

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

Applicants / Holders of salesperson's licence or estate agent's licence (individual) are required to notify the Estate Agents Authority (EAA) in writing of any change to the matters declared in the supplementary form (i.e. criminal conviction record) and the Declaration part of the respective application form prescribed for the grant or renewal of licence (i.e. Forms 2, 4, 11 or 13) 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 may use this form to notify the EAA of the relevant change.

For individual directors without holding a licence of applicants / holders of estate agent's licence (company) or partners without holding a licence of applicants / holders of statement of particulars of business (SPOB) held by a partnership, if there is any change to the matters declared in the Declaration part of "Section B – B-3" of the respective prescribed form (i.e. Forms 3, 8, 12 or 14), they are also required to notify the EAA as per the requirements stated above.

Personal Information Collection Statement

Personal data provided by applicants / licensees / directors or partners without holding a licence are to be used for the purpose of processing licence / SPOB applications and/or EAA's consideration of whether they fulfil the "fit and proper" criterion of granting / holding a licence / SPOB. 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 / directors or partners without holding a licence 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 and 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.

Tick '✓' in the appropriate box; if marked with "*", delete as appropriate. Use additional sheets when necessary.

Part I — Information of Applicant / Licensee / Director or Partner without Holding a Licence

Name:	HKID Card / Travel Document* No.:	Licence No. (if any):
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Part II — Matter of Change

☐ **Criminal Conviction**

I 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)☐ **Bankruptcy / Individual Voluntary Arrangement (IVA)**

- ☐ Bankruptcy I am an undischarged bankrupt / I have discharged from bankruptcy* (Date of bankruptcy order / discharged from bankruptcy: _____).
- ☐ IVA I have made a composition or scheme of arrangement with my creditors / The composition or scheme of arrangement I entered with my creditors has been completed* (Arrangement approval date / Arrangement completion date: _____).

You will be requested by the EAA to provide relevant documents (e.g. bankruptcy order, statement of affairs) soon afterwards.

☐ **Mentally Disorder**

I am a mentally disordered person or a patient within the meaning of section 2 of the Mental Health Ordinance (Cap. 136).

My doctor is _____ °

Attached my latest medical report (Date of report: _____).

Part III — Declaration by the Person Submitting this Form**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) 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 Trustee in bankruptcy, and the Hospital Authority and/or my doctor (if applicable) to release any records they possess to the EAA.

Name and HKID Card / Travel Document* No.

Signature

Date of Signature