男 <input type="checkbox"/> 女
出生日期 (日/月/年份)	地產代理工作經驗 (如適用)		年 月
乙-3	聲明		
注意：下列問題 1 至 6 與決定營業詳情說明書續期的考慮因素有關，並為本表格的一部分而必須作答。			
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還安排？		
2.	你是否一間公司的董事或高級人員，而該公司當時根據《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.	你曾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.	你曾否根據《地產代理條例》(第 511 章) 被定罪，並已就此項定罪被判處監禁，而不論是否獲釋？		
6.	若你對以上任何一項回答「是」，請提供詳情 (如有需要請用附加紙張)：		
本人謹聲明就本人所知及所信此申請表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此申請表所提供的資料。			
日期 (日/月/年份)		合夥人姓名	簽署

Section B	Particulars of Partners		Form 14 (Page 2)
You are advised to read the Licensing Handbook for Estate Agents and Salespersons ("Licensing Handbook") before completing this application form.			
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.			
Please obtain sufficient number of Section B of Form 14 for the completion by EACH of the partners.			
(*Delete as inappropriate)			
B-1	Particulars of Partnership		
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Business Name of the Partnership			
B-2	Particulars of Partner		
Are you engaged in estate agency work?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Estate Agent's Licence No. (if applicable)		Expiry Date (DD/MM/YYYY)	
If you do not have an Estate Agent's Licence, please complete the following of Section B-2 and Section B-3			
Surname		Name in Chinese	
Other Name (s)		Alias	
H.K.I.D. Card/Travel Document* No.		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (DD/MM/YYYY)		Estate Agency Work Experience (if applicable) _____ Years _____ Months	
B-3	Declaration		
Note: Questions 1 to 6 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.			
		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 for the time being 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, of any fraud, corruption or other 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"/>
6.	If you have answered 'Yes' to any of the above questions, please give details (Use additional sheet if necessary):		
I hereby declare that all the foregoing information in this application 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

B3170	1998 年第 328 號法律公告	1998 年第 42 期憲報第二號法律副刊	L.S. NO. 2 TO GAZETTE NO. 42/1998	L.N. 328 OF 1998	B3171
	附表 2	[第 5 條]		SCHEDULE 2	[s.5]
	費用			FEES	
項	收費事項	費用 \$	Item	Matter in respect of which the fee is payable	Fee \$
1.	牌照的批給或續期		1.	Grant or renewal of a licence	
(a)	營業員牌照	每年 \$2,300	(a)	Salesperson's licence	2,300 per year
(b)	地產代理 (個人) 牌照 ——個人地產代理	每年 \$3,600	(b)	Estate agent's licence (individual) —— for individual estate agent	3,600 per year
	另加 ——在一個營業地點以每個營業名稱經營獨資 ／合夥業務	每年 \$3,800		<u>plus</u> —— for operation of a sole proprietorship/partnership under each business name at one place of business	3,800 per year
	另加 ——在每個額外營業地點以每個營業名稱營業	每年 \$3,800		<u>plus</u> —— for operation of each additional place of business under each business name	3,800 per year
(c)	地產代理 (公司) 牌照 ——以一個營業名稱—— (i) 在一個營業地點營業 (ii) 在每個額外營業地點營業	每年 \$5,000 每年 \$3,800	(c)	Estate agent's licence (company) —— for operating under one business name (i) at one place of business 5,000 per year (ii) at each additional place of business 3,800 per year	
	另加 ——以每個額外營業名稱—— (i) 在一個營業地點營業 (ii) 在每個額外營業地點營業	每年 \$5,000 每年 \$3,800		<u>plus</u> —— for operating under each additional business name- (i) at one place of business 5,000 per year (ii) at each additional place of business 3,800 per year	
	凡批給牌照或為牌照續期為期少於一年，須繳付的 牌照費須參照月份數目按比例計算，而不足一個月 亦作一個月計算。			Where a licence is granted or renewed for a period less than one year, the licence fee payable shall be calculated on a pro rata basis by reference to the number of months and part of a month shall be reckoned as a month.	
2.	補發牌照或營業詳情說明書	300	2.	Replacement of a licence or a statement of particulars of business	300
3.	修訂牌照的詳情或營業詳情說明書的詳情	300	3.	Amending particulars of a licence or a statement of particulars of business	300
4.	核證登記冊內任何記項的副本或摘錄	150	4.	Certification of a copy of or extract from any entry in the register	150

地產代理監管局主席
張建東

Marvin CHEUNG Kin-tung
Chairman,
Estate Agents Authority

1998 年 10 月 13 日

13 October 1998

B3170	1998 年第 328 號法律公告	1998 年第 42 期憲報第二號法律副刊	L.S. NO. 2 TO GAZETTE NO. 42/1998	L.N. 328 OF 1998	B3171
	附表 2	[第 5 條]		SCHEDULE 2	[s.5]
	費用			FEES	
項	收費事項	費用 \$	Item	Matter in respect of which the fee is payable	Fee \$
1.	牌照的批給或續期		1.	Grant or renewal of a licence	
(a)	營業員牌照	每年 \$2,300	(a)	Salesperson's licence	2,300 per year
(b)	地產代理 (個人) 牌照 —— 個人地產代理	每年 \$3,600	(b)	Estate agent's licence (individual) - for individual estate agent	3,600 per year
	另加 —— 在一個營業地點以每個營業名稱經營獨資 ／合夥業務	每年 \$3,800		<u>plus</u> - for operation of a sole proprietorship/partnership per year under each business name at one place of business	3,800
	另加 —— 在每個額外營業地點以每個營業名稱營業	每年 \$3,800		<u>plus</u> - for operation of each additional place of business under each business name	3,800 per year
(c)	地產代理 (公司) 牌照 —— 以一個營業名稱—— (i) 在一個營業地點營業 (ii) 在每個額外營業地點營業	每年 \$5,000 每年 \$3,800	(c)	Estate agent's licence (company) - for operating under one business name- (i) at one place of business (ii) at each additional place of business	5,000 per year 3,800 per year
	另加 —— 以每個額外營業名稱—— (i) 在一個營業地點營業 (ii) 在每個額外營業地點營業	每年 \$5,000 每年 \$3,800		<u>plus</u> - for operating under each additional business name- (i) at one place of business (ii) at each additional place of business	5,000 per year 3,800 per year
	凡批給牌照或為牌照續期為期少於一年，須繳付的 牌照費須參照月份數目按比例計算，而不足一個月 亦作一個月計算。			Where a licence is granted or renewed for a period less than one year, the licence fee payable shall be calculated on a pro rata basis by reference to the number of months and part of a month shall be reckoned as a month.	
2.	補發牌照或營業詳情說明書	300	2.	Replacement of a licence or a statement of particulars of business	300
3.	修訂牌照的詳情或營業詳情說明書的詳情	300	3.	Amending particulars of a licence or a statement of particulars of business	300
4.	核證登記冊內任何記項的副本或摘錄	150	4.	Certification of a copy of or extract from any entry in the register	150
		地產代理監管局主席 張建東			Marvin CHEUNG Kin-tung Chairman, Estate Agents Authority
1998 年 10 月 13 日			13 October 1998		

註釋

本規例就地產代理及營業員的發牌訂定條文。

2. 第 3 及 4 條及附表 1 訂明備存登記冊的形式及格式和以下各項的表格及其內須載有的詳情 ——
 - (a) 就牌照及營業詳情說明書的批給、續期及補發而提出的申請；
 - (b) 牌照；
 - (c) 營業詳情說明書。
3. 第 5 條及附表 2 就以下事項訂明費用 ——
 - (a) 牌照的批給、續期、修訂及補發；
 - (b) 營業詳情說明書的修訂及補發；及
 - (c) 登記冊的核證副本或摘錄。
4. 獲持牌人資格的最低年齡訂明為 18 歲。（第 6 條）
5. 取得牌照的學歷訂明為完成中學五年級或同等程度的教育，且須在監管局指明的有關資格考試中考獲合格成績。對在 1999 年 1 月 1 日前具有地產代理工作經驗的個人亦訂明有替代的規定。（第 7 條）
6. 持牌地產代理公司須有至少一名董事是持牌地產代理。（第 8 條）
7. 牌照的有效期限為 12 個月或牌照所指明的較短期間。（第 9 條）
8. 持牌地產代理須就他經營地產代理業務的每個營業地點及每個營業名稱繳付牌照費的有關部分，及向監管局取得營業詳情說明書，以在有關地點展示。（第 10 條）
9. 第 11 及 12 條就牌照或營業詳情說明書的補發及修訂訂定條文。
10. 牌照的續期申請須於牌照有效期屆滿前不多於 3 個月但不少於 1 個月的期間內提出。（第 13 條）

Explanatory Note

This Regulation provides for the licensing of estate agents and salespersons.

2. Sections 3 and 4 and Schedule 1 prescribe the manner and form in which the register is to be kept and the form of and particulars to be contained in-
 - (a) applications for the grant, renewal and replacement of licences and of statements of particulars of business;
 - (b) licences;
 - (c) statement of particulars of business.
3. Section 5 and Schedule 2 prescribe fees for-
 - (a) the grant, renewal, amendment and replacement of licences;
 - (b) amendment and replacement of a statement of particulars of business; and
 - (c) certified copies or extracts of the register.
4. The minimum age for eligibility of a licensee is prescribed to be 18 years. (Section 6)
5. Educational qualification for obtaining a licence is prescribed to be completion of Form 5 of secondary education or its equivalent and a pass at the relevant qualifying examination specified by the Estate Agents Authority. Alternative requirements are prescribed for individuals having experience in estate agency work before 1 January 1999. (Section 7)
6. A corporate licensed estate agent shall have at least one director who is a licensed estate agent. (Section 8)
7. A licence shall be valid for 12 months or such shorter period as may be specified therein. (Section 9)
8. A licensed estate agent shall, for each place at which and each business name under which he carries on estate agency business, pay the relevant portion of the licence fee and obtain from the Estate Agents Authority a statement of particulars of business for display at that place. (Section 10)
9. Sections 11 and 12 provide for replacement and amendment of a licence or a statement of particulars of business.
10. An application for the renewal of a licence shall be made not more than 3 months and not less than 1 month prior to expiration of the licence. (Section 13)

11. 施加於持牌人的一般條件計有以下方面：營業詳情說明書的展示、業務文件及廣告須述明的詳情、營業名稱及營業地點以及交回牌照以作修改。（第 14 條）

12. 如任何人較早前就批給牌照或牌照續期提出的申請被拒絕、他的牌照被撤銷或他針對該項拒絕或撤銷而提出的上訴獲裁定或被放棄，則他不得在 12 個月內申請牌照。（第 15 條）

13. 申請人如於 1999 年 1 月 1 日前已就批給牌照提出申請，他不得由於在該項申請獲得處置前作出《地產代理條例》（第 511 章）第 15 或 16 條所提述的任何事情而被視為違反該等條文。（第 16 條）

11. General conditions are imposed on licensees regarding display of statement of particulars of business; particulars to be stated in trade documents and advertisements; name and place of business and surrender of licence for amendment. (Section 14)

12. A person shall not apply for a licence within 12 months of the refusal of his earlier application for grant or renewal of a licence, of the revocation of his licence or of determination or abandonment of his appeal against such refusal or abandonment. (Section 15)

13. Where an application has been made before 1 January 1999 for the grant of a licence, the applicant shall not be regarded as contravening section 15 or 16 of the Estate Agents Ordinance (Cap. 511) by reason of doing, before the application is disposed of, anything referred to in those sections. (Section 16)

1998 年第 329 號法律公告

L.N. 329 of 1998

《地產代理（豁免領牌）令》

（由地產代理監管局在房屋局局長批准下根據
《地產代理條例》（第 511 章）
第 3 條訂立）

1. 生效日期

本命令自 1998 年 11 月 19 日起實施。

2. 純粹處理香港以外地方的物業的
地產代理及營業員獲豁免

任何作出本條例第 15 或 16 條所提述的任何事情的人如符合以下說明，則獲豁免而
不受領取地產代理牌照或營業員牌照的規定規限 ——

- (a) 該人純粹就香港以外地方的物業作出上述事情；及
- (b) 在其所有信件、帳目、收據、單張、小冊子及其他文件內及在任
何廣告中，述明其本人並無處理位於香港的任何物業的牌照。

3. 不任事合夥人無須持有地產代理牌照

(1) 儘管有本條例第 15 條的規定，任何作為經營地產代理業務的合夥的成員
的人如符合以下說明，則獲豁免而不受領取地產代理牌照的規定規限 ——

- (a) 該人並非以地產代理身分從事該合夥業務；
- (b) 該人並非不適當的人；及
- (c) 該合夥有至少另一名成員是持牌地產代理。

(2) 在本條中，“不適當的人”(unfit person)指 ——

- (a) 以下的人 ——
 - (i) (如該人是個人)未獲解除破產的破產人，或在緊接監
管局考慮或(如適當的話)開始考慮他是否不適當的人
當日之前 5 年內，已與其債權人訂立債務重整協議或債
務償還安排的人；

ESTATE AGENTS (EXEMPTION FROM LICENSING) ORDER

(Made by the Estate Agents Authority, with the approval of
the Secretary for Housing, under section 3 of the
Estate Agents Ordinance (Cap. 511))

1. Commencement

This Order shall come into operation on 19 November 1998.

2. Exemption for estate agents and salespersons dealing
exclusively with properties outside Hong Kong

A person who does anything referred to in section 15 or 16 of the Ordinance shall be
exempted from the requirement for obtaining an estate agent's licence or a salesperson's licence
if he-

- (a) does so exclusively in relation to properties outside Hong Kong;
and
- (b) states in all his letters, accounts, receipts, pamphlets, brochures
and other documents and in any advertisement that he is not
licensed to deal with any property situated in Hong Kong.

3. Dormant partner not required to hold
estate agent's licence

(1) Notwithstanding section 15 of the Ordinance, any person who is a member of
a partnership carrying on an estate agency business shall be exempted from the requirement for
obtaining an estate agent's licence if-

- (a) he is not engaged in the partnership business as an estate agent;
- (b) he is not an unfit person; and
- (c) at least one other member of that partnership is a licensed estate
agent.

(2) In this section, "unfit person" (不適當的人) means-

- (a) a person who-
 - (i) in the case of an individual, is an undischarged bankrupt,
or has, within the 5 years immediately prior to the day on
which the Authority considers, or, where appropriate,
begins to consider whether he is an unfit person, made a
composition or scheme of arrangement with his creditors;

- (ii) (如該人是一間公司)正在清盤中或是一項清盤令的標的之公司，或有接管人就之而獲委任的公司，或在第(i)節所指明的 5 年內，已與其債權人訂立債務重整協議或債務償還安排的公司；
- (b) 當其時根據本條例喪失持有牌照的資格的公司的董事或高級人員，或在該公司如此喪失資格當日是該公司的董事或高級人員的人；
- (c) 《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；
- (d) 因任何罪行(本條例所訂的罪行除外)在香港或其他地方被定罪的人，而該項定罪屬有需要裁斷該人曾有欺詐性、舞弊或不誠實的作為者；或
- (e) 因本條例所訂的罪行被定罪，並已就該項定罪被判處監禁(不論是否緩刑)的人。

地產代理監管局主席
張建東

1998 年 10 月 13 日

註釋

本命令豁免以下的人使其不受領取牌照的規定規限 ——

- (a) 純粹處理香港以外地方的物業的地產代理及營業員，條件是他須在業務文件及廣告內述明他並無領牌處理位於香港的物業；
- (b) 經營地產代理業務的合夥的成員，而該成員既非以地產代理身分從事該業務，亦非不適當的人，並該合夥有至少另一名成員是持牌地產代理。

- (ii) in the case of a company, is in liquidation or is the subject of a winding-up order, or in relation to whom there is a receiver appointed, or who has, within the 5 years specified in subparagraph (i), entered into a composition or scheme of arrangement with its creditors;
- (b) a person who is a director or officer of a company which is for the time being disqualified under the Ordinance for holding a licence, or was a director or other officer of that company at the date when the company was so disqualified;
- (c) a person who is a mentally disordered person, or a patient, within the meaning of section 2 of the Mental Health Ordinance (Cap. 136);
- (d) a person who has been convicted, whether in Hong Kong or elsewhere, of any offence (other than an offence under the Ordinance), as regards which conviction it was necessary to find that the person acted fraudulently, corruptly or dishonestly; or
- (e) a person who has been convicted of an offence under the Ordinance in respect of which he has been sentenced to imprisonment, whether the sentence is suspended or not.

Marvin CHEUNG Kin-tung
Chairman,
Estate Agents Authority

13 October 1998

Explanatory Note

This Order exempts the following persons from the requirement for obtaining a licence-

- (a) estate agents and salespersons dealing exclusively with properties outside Hong Kong subject to the condition that he states in his trade documents and advertisements that he is not licensed to deal with properties situated in Hong Kong;
- (b) any member of a partnership carrying on an estate agency business where the member is neither engaged in that business as an estate agent nor an unfit person and at least one other member of the partnership is a licensed estate agent.

B3180

1998 年第 328 號法律公告

1998 年第 42 期憲報第二號法律副刊

L.S. NO. 2 TO GAZETTE NO. 42/1998

L.N. 328 OF 1998

B3181

1998 年第 330 號法律公告

L.N. 330 of 1998

《〈地產代理條例〉（第 511 章）1998 年（生效日期）公告》

ESTATE AGENTS ORDINANCE (CAP. 511)
(COMMENCEMENT) NOTICE 1998

本人現根據《地產代理條例》第 1(2)條，指定 1998 年 10 月 21 日為該條例以下條文開始實施的日期 ——

Under section 1(2) of the Estate Agents Ordinance, I appoint 21 October 1998 as the day on which the following provisions of the Ordinance shall come into operation-

- (a) 第 III 部（第 15 及 16 條除外）；
- (b) 第 31、32、33、35、53、54(2)及 55(1)(c)、(d)、(h)(iv)、(i)、(j) 及 (k)、(3)(b)及 (d)及 (6)條。

- (a) Part III except sections 15 and 16;
- (b) sections 31, 32, 33, 35, 53, 54(2) and 55(1)(c), (d), (h)(iv), (i), (j) and (k), (3)(b) and (d) and (6).

房屋局局長
黃星華

Dominic S.W. WONG
Secretary for Housing

1998 年 10 月 13 日

13 October 1998