



補領牌照／物業管理人證申請表
Application Form for Replacement of Licence/ PMP Card

收取個人資料聲明

申請人所提供的個人資料將用於處理以上申請。如果申請人不提供有關資料，監管局可能因此而不能處理以上申請。

Personal Information Collection Statement

The personal data collected in this application are to be used for the purpose of processing this application. The personal data collected are necessary for the processing of application and, if not provided, may result in the PMSA being unable to process the application.

申請方法 Application Method:

- 請於適當方格 內加上「✓」號。
Please put a “✓” in the appropriate box .
- 請將填妥的申請表以電郵或郵寄方式提交給監管局。
Please send the completed application form to the PMSA by email or by post.
- 請以所選的繳費方法繳交費用（港幣\$300）。可接受的繳費方法，請見背頁。
Please pay the required fee (HK\$300) through the selected payment method. Please see overleaf for the accepted payment methods.

1. 持牌人姓名／名稱 Name of licensee:

2. 牌照號碼 Licence number:

3. 申請補領的項目 Item for replacement:

- 物業管理公司牌照 Property Management Company (PMC) licence
 物業管理人牌照 Property Management Practitioner (PMP) licence
 物業管理人證 PMP card
 物業管理人牌照及物業管理人證 PMP licence and PMP card

4. 申請補領的原因 Reason for replacement:

- 遺失 Lost 損毀 Damaged (請交回舊牌照／證) (Please return the old licence / card) 其他 Other reason
 被盜 Stolen 更新相片 Update photo (請交回舊牌照／證，並於背頁提供新相片) (Please return the old licence/card and provide a new photo)

(請說明詳情 please specify)

5. 相片規格 Photo specification:

彩色近照 (背景須為白色，40毫米 x 50毫米)

A recent colour photograph (Plain white background, 40 mm x 50 mm)

如須更新相片，請
在此貼上新相片

To update photo,
please affix the new
photo here

6. 繳費方法 Payment method (費用為港幣\$300 The fee is HK\$300) :

- 支票 (劃線支票抬頭請註明支付「物業管理業監管局」)
By cheque (Cheque should be crossed and made payable to the “Property Management Services Authority”.)
- 現金 (請勿郵寄現金) By cash (please do not send in cash)
- 轉數快 By Faster Payment System (FPS)
- 繳費靈 By PPS

7. 領取方法 Collection method:

- 郵寄 By post (地址 Address : _____)
- 親身或授權代表到監管局辦事處領取 Collect in person or by an authorized representative at the PMSA office
(補發牌照／證備妥後，監管局會以電郵向申請人發出通知。When the replacement licence/card is ready, the PMSA will send a notification to the applicant by email.)

聯絡電話
Phone number

電郵
Email

簽署
Signature

日期
Date

如有查詢，請與監管局牌照部聯絡 For enquiry, please contact the Licensing Section of the PMSA:

電話號碼 Telephone Number : 3696 1111

傳真號碼 Fax Number : 3696 1100

電郵地址 Email Address : lic@pmsa.org.hk

辦公時間 Office hours : (星期一至五) 上午 9:00 – 下午 6:00 (Mon to Fri) 9:00 am – 6:00 pm

地址 Address : 香港灣仔皇后大道東 248 號大新金融中心 8 樓 806-8 室

Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong