

Notification Form – Changes to Matters Related to Fit and Proper Person (Company)

Applicants or holders of estate agent's licence (company) and their directors without holding a licence (company) are required to notify the Estate Agents Authority (EAA) in writing of any change to the matters declared in the Declaration part of "Section A – A-4" or "Section C – C-3" of the respective application form prescribed for the grant or renewal of licence (i.e. Form 3 or Form 12) within 31 days beginning on the date of such change, so that the EAA may consider their fitness and properness in light of such change. Applicants / Licensees and their directors without holding a licence (company) may use this form to notify the EAA of the relevant change.

Personal Information Collection Statement

Personal data provided by applicants / licensees are to be used for the purpose of processing licence applications and/or EAA's consideration of whether they fulfil the "fit and proper" criterion of granting / holding a licence. The EAA may verify the relevant information from other sources. The personal data will also be used for the purpose of enforcing or complying with the provisions of the Estate Agents Ordinance (Cap.511) (EAO), providing appropriate training to licensees and provision of information on matters concerning estate agency practice. The personal data may be transferred to relevant government departments and authorities (including the Hong Kong Police Force and the Independent Commission Against Corruption) in connection with the above purposes. Failure of the applicants / licensees to provide the relevant information may result in the EAA being unable to process the relevant applications and/or consider their fitness and properness. Request for access to or correction of personal data shall be made in writing to the Data Protection Officer of the EAA.

Please complete and sign this form, and submit it to the EAA together with the required documents (if any) via the following means:

1. By email — address: licensing@eaa.org.hk;
2. By post — address: 7/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, HK; or
3. In person / by representative — address: Rm 2601, 26/F, Hopewell Centre, 183 Queen's Road East, Wanchai, HK.

Notes:

- (a) For applicants / holders of estate agent's licence (company), this form has to be completed by a representative who must be in effective control of the applicant company's estate agency business and has to be a licensed estate agent. For unlicensed directors (company), this form has to be completed by its authorized representative.
- (b) Tick '✓' in the appropriate box; if marked with "*", delete as appropriate. Use additional sheets when necessary.

Part I — Information of Applicant / Licensee / Director without Holding a Licence (Company)

Name of Company:	No. of Certificate of Incorporation:	Licence No. (if any):
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Part II — Matter of Change

☐ **Criminal Conviction**

We (the company) have been convicted of criminal offence in Hong Kong or elsewhere. Details are as follow:

Offence:	Date of Sentence:
Sentence meted out by the Court:	
Gist of Offence:	

You will be requested by the EAA to submit your criminal conviction record issued by the Hong Kong Police Force (Enquiry / Application: Tel: 2860 6557; Website: www.police.gov.hk/ppp_en/11_useful_info/ccd.html) and/or a "certificate of trial" from the relevant court, and other particulars of the offence (e.g. brief facts, charge sheet, etc.) soon afterwards.

Part II — Matter of Change (Cont'd)

☐ Liquidation / Scheme of Arrangement

- ☐ Liquidation We (the company) are in liquidation or the subject of a winding-up order, or there is a receiver appointed in relation to us (Date: _____) °
- ☐ Scheme of Arrangement We (the company) have entered into a composition or scheme of arrangement with our creditors / The composition or scheme of arrangement we entered into with our creditors has been concluded* (Date of agreement / concluded: _____) °

You will be requested by the EAA to provide relevant documents (e.g. winding-up order, scheme of arrangement, etc.) soon afterwards.

Part III — Declaration by the Person Submitting this Form

On behalf of the company, I hereby:

- ✧ declare that all the foregoing information is full, complete and true to the best of my knowledge and belief.
- ✧ authorize the EAA to verify the information in relation to the relevant change(s) the company and I provide in any manner as it deems fit.
- ✧ authorize and consent to the Hong Kong Police Force and/or the relevant court, the Official Receiver's Office and/or the Liquidator, the Provisional Liquidator or the Receiver of the company to release the company's records they possess to the EAA.

Name of Representative and
No. of Estate Agent's Licence (Individual) (if applicable)

Position of Representative

Authorized Signature and Company Chop

Date of Signing