

(譯文)

來函檔號：
本函檔號：LS/S/36(2)/00-01
電話：2869 9204
圖文傳真：2877 5029

香港
花園道
美利大廈17及18樓
房屋局
私營房屋部

傳真及郵遞函件
傳真號碼：2509 9988
總頁數：12頁

(經辦人：首席助理局長黃美蓮女士)

黃女士：

**《2001年地產代理(發牌)(修訂)規例》
(2001年第147號法律公告)**

本人現正審議刊登於2001年6月22日憲報2001年第147號法律公告的《2001年地產代理(發牌)(修訂)規例》。謹請閣下澄清以下事項：

擬議的第7(4C)(c)(ii)(B)條(修訂規例第3(b)條)

要按新訂的第7(1)(ac)條申請批給地產代理牌照，根據擬議的第7(4C)(c)(ii)(B)條規定，作為資深從業員的申請人，須於2001年12月31日或之前完成地產代理訓練課程。請澄清當局的政策，是否不會對根據主體規例第7(4)條已獲批准將其符合有關條件的限期延長的資深從業員訂定條文規定。

附表1所載表格(修訂規例第6條)

隨函夾附已標示本人意見的表格3、8、12、13及14的文本，以供參閱。

助理法律顧問

(黃思敏)

連附件

副本致：法律顧問
律政司(經辦人：高級政府律師張永良先生)
(傳真號碼：2869 1302)

2001年7月13日
m2717

紀

Would it
duplicate Form
8?

ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (COMPANY) / STATEMENT OF PARTICULARS OF BUSINESS			
Section 55(1)(c) of the Estate Agents Ordinance (Cap 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence. Note: 1) Please "✓" in the appropriate box. 2) Delete as appropriate.			
Section A Validity Period of Licence applied for		Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent. ☐ 12 months ☐ 24 months	
A-1 Particulars of Applicant Company Name of Applicant Company in English (As registered with Companies Registry) _____ Name of Applicant Company in Chinese (As registered with Companies Registry) _____			
Certificate of Incorporation No _____ Address of Registered Office _____ Flat/Room _____ Floor _____ Block _____ Name of Building/Estate _____ Number and Name of Street _____ District _____ HK / K / N / NT* Telephone No _____ Fax No _____ Email Address _____		Expiry Date (DD/MM/YYYY) _____	
A-2 Particulars of Business (if DIFFERENT from above) Business Name in English (as shown in Business Registration Certificate) _____ Business Name in Chinese (as shown in Business Registration Certificate) _____ Place of Business _____ Flat/Room _____ Floor _____ Block _____ Name of Building/Estate _____ Number and Name of Street _____ District _____ HK / K / N / NT* Telephone No _____ Fax No _____ Email Address _____			
A-3 List of Directors (Individual) List of Directors (Individual)		Note: 1) As registered with Companies Registry. Please use additional sheet if necessary. 2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Section C of this form. Name in English (Surname first) Name in Chinese Licence Number Expiry Date (DD/MM/YYYY)	
List of Directors (Company) List of Directors (Company)			
A-4 Declaration		Note: The questions 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. "Yes" in the question 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 3 years immediately prior to the date of this application, entered into a compromise or arrangement with your creditors?		Yes ☐ No ☐	
2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?		Yes ☐ No ☐	
If you have answered "Yes" to any of the above questions, please give details using additional sheets.			
On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is in carry on an estate agency business, the applicant company has filled up part of this application an application for the grant of statement of particulars of business (Form B), and that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.			
Name of Representative (in BLOCK LETTERS) _____		Estate Agent's (Individual) Licence number _____	
Position (in BLOCK LETTERS) _____		Date (DD/MM/YYYY) _____	
Authorized Signature and Company Chop _____			

Would it
duplicate Form
8?

紀

ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF ESTATE AGENT'S LICENCE (COMPANY) / <u>STATEMENT OF PARTICULARS OF BUSINESS</u>																																													
FORM 3 Section 55(1)(c) of the Estate Agents Ordinance (Cap 511) makes it an offence punishable by a fine at level 4 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.																																													
Note: 1) Please "X" in the appropriate box. 2) Delete as appropriate.																																													
Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.																																													
Validity Period of Licence applied for: ☐ 12 months ☒ 24 months																																													
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Name of Applicant Company in English (As registered with Companies Registry)																																													
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Address of Registered Office																																													
Flat/Room Floor Block Name of Building/Estate																																													
Number and Name of Street District HK / KLN / NT *																																													
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Telephone No. Fax No. Email Address																																													
A-3 List of Directors Note: 1) As registered with Companies Registry. Please use additional sheet if necessary. 2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Statement C of this form.																																													
List of Directors (Individual)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name in English (Surname first)</th> <th>Name in Chinese</th> <th>Licence Number</th> <th>Expiry Date (DD/MM/YYYY)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name in English (Surname first)	Name in Chinese	Licence Number	Expiry Date (DD/MM/YYYY)																																								
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List of Directors (Company)																																													
A-4 Declaration Note: The questions 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. "Yes" in the question 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, is there a receiver appointed in relation to you, or have you, within the 3 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors? Yes No ☐ ☐ 2. Have you ever been convicted under the Estate Agents Ordinance (Cap 511)? ☐ ☐																																													
If you have answered "Yes" to any of the above questions, please give details using additional sheets.																																													
On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has filed as part of this application an appraisement for the grant of statement of particulars of business (Form B), and that all the foregoing information is TRUE, COMPLETE AND TRULY to the best of my knowledge and belief and I authorise the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.																																													
Name of Representative (in BLOCK LETTERS) Estate Agent's (Individual) Licence number																																													
Position (in BLOCK LETTERS) Date (DD/MM/YYYY) Authorized Signature and Company Chop																																													

內部分		董事詳情 (董事為一間持有有效地產代理(公司)牌照的公司)		表格 3 (第 3 頁)
根據《地產代理條例》(第 511 章)第 53(1)(c)條，若任何人在申請批給牌照或牌照續期時，作出任何虛假或誤導性的陳述或提供任何虛假或誤導性的資料，即屬違法。有關罪行，一經公訴程序定罪，可處第 6 級罰款及/或監禁 1 年，如屬簡易程序定罪，可處第 5 級罰款及/或監禁 6 個月。 請將本表影印足夠數量的本表格內部分，以供加印持有有效地產代理(公司)牌照的董事填寫。				
內 1	申請人(公司)詳情			
	公司註冊編號	申請人(公司)英文名稱		
內 2	董事詳情			
	商業登記號碼	有效期滿日期(日/月/年份)		
	英文營業名稱	中文營業名稱		
內 3	聲明	注意：下列問題 1 至 4 與決定批給牌照/營業詳情說明書的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“你”，指申請批給地產代理(公司)牌照/營業詳情說明書的申請人(公司)的董事(而該董事為一間公司)。		
1	“你”是否正在清盤中或應任何清盤令的限的，或有接管人已就“你”而獲委任，或是否在接受本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務償還安排？	是	否	
2	“你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司如此喪失資格當日是否該公司的董事或高級人員？			
3	“你”曾否因任何罪行在香港或其他地方被定罪，而該項定罪對“你”曾有妨礙性、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？			
若“你”對以上任何一項回答“是”，請用附加紙詳細說明。 本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監察局接其認為合適的方式核實前述所提供的資料。				
		公司代表姓名	授權簽署及公司印章	
		職位	日期(日/月/年份)	
內 2	董事詳情			
	商業登記號碼	有效期滿日期(日/月/年份)		
	英文營業名稱	中文營業名稱		
內 3	聲明	注意：下列問題 1 至 4 與決定批給牌照/營業詳情說明書的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“你”，指申請批給地產代理(公司)牌照/營業詳情說明書的申請人(公司)的董事(而該董事為一間公司)。		
1	“你”是否正在清盤中或應任何清盤令的限的，或有接管人已就“你”而獲委任，或是否在接受本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務償還安排？	是	否	
2	“你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司如此喪失資格當日是否該公司的董事或高級人員？			
3	“你”曾否因任何罪行在香港或其他地方被定罪，而該項定罪對“你”曾有妨礙性、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？			
若“你”對以上任何一項回答“是”，請用附加紙詳細說明。 本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監察局接其認為合適的方式核實前述所提供的資料。				
		公司代表姓名	授權簽署及公司印章	
		職位	日期(日/月/年份)	

Make

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

Section C		Particulars of Director (Directorship held by a company without a valid estate agent's company licence)		Form 3 (Page 3)
Section 53(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year or conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence. Please obtain or supply sufficient copies of Section C of this form as necessary for completion by EACH director who is a company without a valid estate agent's company licence.				
C.1		Particulars of Applicant Company		
		Certificate of Incorporation No.	Name of Applicant Company in English	
C.2		Particulars of Director		
		Business Registration No.	Expiry Date (DD/MM/YYYY)	
		Business Name in English	Business Name in Chinese	
C.3	Declaration	Note	Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company) Statement of Particulars of Business (directorship is held by a company).	
1	Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?	Yes	No	
2	Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?			
3	Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?			
4	Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?			
If you have answered "Yes" to any of the above questions, please give details using additional sheets. I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorise the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
		Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop
		Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)
C.2		Particulars of Director		
		Business Registration No.	Expiry Date (DD/MM/YYYY)	
		Business Name in English	Business Name in Chinese	
C.3	Declaration	Note	Questions 1 to 4 below refer to factors which will be considered in the determination for the grant of licence/Statement of Particulars of Business. They form an integral part of this form and must be answered. "You" in questions 1 to 4 means the director of the company applying for the grant of the Estate Agent's Licence (Company) Statement of Particulars of Business (directorship is held by a company).	
1	Are you in liquidation or the subject of a winding-up order, or is there a receiver appointed in relation to you, or have you, within the 5 years immediately prior to the date of this application, entered into a composition or scheme of arrangement with your creditors?	Yes	No	
2	Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?			
3	Have you ever been convicted, whether in Hong Kong or elsewhere, on the basis of any fraudulent, corrupt or dishonest acts?			
4	Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?			
If you have answered "Yes" to any of the above questions, please give details using additional sheets. I, on behalf of the director company, hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorise the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
		Name of Representative (in BLOCK LETTERS)		Authorized Signature and Company Chop
		Position (in BLOCK LETTERS)		Date (DD/MM/YYYY)

表格 8	地產代理監管局 就批給營業詳情說明書提出的申請		
根據《地產代理條例》(第 511 章)第 55(1)(c)條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或具誤導性的陳述或提供任何虛假或具誤導性的資料,即屬違法。有關罪行,一經公證即構成犯罪,可處第 6 級罰款及/或監禁 1 年,如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。 注意: 1) 此申請為申請人就批給地產代理牌照提出的申請或最近一次就地產代理牌照續期提出的申請(視屬何情況而定)的一部分。 2) 若申請批給營業詳情說明書的申請人為一間公司,此表格須由該公司的代表填寫。該代表須實際控制該公司的地產代理業務並為一名持牌地產代理。 3) 若申請批給營業詳情說明書的申請人為一獨資經營者,此表格須由該獨資經營者填寫,而該獨資經營者須為一名持牌地產代理。 4) 若申請批給營業詳情說明書的申請人為一合夥經營者,此表格須由一名合夥人填寫,而該合夥人須為持牌地產代理。另外,每一名合夥人須填寫並提交此表格的乙部分。 5) 請於適當的空格內填上「X」號。 6) * 將不適用者刪去。			
欲申請之牌照有效期 ☐ 12 個月 ☐ 24 個月			
甲部分	營業詳情		
營業性質	☐ 獨資經營	☐ 合夥經營	☐ 公司分行
營業詳情說明書號碼 (如適用)			
有效期間滿日(日/月/年份)			
申請人/公司牌照號碼			
有效期間滿日(日/月/年份)			
香港身分證/旅遊證件/ 公司註冊證書*號碼			
合夥人數目			
營業地點性質	☐ 總行 ☐ 分行		
英文營業名稱(商業登記證上所示名稱)			
中文營業名稱(商業登記證上所示名稱)			
商業登記號碼	有效期間滿日(日/月/年份)		
營業地址			
室	樓層	座	大廈/屋苑名稱
街道名稱及號碼		地區	
電話號碼	傳真號碼	電郵地址	
本人謹代表本獨資經營者、合夥經營者或公司(視屬何情況而定)聲明就本人所知及所信前述所提供的資料皆為全面、完整及真實,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。			
日期(日/月/年份)	公司代表 / 獨資經營者 / 合夥人* 姓名	公司代表 / 獨資經營者 / 合夥人* 地產代理(個人)牌照號碼	授權簽署及公司印章

Should the application for renewal of statement (Form 14) form part of the application for renewal of the estate agent's licence?

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

Estate Agent's

FORM 8 ESTATE AGENTS AUTHORITY APPLICATION FOR THE GRANT OF STATEMENT OF PARTICULARS OF BUSINESS			
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.			
Note: 1) This application forms part of the application for the grant of estate agent's licence or the latest application for renewal thereof, as the case may be.			
2) For a company that applies for the grant of a Statement of Particulars of Business, this form has to be completed by a representative of the company. The representative must be in effective control of the company's estate agency business and he has to be a licensed estate agent.			
3) For a sole proprietorship that applies for the grant of a Statement of Particulars of Business, this form has to be completed by the sole proprietor and he must be a licensed estate agent.			
4) For a partnership that applies for the grant of a Statement of Particulars of Business, this form has to be completed by a partner and he has to be a licensed estate agent. In addition, each partner of the partnership has to complete and submit a Section B of this form.			
5) Please 'X' in the appropriate box.			
6) * Delete as appropriate.			
Validity Period of Licence applied for ☐ 12 months ☐ 24 months			
Section A Particulars of Business			
Nature of Business	☐ Sole Proprietorship	☐ Partnership	☐ Company Branch ?
Statement of Particulars of Business No. (if applicable)			
Expiry Date (DD/MM/YYYY)			
Applicant's Individual / Company Licence No.			
Expiry Date (DD/MM/YYYY)			
H.K.I.D. Card / Travel Document / Certificate of Incorporation* No.			
Number of Partners in the Partnership			
Nature of the Place of Business ☐ Principal Office ☐ Branch Office			
Business Name in English (as shown in Business Registration Certificate)			
Business Name in Chinese (as shown in Business Registration Certificate)			
Business Registration No.		Expiry Date (DD/MM/YYYY)	
Address of Place of Business			
Flat/Room	Floor	Block	Name of Building/Estate
Number and Name of Street		District	
HK / KLN / NT*			
Telephone No.		Fax No.	Email Address
On behalf of my sole proprietorship, partnership or company (as the case may be), I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.			
Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner* (in BLOCK LETTERS)	Estate Agent's Licence (Individual) No. of Representative / Sole Proprietor / Partner*	Authorized Signature and Company Chop

乙部分		合夥人詳情		表格 8 (第 2 頁)	
根據《地產代理條例》(第 511 章)第 55(1)(c)條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或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 1 年,如循簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。					
乙部分可供兩位合夥人填寫,請索取或影印足夠數量的本表格乙部分,以供每位合夥人填寫。					
乙-1 合夥經營詳情					
商業登記號碼		有效期間滿日(日/月/年份)			
合夥營業名稱					
乙-2 合夥人詳情					
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	地產代理牌照號碼(如適用)		
乙-3 聲明 注意:下列問題 1 至 5 與決定批給營業詳情說明書的考慮因素有關,為本表格的一部分而必須作答。					
1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務清還安排?		是		否	
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?		是		否	
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的嚴重精神紊亂的人或該條所指的病人?		是		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?		是		否	
5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是否緩刑?		是		否	
若你對以上任何一項回答「是」,請用附加紙張詳加說明。					
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監督局按其認為合適的方式核實前述所提供的資料。					
日期(日/月/年份)		合夥人姓名		簽署	
乙-2 合夥人詳情					
英文姓名(姓氏先行)	中文姓名	香港身分證/旅遊證件*號碼	地產代理牌照號碼(如適用)		
乙-3 聲明 注意:下列問題 1 至 5 與決定批給營業詳情說明書的考慮因素有關,為本表格的一部分而必須作答。					
1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務清還安排?		是		否	
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?		是		否	
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的嚴重精神紊亂的人或該條所指的病人?		是		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?		是		否	
5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是否緩刑?		是		否	
若你對以上任何一項回答「是」,請用附加紙張詳加說明。					
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監督局按其認為合適的方式核實前述所提供的資料。					
日期(日/月/年份)		合夥人姓名		簽署	

make

Section B		Particulars of Partners		Form 8 (Page 2)	
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.					
Partnerships with more than 2 partners are requested to obtain or copy sufficient copies of Section B of this form for completion by EACH of the partners.					
B-1		Particulars of Partnership			
Business Registration No.		Expiry Date (DD/MM/YYYY)			
Business Name of Partnership					
B-2		Particulars of Partner			
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document *No.	
				Estate Agent's Licence No. (if applicable)	
B-3		Declaration Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. They form an integral part of this form and must be answered.			
				Yes No	
1. Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?				☐ ☐	
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?				☐ ☐	
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, on the basis of any fraudulent, corrupt or 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?				☐ ☐	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.					
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature	
B-2 Particulars of Partner					
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document *No.	
				Estate Agent's Licence No. (if applicable)	
B-3		Declaration Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the grant of Statement of Particulars of Business. They form an integral part of this form and must be answered.			
				Yes No	
1. Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?				☐ ☐	
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?				☐ ☐	
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, on the basis of any fraudulent, corrupt or 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?				☐ ☐	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.					
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature	

Why is the application for Statement of Particulars of Business Included in Form 12 (for company) but not in Form 11 (for individual)?

(Would it duplicate Form 14?)

表格 12	地產代理管理局 就地產代理(公司)牌照 / 營業詳情說明書續期提出的申請
填報(地產代理條例)(第 511 章)第 55(1)(c)條, 若任何人在申請此牌照或續期時, 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, 一經被公訴程序定罪, 可處罰 6 個月監禁及/或罰款 1 年, 如屬初犯則處罰 3 個月監禁及/或罰款 6 個月。	
注意: 1) 請於適當的空格內填上“是”或“否”。	
2) * 將不適用者刪去。	
甲部分	本表格的甲部分須由申請人(公司)的代表填寫, 該代表須實際控制申請人(公司)的地產代理業務並為一名持牌地產代理。
乙部分	本表格的乙部分須由申請人(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。
申請人(公司)詳情	申請人(公司)詳情
申請人(公司)英文名稱(公司註冊處所登記名稱)	牌照號碼
申請人(公司)中文名稱(公司註冊處所登記名稱)	有效期間滿日(日/月/年份)
公司註冊編號	商業登記號碼
有效期間滿日(日/月/年份)	
在以下甲-1 及甲-2 部分的資料項目中, 申請人只須填寫最近一次申請後有所更改之資料。	
登記辦事處地址	
室	樓層
座	大廈/屋苑名稱
香港 / 九龍 / 新界*	
街道名稱及號碼	地區
電話號碼	傳真號碼
電郵地址	
甲-2 營業詳情 (如與上列資料不同)	
英文營業名稱 (商業登記證上所示名稱)	
中文營業名稱 (商業登記證上所示名稱)	
營業地址	
室	樓層
座	大廈/屋苑名稱
香港 / 九龍 / 新界*	
街道名稱及號碼	地區
電話號碼	傳真號碼
電郵地址	
甲-3 董事名單	注意: 1) 與公司註冊處所登記的資料相同, 如有需要請用附加紙填寫。 2) 此持有有效地產代理(個人)/(公司)牌照的董事必須填寫本表格之乙部分 / 附屬部分。
董事姓名(董事為個人)	英文姓名或名稱(姓氏先行)
董事姓名(董事為公司)	中文姓名或名稱
牌照號碼	有效期間滿日(日/月/年份)
甲-4 聲明	
注意: 下列問題與決定牌照/營業詳情說明書續期的考慮因素有關, 為本表格的一部分而必須作答。問題內的“你”, 指申請地產代理(公司)牌照 / 營業詳情說明書續期的申請人(公司)。	
1. “你”是否正在清盤中或是任何清盤令的標的, 或有接管人已就“你”而獲委任, 或是否在緊接本申請日期之前 5 年內, 已與債權人訂立債務重組或債務清還安排?	是 ☐ 否 ☐
2. “你”曾否被《地產代理條例》(第 511 章)被定罪?	是 ☐ 否 ☐
若“你”對以上任何一項回答“是”, 請用附加紙詳細說明。	
本人謹代表申請人(公司), 聲明就申請人(公司)將從事地產代理業務的每一地點及每一營業名稱, 申請人(公司)已作為此申請之, 部分提交就營業詳情說明書續期提出的申請或營業詳情說明書續期提出的申請(表格 11 或 14), 並聲明就本人所知及所信提供的資料皆屬全面、完整及真確, 而本人授權地產代理管理局及其認為合適的方式核實前述所提供的資料。	
公司代表姓名	地產代理(個人)牌照號碼
職位	日期(日/月/年份)
授權簽署及公司印章	

FORM 12	ESTATE AGENTS AUTHORITY APPLICATION FOR RENEWAL OF ESTATE AGENT'S LICENCE (COMPANY) / STATEMENT OF PARTICULARS OF BUSINESS
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 5 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.	
Note: 1) Please "✓" in the appropriate box. 2) * Delete as appropriate.	
Section A	Section A of this form has to be completed by a representative of the applicant company. The representative must be in effective control of the applicant company's estate agency business and he has to be a licensed estate agent.
Validity Period of Licence applied for	☐ 12 months ☐ 24 months
A-1 Particulars of Applicant Company	
Name of Applicant Company in English (As registered with Companies Registry)	Licence No.
Name of Applicant Company in Chinese (As registered with Companies Registry)	Expiry Date (DD/MM/YYYY)
Certificate of Incorporation No.	Business Registration No.
Expiry Date (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)
For the following particulars in sections A-1 and A-2, applicants only need to provide the information that is DIFFERENT from application last filed.	
Flat/Room	Floor
Block	Name of Building/Estate
Number and Name of Street	
Telephone No.	Fax No.
Email Address	
A-2 Particulars of Business (if DIFFERENT from above)	
Business Name in English (as shown in Business Registration Certificate)	
Business Name in Chinese (as shown in Business Registration Certificate)	
Place of Business	
Flat/Room	Floor
Block	Name of Building/Estate
Number and Name of Street	
Telephone No.	Fax No.
Email Address	
A-3 List of Directors	Note: 1) As registered with Companies Registry. Please use additional sheet if necessary. 2) Directors without a valid Estate Agent's Licence (Individual) / (Company) must complete Section B / Section C of this form.
List of Directors (Individual)	Name in English (Surname first)
Name in Chinese	Licence Number
Expiry Date (DD/MM/YYYY)	
List of Directors (Company)	
A-4 Declaration	Note: The question below refers to factors which will be considered in the determination for the renewal of licence/statement of particulars of business. They form an integral part of this form and must be answered "Yes" in the 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 compromise or scheme of arrangement with your creditors?	
2. Have you ever been convicted under the Estate Agents Ordinance (Cap. 511)?	
If you have answered "Yes" to any of the above questions, please give details using additional sheets.	
On behalf of the applicant company, I hereby declare that for each place at which and each business name under which the applicant company is to carry on an estate agency business, the applicant company has filed as part of this application an application for the grant or renewal of statement of particulars of business (Form B or 14), and that all the foregoing information is TRUE, COMPLETE AND CORRECT to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.	
Name of Representative (in BLOCK LETTERS)	Estate Agent's (Individual) Licence number
Position (in BLOCK LETTERS)	Date (DD/MM/YYYY)
Authorized Signature and Company Chop	

乙部分		董事詳情 (董事為非持有效代理(個人)牌照的個人)		表格 12 (第 2 頁)																		
根據《地產代理條例》(第 511 章)第 35(1)(c)條,若任何人在申請註冊或牌照時,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,有罪無期,一經檢控程序定罪,可處第 6 級罰款及/或監禁 1 年,如屬簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。																						
請將本表格印足份數量的本表格乙部分,以供每位非持有效代理(個人)牌照的董事填寫。																						
乙-1 申請人(公司)詳情																						
公司註冊處登記號碼		申請人(公司)英文名稱																				
乙-2 董事詳情																						
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件號碼																		
乙-3 聲明																						
注意:下列問題 1 至 5 與決定牌照/營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。																						
<table border="1"> <thead> <tr> <th></th> <th>是</th> <th>否</th> </tr> </thead> <tbody> <tr> <td>1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或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?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪使你曾有欺詐性、舞弊或不誠實的作為?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是否緩刑?</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>						是	否	1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?	☐	☐	2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?	☐	☐	3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?	☐	☐	4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪使你曾有欺詐性、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,並因此被判處監禁,不論是否緩刑?	☐	☐
	是	否																				
1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?	☐	☐																				
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?	☐	☐																				
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?	☐	☐																				
4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪使你曾有欺詐性、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,並因此被判處監禁,不論是否緩刑?	☐	☐																				
若你對以上任何一項回答「是」,請用附加紙詳細說明。																						
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日期 (日/月/年份)		董事姓名		簽署																		
乙-2 董事詳情																						
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件號碼																		
乙-3 聲明																						
注意:下列問題 1 至 5 與決定牌照/營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。																						
<table border="1"> <thead> <tr> <th></th> <th>是</th> <th>否</th> </tr> </thead> <tbody> <tr> <td>1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或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?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪使你曾有欺詐性、舞弊或不誠實的作為?</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>5. 你曾否根據《地產代理條例》(第 511 章)被定罪,並因此被判處監禁,不論是否緩刑?</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>						是	否	1. 你是否未獲解除破產的破產人,或在緊接本申請表日期之前 5 年內,已與你的債權人訂立債務重組協議或債務償還安排?	☐	☐	2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?	☐	☐	3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?	☐	☐	4. 你曾否因任何罪行在香港或其他地方被定罪,而該項定罪使你曾有欺詐性、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,並因此被判處監禁,不論是否緩刑?	☐	☐
	是	否																				
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若你對以上任何一項回答「是」,請用附加紙詳細說明。																						
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。																						
日期 (日/月/年份)		董事姓名		簽署																		

Mike

Section B		Particulars of Director (Directorship held by an individual without a valid estate agent's individual licence)		Form 12 (Page 2)
Section 35(1)(c) of the Estate Agents Ordinance (Cap 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.				
Please obtain or copy sufficient copies of Section B of this form as necessary for completion by EACH director without a valid estate agent's individual licence.				
B-1 Particulars of Applicant Company				
Certificate of Incorporation No.		Name of Applicant Company in English		
B-2 Particulars of Director				
Name in English (Surname first)		Name in Chinese		HKTD Card/Travel Document* No.
B-3 Declaration				
Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. <u>Statement of Particulars of Business</u> 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 arrangements with your creditors?				☐ ☐
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?				☐ ☐
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, on the basis of any fraudulent, corrupt or 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?				☐ ☐
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
Date (DD/MM/YYYY)		Name of Director (in BLOCK LETTERS)		Signature
B-2 Particulars of Director		Name in English (Surname first)		Name in Chinese
				HKTD Card/Travel Document* No.
B-3 Declaration				
Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. <u>Statement of Particulars of Business</u> 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 arrangements with your creditors?				☐ ☐
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?				☐ ☐
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, on the basis of any fraudulent, corrupt or 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?				☐ ☐
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.				
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.				
Date (DD/MM/YYYY)		Name of Director (in BLOCK LETTERS)		Signature

內部分		董事詳情 (董事或一間非持有效地產代理(公司)牌照的公司)		表格 12 (第 3 頁)	
根據《地產代理條例》(第 511 章)第 55(1)(c)條，若任何人在申請批給牌照或牌照續期時，作出任何虛假或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 1 年。如該犯是初犯，可處第 5 級罰款及/或監禁 6 個月。					
請將本表格影印足夠數量的表格填妥，以供每位非持有效地產代理(公司)牌照的董事填寫。					
內 1		申請人(公司)詳情		申請人(公司)英文名稱	
公司註冊編號					
內 2		董事詳情		有效期限滿日(日/月/年份)	
商業登記號碼					
英文董事名稱				中文董事名稱	
內 3		聲明 注意：下列問題 1 至 4 與決定牌照/營業詳情說明書續期的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“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)的董事(而該董事為一間公司)。			
1.		“你”是否正在清盤中或受任何清盤令的規限，或有接管人已就“你”而獲委任，或是否在接受本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務清還安排？			
2.		“你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司因就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“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？			
若“你”對以上任何一項回答“是”，請用附加紙詳細說明。					
本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監管處按其認為合適的方式核實前述所提供的資料。					
		公司代表姓名		授權簽署及公司印章	
		職位		日期(日/月/年份)	
內 2		董事詳情		有效期限滿日(日/月/年份)	
商業登記號碼					
英文董事名稱				中文董事名稱	
內 3		聲明 注意：下列問題 1 至 4 與決定牌照/營業詳情說明書續期的考慮因素有關。為本表格的一部分而必須作答。在問題 1 至 4 內的“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)的董事(而該董事為一間公司)。			
1.		“你”是否正在清盤中或受任何清盤令的規限，或有接管人已就“你”而獲委任，或是否在接受本申請日期之前 5 年內，已與債權人訂立債務重組協議或債務清還安排？			
2.		“你”是否一間公司的董事或高級人員，而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格，或“你”在該公司因就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“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？			
若“你”對以上任何一項回答“是”，請用附加紙詳細說明。					
本人謹代表本公司(即申請人公司的董事)聲明，就本人所知及所信前述所提供的資料皆為全面、完整及真實，而本人授權地產代理監管處按其認為合適的方式核實前述所提供的資料。					
		公司代表姓名		授權簽署及公司印章	
		職位		日期(日/月/年份)	

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

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

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

ESTATE AGENTS AUTHORITY FORM 13 APPLICATION FOR RENEWAL OF SALESPERSON'S LICENCE			
Section 55(1)(d) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.			
Note: 1) Please tick the appropriate box. 2) * Delete as appropriate.			
Salesperson's Licence No.		Expiry Date (DD/MM/YYYY)	
Validity Period of Licence Applied for ☐ 12 months ☐ 24 months		Name in English (Surname first)	
Name in Chinese		HK ID Card/Travel Document* No	
Particulars of Applicant		Note Applicants should provide the information below only where the information is DIFFERENT from application last filed	
Educational Level ☐ Completed F. 5 or equivalent ☐ Tertiary or above		Alias ☒	
Pass in Qualifying Examination ☐ Estate Agents Examination ☐ Salespersons Examination		Registered Address	
Flat/Room		Floor	Block
		Name of Building/Estate	
Number and Name of Street		District	
Telephone No.		Mobile Phone No.	Fax No
		Email Address	
Declaration		Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the renewal of licence. They form an integral part of this form and must be answered	
1. Are you an undischarged bankrupt or have you within the 5 years immediately prior to the date of this application made a composition or scheme of arrangement with your creditors?		Yes ☐	No ☐
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?		☐	☐
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, on the basis of any fraudulent, corrupt or 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?		☐	☐
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.			
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.			
Date (DD/MM/YYYY)		Signature of Applicant	

表格 14	地產代理監管局 就營業詳情說明書續期提出的申請		
根據《地產代理條例》(第 511 章)第 55(1)(c)條，若任何人在申請批給牌照或牌照續期時，作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，一經循公程序定罪，可處第 6 級罰款及/或監禁 1 年，如屬簡易程序定罪，可處第 3 級罰款及/或監禁 6 個月。 注意：1) 此申請為申請人就批給地產代理牌照續期的申請或最近一次就地產代理牌照續期提出的申請（視屬何情況而定）的一部分。 2) 若申請營業詳情說明書續期的申請人為一間公司，此表格須由該公司的代表填寫。該代表須實際控制該公司的地產代理業務並為一名持牌地產代理。 3) 若申請營業詳情說明書續期的申請人為一合夥經營商號，此表格須由該合夥經營者填寫，而該合夥經營者須為一名持牌地產代理。 4) 若申請營業詳情說明書續期的申請人為一合夥經營商號，此表格須由一名合夥人填寫，而該合夥人須為持牌地產代理。另外，每一名合夥人須填寫並提交此表格的乙部分。 5) 請於適當的空格內填上“X”號。 6) * 將不適用者刪去。			
申請之牌照有效期間 ☐ 12 個月 ☐ 24 個月			
甲部分	營業詳情		
營業性質	☐ 獨自經營	☐ 合夥經營	☐ 公司分行
營業詳情說明書號碼			
有效期間滿日 (日/月/年份)			
申請人/公司牌照號碼			
有效期間滿日 (日/月/年份)			
香港身分證/旅遊證件/公司註冊證書號碼			
合夥人數目			
營業地點性質	☐ 總行 ☐ 分行		
英文營業名稱 (商業登記證上所示名稱)			
中文營業名稱 (商業登記證上所示名稱)			
商業登記號碼	有效期間滿日 (日/月/年份)		
在以下資料項目中，申請人只填寫最近一次申請後有所更改之資料。			
營業地址			
室	樓層	座	大廈/屋苑名稱
街道名稱及號碼		地區	
電話號碼		傳真號碼	電郵地址
本人謹代表本獨資經營商號、合夥經營商號或公司(視屬何情況而定)聲明就本人所知及所信前達所提供的資料皆為全面、完整及真確，而本人授權地產代理監管局按其認為合適的方式核實前達所提供的資料。			
日期 (日/月/年份)	公司代表 / 獨自經營者 / 合夥人* 姓名	公司代表 / 獨自經營者 / 合夥人* 姓名	授權簽署及公司印章

FORM 14 * ESTATE AGENTS' AUTHORITY APPLICATION FOR RENEWAL OF STATEMENT OF PARTICULARS OF BUSINESS			
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 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. Note: 1) This application forms part of the application for the grant of estate agent's licence for the latest application for renewal of the licence, as the case may be. 2) For a company that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by a representative of the company. The representative must be in effective control of the company's estate agency business and he has to be a licensed estate agent. 3) For a sole proprietorship that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by the sole proprietor and he must be a licensed estate agent. 4) For a partnership that applies for the renewal of a Statement of Particulars of Business, this form has to be completed by a partner and he has to be a licensed estate agent. In addition, each partner of the partnership has to complete and submit a Section 15 of this form. 5) Please "X" in the appropriate box. 6) * Delete as appropriate.			
Validity Period of Licence applied for ☐ 12 months ☐ 24 months			
Section A Particulars of Business			
Nature of Business	☐ Sole Proprietorship	☐ Partnership	☐ Company ☐ Branch ?
Statement of Particulars of Business No.			
Expiry Date (DD/MM/YYYY)			
Applicant's Individual / Company Licence No.			
Expiry Date (DD/MM/YYYY)			
H.K.I.D. Card / Travel Document / Certificate of Incorporation* No.			
Number of Partners in the Partnership			
Nature of the Place of Business ☐ Principal Office ☐ Branch Office			
Business Name in English (as shown in Business Registration Certificate)			
Business Name in Chinese (as shown in Business Registration Certificate)			
Business Registration No.		Expiry Date (DD/MM/YYYY)	
For the following particulars, applicants only need to provide the information that is DIFFERENT from application last filed			
Address of Place of Business			
Flat/Room	Floor	Block	Name of Building/Estate
Number and Name of Street		District	
Telephone No.		Fax No.	Email Address
On behalf of my sole proprietorship, partnership or company (as the case may be), I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.			
Date (DD/MM/YYYY)	Name of Representative / Sole Proprietor / Partner* (in BLOCK LETTERS)	Estate Agent's Licence (Individual) No. of Representative / Sole Proprietor / Partner*	Authorized Signature and Company Chop

Estate Agent's

Renewal

See comments to Form 8

乙部分		合夥人詳情		表格 14 (第 2 頁)	
根據《地產代理條例》(第 511 章)第 55(1)(c) 條,若任何人在申請批給牌照或牌照續期時,作出任何虛假或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 1 年。如循簡易程序定罪,可處第 5 級罰款及/或監禁 6 個月。					
乙部分可供兩位合夥人填寫,請索取或影印足夠數量的本表格乙部分,以供每位合夥人填寫。					
乙-1 合夥經營詳情					
商業登記號碼				有效牌照滿日(日/月/年份)	
合夥營業名稱					
乙-2 合夥人詳情					
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件*號碼	
				地產代理牌照號碼(如適用)	
乙-3 聲明 注意:下列問題 1 至 5 與決定營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。					
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整協議或債務償還安排?		是 ☐		否 ☐	
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?		☐		☐	
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?		☐		☐	
4. 你是否因任何罪行在香港或其他地方被定罪,而該項定罪裁斷你曾有欺詐性、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,並因此被判處監禁,不論是否緩刑?		☐		☐	
若你對以上任何一項回答“是”,請用附加紙張詳加說明。					
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。					
日期(日/月/年份)		合夥人姓名		簽署	
乙-2 合夥人詳情					
英文姓名(姓氏先行)		中文姓名		香港身分證/旅遊證件*號碼	
				地產代理牌照號碼(如適用)	
乙-3 聲明 注意:下列問題 1 至 5 與決定營業詳情說明書續期的考慮因素有關,為本表格的一部分而必須作答。					
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整協議或債務償還安排?		是 ☐		否 ☐	
2. 你是否一間公司的董事或高級人員,而該公司現時根據《地產代理條例》(第 511 章)喪失持有牌照的資格,或你在該公司如此喪失資格當日是否該公司的董事或高級人員?		☐		☐	
3. 你是否為《精神健康條例》(第 136 章)第 2 條所指的精神紊亂的人或該條所指的病人?		☐		☐	
4. 你是否因任何罪行在香港或其他地方被定罪,而該項定罪裁斷你曾有欺詐性、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,並因此被判處監禁,不論是否緩刑?		☐		☐	
若你對以上任何一項回答“是”,請用附加紙張詳加說明。					
本人謹聲明就本人所知及所信前述所提供的資料皆為全面、完整及真確,而本人授權地產代理監管局按其認為合適的方式核實前述所提供的資料。					
日期(日/月/年份)		合夥人姓名		簽署	

Make

Section B		Particulars of Partners		Form 14 (Page 2)	
Section 55(1)(c) of the Estate Agents Ordinance (Cap. 511) makes it an offence punishable by a fine at level 6 and/or imprisonment for 1 year on conviction upon indictment or by a fine at level 5 and/or imprisonment for 6 months on summary conviction if a person makes any false or misleading statement or furnishes any false or misleading information in connection with an application for the grant or renewal of a licence.					
Partnerships with more than two partners are requested to obtain or supply sufficient copies of Section B of this form for completion by EACH of the partners.					
B-1		Particulars of Partnership			
Business Registration No.		Expiry Date (DD/MM/YYYY)			
Business Name of Partnership					
B-2		Particulars of Partner			
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document* No.	
				Estate Agent's Licence No. (if applicable)	
B-3		Declaration		Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the 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?		☐		☐	
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?		☐		☐	
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, on the basis of any fraudulent, corrupt or 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?		☐		☐	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.					
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature	
B-2		Particulars of Partner			
Name in English (Surname first)		Name in Chinese		H.K.I.D. Card/Travel Document* No.	
				Estate Agent's Licence No. (if applicable)	
B-3		Declaration		Note: Questions 1 to 5 below refer to factors which will be considered in the determination for the 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?		☐		☐	
2. Are you a director or officer of a company which is now disqualified under the Estate Agents Ordinance (Cap. 511) for holding a licence, or were you a director or officer of that company at the date when the company was so disqualified?		☐		☐	
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, on the basis of any fraudulent, corrupt or 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?		☐		☐	
If you have answered 'Yes' to any of the above questions, please give details using additional sheets.					
I hereby declare that all the foregoing information is FULL, COMPLETE AND TRUE to the best of my knowledge and belief and I authorize the Estate Agents Authority to verify the foregoing information in any manner as it deems fit.					
Date (DD/MM/YYYY)		Name of Partner (in BLOCK LETTERS)		Signature	