

Notification of Changes of Prescribed Matters by Licensed PMP

Notes:

1. Section 17(1) of the Property Management Services Ordinance (Cap. 626) (PMSO) and section 14 of and Schedule 4 to the Property Management (Licensing and Related Matters) Regulation 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 specify. This form is made for the purpose of the said provisions.
2. Please check the appropriate box ☐.

(A) Licensed PMP 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 Chinses:		1
☐	Name in English:		
☐	Residential address:		2
☐	Correspondence address:		
☐	Mobile telephone number:		Not Applicable
☐	Residential telephone number:		
☐	Office telephone number:		
☐	Email address:		
☐	Language of correspondence: ☐ Chinese ☐ English		

¹ In case 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)
☐	Professional qualification² ☐ Cessation Name of recognized professional body: _____ Membership class: _____ Division / Pathway (if applicable): _____ ☐ Admission Name of recognized professional body: _____ Membership class: _____ Division / Pathway (if applicable): _____		3
☐	Employment ☐ Cessation Name of property management company: _____ Licence number of property management company: _____ Position: _____ ☐ Commencement Name of property management company: _____ Licence number of property management company: _____ Position: _____		4
	☐ Commencement Name of property management company: _____ Licence number of property management company: _____ Position: _____		5
☐	Director of / partner in licensed property management company ☐ Ceased to be a director / partner Name of licensed property management company: _____ Licence number of property management company: _____		6

² only applicable to a Licensed PMP (Tier 1)

	Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)																								
☐	Director of / partner in licensed property management company ☐ Becoming of a director / partner Name of licensed property management company: _____ Licence number of property management company: _____		6																								
☐	Matters relating to a suitable person <table border="0"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>Uncertain</th> </tr> </thead> <tbody> <tr> <td>☐ 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>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ Have you been convicted of any disciplinary offence under the PMSO (Cap. 626)?</td> <td>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ 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>☐</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐ 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>☐</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>		Yes	No	Uncertain	☐ Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	☐	☐	☐	☐ Have you been convicted of any disciplinary offence under the PMSO (Cap. 626)?	☐	☐	☐	☐ 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?	☐	☐	☐	☐ 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.)	☐	☐	☐	☐ Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐		7
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(C) Declaration

I hereby declare that all the information provided in notification is **full, complete and true** to the best of my knowledge and belief.

Name of Licensed PMP

Signature of Licensed PMP

Date (dd/mm/yyyy)

Notes:

1. A copy of the deed poll and the new Hong Kong Identity Card showing the new name. As change involves amendment of information on the license, a fee is required for re-issuing the licence and PMP card.
2. A copy of proof for residential address and correspondence address (if applicable) issued within 3 months, including:
 - (a) bills or invoices issued by public utility companies (e.g. utility bills for water, electricity or town gas services);
 - (b) correspondences from government departments or the Judiciary;
 - (c) statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
 - (d) bills of landline telephone, mobile phone, paid television or internet services;
 - (e) documents or bills issued by local post-secondary institutions;
 - (f) valid and “stamped” (for stamp duty) tenancy agreement (the term of the tenancy must cover the date of the change); or
 - (g) bills, correspondences or other documents issued by public organizations such as the Hospital Authority, Housing Department, Hong Kong Housing Society, Hong Kong Examinations and Assessment Authority, etc.
3. A copy of a document showing the relevant professional qualifications (must be issued by a recognized professional body, indicating the class of membership and validity date).
4. 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).
5. A copy of a document showing the company name, position and date of commencement of appointment (e.g., relevant pages of an employment contract).
6. 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.
7. Please give details on additional sheets and provide relevant documents or records.

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 applicant 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