

Notification of Changes of Prescribed Matters in Relation to Licensed PMC

Notes:

1. Section 17(1) of the Property Management Services Ordinance (Cap. 626) (PMSO) and section 14 and Schedule 4 to the Property Management (Licensing and Related Matters) Regulation (Cap. 626B) stipulate that licensees must, within 31 days after any change of the prescribed matters takes place, notify the Property Management Services Authority (PMSA) in writing in the forms specified by the PMSA and accompanied by the supporting documents which the PMSA may from time to time specified. This form is made for the purpose of the said provisions.
2. Please check the appropriate box ☐, and delete whichever is inapplicable for items with an “*”.

(A) Licensed PMC information

Name¹	(Chinese)
	(English)
Licence number	

(B) Changes of prescribed matters

	Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)
☐	Name in Chinese:		1
☐	Name in English:		
☐	Name(s) of partners/sole proprietor* in Chinese:		2
☐	Name(s) of partners/sole proprietor* in English :		
☐	Business name in Chinese :		3
☐	Business name in English :		
☐	Name of body corporate in Chinese:		4
☐	Name of body corporate in English:		

¹ Even though your name has been changed, please fill in the name appearing in the licence.

	Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)
☐	Address in Chinese:		5
☐	Address in English:		
☐	Telephone number:		Not Applicable
☐	Fax number:		
☐	Website:		
☐	Email address:		
☐	Language of correspondence: ☐ Chinese ☐ English		
☐	Licensed PMP (Tier 1) who has effective control of the provision of property management services by the licensed PMC ☐ Authorization (relevant authorization letter must be provided) Name: _____ Position: _____ PMP (Tier 1) licence number _____ ☐ Cessation of Authorization Name: _____ Position: _____ PMP (Tier 1) licence number: _____ _____		6

Changes (new information)						
☐	(A) Appointment or cessation of appointment of licensed PMP and provisional PMP licence holder(s). (Supporting documents required (see Note 7)) (Please make copy of this page if necessary.)					
No.	Name	Position	Licence		Status of appointment	
			Tier	Number	Update	Effective from (D/M/Y)
1			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1		☐ New Appointment ☐ Cessation of Appointment	
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
2			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1		☐ New Appointment ☐ Cessation of Appointment	
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
3			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1		☐ New Appointment ☐ Cessation of Appointment	
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
4			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1		☐ New Appointment ☐ Cessation of Appointment	
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
☐	(B) Update of information of licence licensed PMP and provisional PMP licence holder(s). (Apart from changes to licence information, please provide the required supporting documents (see Note 8) for other changes.) (Please make copy of this page if necessary.)					
No.	Name	Position	Licence			
			Tier	Number	Validity (D/M/Y to D/M/Y)	Update
1			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1			☐ Add licence ☐ Licence expired
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
2			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1			☐ Add licence ☐ Licence expired
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			
3			☐ Tier 1 ☐ Tier 2 ☐ Provisional Tier 1			☐ Add licence ☐ Licence expired
		☐ Full-time ☐ Part-time	☐ Provisional Tier 2			

Changes (new information)			
☐	Information of the properties being managed by the licensed PMC 1. Please make a copy of this page for completion if necessary. 2. For each newly added property, please fill in Annex 1.		
No.	Property being managed	Effective date (dd/mm/yyyy)	Name of the property
1	☐ Add ☐ Cease management		
2	☐ Add ☐ Cease management		
3	☐ Add ☐ Cease management		
4	☐ Add ☐ Cease management		
5	☐ Add ☐ Cease management		
6	☐ Add ☐ Cease management		
7	☐ Add ☐ Cease management		
8	☐ Add ☐ Cease management		
9	☐ Add ☐ Cease management		
10	☐ Add ☐ Cease management		

Changes (new information)		Supporting documents required (see Notes below)																				
☐	Matters relating to a suitable person (applicable to a company or other body corporate) Notes: 1. The questions below are relevant to the Property Management Services Authority's determination on whether the licensed PMC continue to be a suitable person to hold a licence. 2. "You" in the following questions refers to the company or any other body corporate holding a PMC licence.	9																				
<table border="0"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>Uncertain</th> </tr> </thead> <tbody> <tr> <td>☐ Are you in liquidation or is the subject of a winding-up order?</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ Is there a receiver appointed in relation to you?</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ Have you been convicted of any criminal offence in Hong Kong or elsewhere?</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table> If you answer "Yes" or "Uncertain" to any of the above questions, please give details on additional sheets and provide relevant documents or records, if applicable.				Yes	No	Uncertain	☐ Are you in liquidation or is the subject of a winding-up order?	☐	☐	☐	☐ Is there a receiver appointed in relation to you?	☐	☐	☐	☐ Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐	☐ Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐
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☐	For changes in the information of a current director/partner/sole proprietor who is an individual, please fill in Annex 2.
☐	For changes in the information of a current director/partner which is a company, please fill in Annex 3.
☐	For the addition or deletion of a director/partner/sole proprietor who is an individual, please fill in Annex 4.
☐	For the addition or deletion of a director/partner which is a company, please fill in Annex 5.

(C) Declaration

Note: The following declaration must be made by a **licensed PMP (tier 1) who has effective control of the provision of property management services by the licensed PMC** on behalf of the licensed PMC.

On behalf of the licensed PMC, I hereby declare that all the information provided in connection with this notice is **full, complete and true** to the best of my knowledge and belief.

Name

Licence Number

Signature

Date (dd/mm/yyyy)

Information of Newly Added Property

Name of licensed PMC:			
Licence number:			
Please provide information of each newly added property in the table below, and provide the relevant supporting document (see Note 8). (Please complete this page for each property, and make a copy of this page for completion if necessary.)			
Name of the property in Chinese			
Name of the property in English			
Address of the property			
Number of flats			
Among the number of flats mentioned above, number of flats that may be used for residential purposes			
The licensed PMC being engaged as a sub-contractor to provide property management services to the property mentioned above			☐ Yes ☐ No
The licensed PMC engaging other licensed PMC(s) to provide all the property management services to the property mentioned above			☐ Yes ☐ No
If the licensed PMC engages one or more licensed PMC(s) to provide any property management services to the property mentioned above, please provide information of the relevant licensed PMC(s)			
Number	Name of licensed PMC	PMC licence number	
1			
2			
3			
4			
5			
Please provide information of the owners' organization if it has been formed for the property.			
Name in Chinese		Telephone Number	
Name in English		Email Address	
Address			
If no owners' organization has been formed, please set out the address of each flat of the property below (e.g. Block 1 Phase 1: 40 floors, with flats A-F for each floor, no floors 4, 14, 24 and 34). Please make copies of this page for completion if necessary.			

Changes in the Information of a Current Director/Partner/ Sole Proprietor who is an Individual

(Please make a copy of this annex for completion if necessary.)

Name of licensed PMC:																											
Licence number:																											
Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)																									
Director/partner/sole proprietor:*																											
☐	Name in Chinese (old): Name in Chinese (new):		11																								
☐	Name in English (old): Name in English (new):																										
☐	Type of PMP licence:		Not applicable																								
☐	PMP licence number:																										
Notes : Relevant director/partner/sole proprietor must complete and sign this declaration. - The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply here. In other words, you must answer “Yes” to question no. 7 below even if your conviction is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”. - The questions below are relevant to the Property Management Services Authority’s determination on whether a partnership/sole proprietor is a suitable person to hold a PMC licence, or a director of the licensed PMC is a suitable person to be associated with the licensed PMC’s business of providing property management services. “You” in the questions below means a director/partner/sole proprietor who is an individual. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Changes in matters relating to a suitable person</th> <th style="text-align: center; width: 10%;">Yes</th> <th style="text-align: center; width: 10%;">No</th> <th style="text-align: center; width: 10%;">Uncertain</th> </tr> </thead> <tbody> <tr> <td>☐ 1. Are you an undischarged bankrupt?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ 2. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner/sole proprietor)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ 3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ 4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>☐ 5. Are or were you the sole proprietor of a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>				Changes in matters relating to a suitable person	Yes	No	Uncertain	☐ 1. Are you an undischarged bankrupt?	☐	☐	☐	☐ 2. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner/sole proprietor)	☐	☐	☐	☐ 3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	☐	☐	☐	☐ 4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐	☐ 5. Are or were you the sole proprietor of a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended?	☐	☐	☐
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☐ 6. Are or were you an officer of, or a partner in, a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended? (Note: According to section 2(1) of the Companies Ordinance (Cap. 622), “officer” in relation to a body corporate, includes a director, manager or company secretary of the body corporate.) ☐ ☐ ☐

☐ 7. Have you been convicted of any criminal offence in Hong Kong or elsewhere? ☐ ☐ ☐

If you answer “Yes” or “Uncertain” to any of the above questions, please give details on additional sheets and provide relevant documents or records, if applicable.

I hereby declare that all the information provided in this form is **full, complete and true** to the best of my knowledge and belief. I authorize the Property Management Services Authority to verify the said information in any manner from any sources (such as government departments) as it deems fit, and give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Property Management Services Authority.

Name

HKID Card / Travel Document Number

Signature

Date (dd/mm/yyyy)

Changes in the Information of a Current Director/Partner which is a Company

(Please make a copy of this annex for completion if necessary.)

Name of licensed PMC:				
Licence number:				
Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)		
Director/partner*				
☐ Name in Chinese (old): Name in Chinese (new):		12		
☐ Name in English (old): Name in English (new):				
☐ Type of PMP licence:		Not applicable		
☐ PMP licence:				
Notes : Relevant director/partner must complete and sign this declaration. 1. The questions below are relevant to the Property Management Services Authority's determination on whether a partnership is a suitable person to hold a PMC licence, or a director of the licensed PMC is a suitable person to be associated with the licensed PMC's business of providing property management services. 2. "You" in the questions below means the director or partner which is a company.				
Changes in matters relating to a suitable person		Yes	No	Uncertain
☐ 1. Are you in liquidation or is the subject of a winding-up order?		☐	☐	☐
☐ 2. Is there a receiver appointed in relation to you?		☐	☐	☐
☐ 3. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner)		☐	☐	☐
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If you answer "Yes" or "Uncertain" to any of the above questions, please give details on additional sheets and provide relevant documents or records, if applicable.				

On behalf of the director or partner stated below, I hereby declare that all the information provided in this form is **full, complete and true** to the best of my knowledge and belief. I authorize the Property Management Services Authority to verify the said information in any manner from any sources (such as government departments) as it deems fit, and give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Property Management Services Authority.

Information of director or partner which is a company

Name in Chinese

Name in English

Name of Representative

Position

Number of Certificate of Incorporation
(if applicable)

Date (dd/mm/yyyy)

Authorized Signature and Company Chop

Addition or Deletion of a Director/Partner/Sole Proprietor who is an Individual

(Please make a copy of this annex for completion if necessary.)

Name of licensed PMC:																											
Licence number:																											
	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)																									
Director/partner/sole proprietor* ☐ Add / ☐ Delete Name in Chinese: _____ Name in English (Surname first): _____ HKID card/Travel document number: _____ PMP licence number (if any): _____		13																									
Notes : Each additional director/partner/sole proprietor who is an individual must sign this declaration. - The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply here. In other words, you must answer “Yes” to question no. 7 below even if your conviction is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”. - The questions below are relevant to the Property Management Services Authority’s determination on whether a partnership/sole proprietor is a suitable person to hold a PMC licence, or a director of the licensed PMC is a suitable person to be associated with the licensed PMC’s business of providing property management services. “You” in the questions below means a director/partner/sole proprietor who is an individual. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;">Related to matters of a suitable person (applicable to director/partner/ sole proprietor who is an individual)</th> <th style="text-align: center; width: 10%;">Yes</th> <th style="text-align: center; width: 10%;">No</th> <th style="text-align: center; width: 10%;">Uncertain</th> </tr> </thead> <tbody> <tr> <td>1. Are you an undischarged bankrupt?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>2. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner/sole proprietor)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>5. Are or were you the sole proprietor of a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>				Related to matters of a suitable person (applicable to director/partner/ sole proprietor who is an individual)	Yes	No	Uncertain	1. Are you an undischarged bankrupt?	☐	☐	☐	2. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner/sole proprietor)	☐	☐	☐	3. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	☐	☐	☐	4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐	5. Are or were you the sole proprietor of a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended?	☐	☐	☐
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| 7. Have you been convicted of any criminal offence in Hong Kong or elsewhere? | ☐ | ☐ | ☐ |

If you answer “Yes” or “Uncertain” to any of the above questions, please give details on additional sheets and provide relevant documents or records, if applicable.

I hereby declare that all the information provided in this form is **full, complete and true** to the best of my knowledge and belief. I authorize the Property Management Services Authority to verify the said information in any manner from any sources (such as government departments) as it deems fit, and give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Property Management Services Authority.

Name

HKID Card / Travel Document Number

Signature

Date (dd/mm/yyyy)

Addition or Deletion of a Director/Partner which is a Company

(Please make a copy of this annex for completion if necessary.)

Name of licensed PMC:																															
Licence number:																															
	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)																													
Director/partner* ☐ Add / ☐ Remove Name in Chinese: _____ Name in English: _____ Number of Certificate of Incorporation (if any): _____ PMC licence number (if any): _____		13																													
Notes : Each <u>additional</u> director/partner which is a company must sign this declaration. - The questions below are relevant to the Property Management Services Authority's determination on whether a partnership/sole proprietor is a suitable person to hold a PMC licence, or a director of the licensed PMC is a suitable person to be associated with the licensed PMC's business of providing property management services. "You" in the questions below means a director/partner which is a company. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left;">Related to matters of suitable person (applicable to a director/partner which is a company)</th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 10%; text-align: center;">Uncertain</th> </tr> </thead> <tbody> <tr> <td>1. Are you in liquidation or is the subject of a winding-up order?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>2. Is there a receiver appointed in relation to you?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>3. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>5. Are or were you an officer of, or a partner in, a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended? (Note: According to section 2(1) of the Companies Ordinance (Cap. 622), "officer" in relation to a body corporate, includes a director, manager or company secretary of the body corporate.)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>6. Have you been convicted of any criminal offence in Hong Kong or elsewhere?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table> If you answer "Yes" or "Uncertain" to any of the above questions, please give details on additional sheets and provide relevant documents or records, if applicable.				Related to matters of suitable person (applicable to a director/partner which is a company)	Yes	No	Uncertain	1. Are you in liquidation or is the subject of a winding-up order?	☐	☐	☐	2. Is there a receiver appointed in relation to you?	☐	☐	☐	3. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner)	☐	☐	☐	4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐	5. Are or were you an officer of, or a partner in, a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended? (Note: According to section 2(1) of the Companies Ordinance (Cap. 622), "officer" in relation to a body corporate, includes a director, manager or company secretary of the body corporate.)	☐	☐	☐	6. Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐
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3. In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? (to be completed by new director/partner)	☐	☐	☐																												
4. Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐																												
5. Are or were you an officer of, or a partner in, a property management company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended? (Note: According to section 2(1) of the Companies Ordinance (Cap. 622), "officer" in relation to a body corporate, includes a director, manager or company secretary of the body corporate.)	☐	☐	☐																												
6. Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐																												

On behalf of the director or partner stated below, I hereby declare that all the information provided in this form is **full, complete and true** to the best of my knowledge and belief. I authorize the Property Management Services Authority to verify the said information in any manner from any sources (such as government departments) as it deems fit, and give my express consent to the Hong Kong Police Force and/or the relevant court to release my criminal conviction record (if any) to the Property Management Services Authority.

Information of director or partner which is a company

_____ Name in Chinese	_____ Name in English
_____ Name of Representative	_____ Position
_____ Number of Certificate of Incorporation (if applicable)	_____ Date (dd/mm/yyyy)
	_____ Authorized Signature and Company Chop

Notes:

1. A copy of the Certificate of Change of Name, and a copy of the business registration certificate showing the new company name. As the change involves amendment of the information on the licence, a fee is required for re-issuing the licence.
2. A copy of certified extracts of information on the Business Register showing the new information. As the change involves amendment of the information on the licence, a fee is required for re-issuing the licence.
3. A copy of the business registration certificate showing the new business name.
4. A copy of supporting document showing the new name of the body corporate. As the change involves amendment of the information on the licence, a fee is required for re-issuing the licence.
5. A copy of document showing the new address (e.g. a copy of the Notice of Change of Address of Registered Office (NR1)).
6. The authorization of the new licensed PMP (Tier 1) who has effective control of the provision of property management services by the licensed PMC. If the licensed PMC is a limited company, a board resolution for the authorization of such representative is required; if the licensed PMC is a partnership, each partner is required to submit an authorization; if the licensed PMC is any other body corporate, a resolution for the authorization by members of the body corporate is required.
7. A copy of a document showing the company name, position and date of commencement of appointment (e.g., relevant pages of an employment contract) for each newly appointed individual; a copy of a document showing the company name, position and date of cessation of appointment (e.g., a certificate of employment issued by the company) for each individual whose appointment has been ceased.
8. A copy of document for the relevant changes (e.g., relevant pages of an employment contract showing a change from part-time to full-time) for each individual listed in this section, excluding changes related to licence information.
9. Please give details using additional sheets and provide relevant documents or records.
10. A copy of the deed of mutual covenant of the relevant property (may be provided in digital form).
11. A copy of the deed poll and the new Hong Kong Identity Card showing the new name.
12. A copy of the Notice of Change of Company Name (NNC2), and a copy of the business registration certificate showing the new company name.
13. For changes concerning directorship, a copy of a document showing the latest list of the board of directors (e.g. Annual Return (NAR1) and Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A)). For changes concerning partnership, a copy of certified extracts of information on the Business Register.

Personal Information Collection Statement

1. Purposes of collecting personal data
 - (a) The PMSA will use the personal data acquired for the following purposes:
 - (i) processing licence applications;
 - (ii) enforcing or complying with the provisions of the PMSO, providing appropriate training to licensees and provision of information on matters concerning property management practice; and
 - (iii) communicating with licensees.
 - (b) Not providing the required information may result in the PMSA being unable to process the change request and the licensee may, as a result, breach section 17(1) of the PMSO and commit a disciplinary offence.
2. Transfer of personal data

The PMSA may transfer the personal data provided by the licensee to relevant government departments and authorities (including the Hong Kong Police Force and the Independent Commission Against Corruption) in connection with the above purposes.
3. Access to personal information

Licensees can access or correct their personal data in accordance with the prescribed manner and

conditions set out in the Personal Data (Privacy) Ordinance (Cap. 486). For enquiries, please write to the Data Protection Officer of the PMSA:

Telephone number : 3696 1111

Fax number : 3696 1100

Email address : enquiry@pmsa.org.hk

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