# 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. F	Please check the appropriate b	ox , and delete whiche	ver is inapplicable for iten	ns with an"*".
------	--------------------------------	------------------------	------------------------------	----------------

### (A) Licensed PMC information

Name <sup>1</sup>	(Chinese)
Name	(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:	1
Name(s) of partners/sole proprietor* in Chinese:	2
Name(s) of partners/sole proprietor* in English:	2
Business name in Chinese :	3
Business name in English:	3
Name of body corporate in Chinese:	4
Name of body corporate in English:	4

<sup>&</sup>lt;sup>1</sup> 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:		7
Telephone number:		
Fax number:		
Website:		Not Applicable
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		6
Cessation of Authorization		
Name:		
Position:		
PMP (Tier 1) licence number:		

Char	Changes (new information)						
		or cessation of app locuments require					
			Li	icence	Status of a	ppointment	
No.	Name	Position	Tier	Number	Update	Effective from (D/M/Y)	
1		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2		New Appointment Cessation of Appointment		
2		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2		New Appointment Cessation of Appointment		
3		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2		New Appointment Cessation of Appointment		
4		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2		New Appointment Cessation of Appointment		
	(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.)						
	,	,	Licence				
No.	Name	Position	Tier	Number	Validity (D/M/Y to D/M/Y)	Update	
1		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2			☐ Add licence ☐ Licence expired	
2		Full-time Part-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2			☐ Add licence ☐ Licence expired	
3		Full-time	Tier 1 Tier 2 Provisional Tier 1 Provisional Tier 2			☐ Add licence ☐ Licence expired	

Chang	ges (new information)					
	<ol> <li>Information of the properties bei</li> <li>Please make a copy of this p</li> <li>For each <u>newly added</u> properties</li> </ol>	age for completio erty, please fill in	n if necessary.			
No.	Property being managed	Effective date (dd/mm/yyyy)	Name	of the p	roperty	
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					
					Ι ~	
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.					
	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 Property Management Servi					
	Property Management Services Ordinance (Cap. 626)?  Have you been convicted of any criminal offence in Hong  Vang or cleavybare?					
	Have you been convicted of Kong or elsewhere?	any criminal offe	ence in Hong			

	For changes in the information of a current individual, please fill in Annex 2.	director/partner/sole proprietor who is an
	For changes in the information of a current Annex 3.	director/partner which is a company, please fill in
	For the addition or deletion of a director/pa fill in Annex 4.	artner/sole proprietor who is an individual, please
	For the addition or deletion of a director/pa	artner which is a company, please fill in Annex 5.
(C) <b>D</b>	eclaration	
	•	licensed PMP (tier 1) who has effective control es by the licensed PMC on behalf of the licensed
	alf of the licensed PMC, I hereby declare the ice is <b>full</b> , <b>complete and true</b> to the best of r	at all the information provided in connection with my knowledge and belief.
	Name	Licence Number
	Signature	Date (dd/mm/yyyy)

## **Information of Newly Added Property**

Name of	licensed PMC:			
Licence 1	number:			
•		of each <b>newly added</b> property i	n the table belo	w, and provide the relevant
	g document (see Normalete this page f	Note 8). For each property, and make a cop	ov of this nage f	for completion if necessary )
	the property in	or outen property, and make a cop	by of unis page i	or completion in necessary.,
Name of English	the property in			
Address	of the property			
Number of				
used for r	esidential purpose			
managem	ent services to the	gaged as a sub-contractor to pro property mentioned above		☐ Yes ☐ No
property	management servi	g other licensed PMC(s) to provi ces to the property mentioned ab	oove	☐ Yes ☐ No
		s one or more licensed PMC(s) ntioned above, please provide in		
Number	Nam	e of licensed PMC	PM	C licence number
1				
2				
3				
4				
5				
Please pro	ovide information	of the owners' organization if it		ed for the property.
Name in	Chinese		Telephone Number	
Name in 1	English		Email Address	
Address				
(e.g. Bloc	k 1 Phase 1: 40 flo	has been formed, please set out the cors, with flats A-F for each floopletion 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.)

Nar	ne of licensed PMC:					
Lic	ence number:					
	Changes (new information)  Effective date (dd/mm/yyyy)  Comparison  Supporting documents required (see Notes below)				cuments quired (see	
Dir	ector/partner/sole prop	orietor:*				
	Name in Chinese (old) Name in Chinese (new				11	
	Name in English (old) Name in English (new					11
	Type of PMP licence:				No	t annliaghla
	PMP licence number:				NO	t applicable
<ol> <li>Notes: Relevant director/partner/sole proprietor must complete and sign this declaration.</li> <li>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".</li> <li>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.</li> <li>"You" in the questions below means a director/partner/sole proprietor who is an individual.</li> </ol>						
Cha	anges in matters relation  1. Are you an undischa			Yes	No	Uncertain
	into a composition	ediately before this application, have a or scheme of arrangement with you by new director/partner/sole proprietor	r creditors?			
		disordered person, or a patient, within 2(1) of the Mental Health Ordinance (				
		victed of a disciplinary offence under the nent Services Ordinance (Cap. 626)?	the			
	company whose ap	the sole proprietor of a property mopplication for a PMC licence has been revoked or suspended?				

includes a director, manager or company corporate.)  7. Have you been convicted of any criminal off or elsewhere?  If you answer "Yes" or "Uncertain" to any of the above sheets and provide relevant documents or records, if  I hereby declare that all the information provided in the my knowledge and belief. I authorize the Property Minformation in any manner from any sources (such as a my express consent to the Hong Kong Police Force conviction record (if any) to the Property Management	fence in Hong Kong   ove questions, please give details on additional fapplicable.  this form is <b>full, complete and true</b> to the best of Management Services Authority to verify the said government departments) as it deems fit, and give
or elsewhere?  If you answer "Yes" or "Uncertain" to any of the above sheets and provide relevant documents or records, if  I hereby declare that all the information provided in the my knowledge and belief. I authorize the Property M information in any manner from any sources (such as a my express consent to the Hong Kong Police Force	pove questions, please give details on additional f applicable.  this form is <b>full, complete and true</b> to the best of Management Services Authority to verify the said government departments) as it deems fit, and give
I hereby declare that all the information provided in the my knowledge and belief. I authorize the Property M information in any manner from any sources (such as a my express consent to the Hong Kong Police Force	this form is <b>full</b> , <b>complete and true</b> to the best of Management Services Authority to verify the said government departments) as it deems fit, and give
my knowledge and belief. I authorize the Property M information in any manner from any sources (such as a my express consent to the Hong Kong Police Force	Management Services Authority to verify the said government departments) as it deems fit, and give
Name	HKID Card / Travel Document Number

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

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

Na	me of licensed PMC:					
Lic	ence number:					
	Changes	(new information)	Effective (dd/mm/y		doc req	upporting cuments quired (see tes below)
Dir	ector/partner*					
	Name in Chinese (old) Name in Chinese (new					12
	Name in English (old) Name in English (new					12
	Type of PMP licence:					
	PMP licence:				Not	applicable
<ol> <li>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.</li> <li>"You" in the questions below means the director or partner which is a company.</li> </ol>						
Cha	anges in matters relatir	ng to a suitable person		Yes	No	Uncertain
	1. Are you in liquidation	on or is the subject of a winding-up orde	r?			
	2. Is there a receiver ap	opointed in relation to you?				
		ediately before this application, have your scheme of arrangement with your creaw director/partner)				
		victed of a disciplinary offence under the ces Ordinance (Cap. 626)?	Property			
	company whose ap whose PMC licence to section 2(1) of t	officer of, or a partner in, a property mapplication for a PMC licence has been the has been revoked or suspended? (Note: the Companies Ordinance (Cap. 622), "orporate, includes a director, manager of the corporate.)	refused or According officer" in			
	6. Have you been convelsewhere?	victed of any criminal offence in Hong K	Cong or			
		certain" to any of the above questions, plants or records, if applicable.	ease give de	tails on	addit	ional sheets

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 compa	ny
N Ol.	
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)	doc req	pporting uments uired (see tes below)		
Director/partner/sole proprietor* Add / Delete					
Name in Chinese:					
Name in English (Surname first):			13		
HKID card/Travel document number:					
PMP licence number (if any):					
Notes: Each additional director/partner/sole proprietor who is an in	dividual must sign	this d	eclaration.		
<ol> <li>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".</li> <li>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.</li> <li>"You" in the questions below means a director/partner/sole proprietor who is an individual.</li> </ol>					
Related to matters of a suitable person (applicable to director/pasole proprietor who is an individual)	artner/ Yes	No	Uncertain		
1. Are you an undischarged bankrupt?					
2. In the 5 years immediately before this application, have you enter a composition or scheme of arrangement with your creditors? completed by new director/partner/sole proprietor)	red into				
3. Are you a mentally disordered person, or a patient, within the mean of section 2(1) of the Mental Health Ordinance (Cap. 136)?	ning				
4. Have you been convicted of a disciplinary offence under the Prope Management Services Ordinance (Cap. 626)?	erty				
5. Are or were you the sole proprietor of a property management cowhose application for a PMC licence has been refused or whose licence has been revoked or suspended?					

6. Are or were you an officer of, or a partner in company whose application for a PMC licence I PMC licence has been revoked or suspende section 2(1) of the Companies Ordinance (Cap. to a body corporate, includes a director, manage of the body corporate.)	has been refused or whose ed? (Note: According to 622), "officer" in relation			
7. Have you been convicted of any criminal offence elsewhere?	e in Hong Kong or			
If you answer "Yes" or "Uncertain" to any of the a and provide relevant documents or records, if appli		details o	on additio	onal sheets
I hereby declare that all the information provided in my knowledge and belief. I authorize the Property information in any manner from any sources (such as my express consent to the Hong Kong Police Force conviction record (if any) to the Property Manageme	Management Services Authors government departments) e and/or the relevant court	nority to as it dee	verify th ms fit, ar	ne said nd give
Name	HKID Card / Trave	l Docum	ent Num	ber
Signature	Date (dd/	mm/yyy	y)	

## 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)	do red	upporting cuments quired (see stes below)	
Director/partner*	Add / Remove				
Name in Chinese:					
Name in English:				13	
Number of Certificate of Inc	corporation (if any):				
PMC licence number (if any	y):				
Notes: Each additional dir	rector/partner which is a company must s	ign this declarati	on.		
<ol> <li>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.</li> <li>"You" in the questions below means a director/partner which is a company.</li> </ol>					
Related to matters of suita which is a company)	ble person (applicable to a director/p	artner Yes	No	Uncertain	
1. Are you in liquidation or	is the subject of a winding-up order?				
2. Is there a receiver appoint	red in relation to you?				
	ly before this application, have you enterne of arrangement with your creditors? tor/partner)				
4. Have you been convicted Management Services C	of a disciplinary offence under the Prope Ordinance (Cap. 626)?	rty			
company whose applicate PMC licence has been re 2(1) of the Companies	cer of, or a partner in, a property mana- tion for a PMC licence has been refused o voked or suspended? (Note: According to Ordinance (Cap. 622), "officer" in relati- s a director, manager or company secretar	r whose section to a			
6. Have you been convicted elsewhere?	of any criminal offence in Hong Kong or				
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 compar	ny
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 Chan
	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 reissuing 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

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