

## Application Form for Property Management Practitioner Licence

### Important Notice

The Property Management Services Authority (PMSA) will only issue a licence if it is satisfied that the applicant meets all the prescribed criteria for holding the licence, and is a suitable person to hold the licence. In determining whether an applicant is a suitable person to hold a licence, the PMSA takes all relevant factors into consideration, including whether the applicant has **any criminal conviction**.

Regarding the Declaration in Part 6 of this application form, please note the following:

1. The questions are relevant to the PMSA's determination on whether the applicant is **a suitable person** to hold a licence. In determining whether an applicant is a suitable person, the PMSA takes all relevant factors into consideration, and as to whether an applicant having criminal conviction is a suitable person, the PMSA will consider each case on its own facts thoroughly.
2. The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) **do not apply** to this application. In other words, an applicant still **has to declare his/ her conviction even if it is considered "spent" under the said Ordinance**.
3. Except all fixed penalties (being payment settled and liabilities not disputed), an **applicant must declare all of his/ her criminal convictions (whether or not the convictions took place a long time ago)**, including but not limited to **e.g. the criminal conviction records of driving a motor vehicle with alcohol concentration above prescribed limit, careless or dangerous driving, theft, common assault, possession of dangerous drugs, selling goods to which a forged trade mark was applied, etc.**
4. If an applicant is not sure whether he/ she has ever been convicted, he/ she can apply for a "Criminal Conviction Record" from the Criminal Records Bureau of the Hong Kong Police Force (website: [https://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/ccd.html](https://www.police.gov.hk/ppp_en/11_useful_info/ccd.html); Tel: 2860 6557) and/ or apply to the relevant court for a "Certificate of Trial".

As stipulated in section 14(1) of the Property Management Services Ordinance (Cap. 626), a person commits an offence if the person, in connection with an application for a licence or the renewal of a licence, provides any information or document to the PMSA that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine of \$200,000 and to imprisonment for 1 year, or on summary conviction to a fine at level 6 and to imprisonment for 6 months.

### Notes

1. Before completing this application form, please read the attached "Application Notes", "Personal Information Collection Statement", "Relevant Information for Licence Application" and "Checklist".
2. Please put a "✓" in the appropriate box ☐, and delete inapplicable items with an "\*".

**Part 1 – Type of Licence Applied for**

- ☐ PMP (Tier 1) licence
- ☐ PMP (Tier 2) licence

**Part 2 – Personal Particulars**

Name in Chinese		Name in English (Surname First)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (dd/mm/yyyy)	
Hong Kong Identity Card Number (If no Hong Kong Identity Card Number can be provided, please provide a travel document number with written explanation.)			
Residential Address (The address provided here will be recorded as “Registered Address”. If a correspondence address is provided, the correspondence address will be recorded as “Registered Address” instead.)			
Flat	Floor	Block	Name of Building / Estate
Number and Name of Street or Village		District	
HK / KLN / NT *			
Correspondence Address (Please fill in this field if it is different from the residential address. The address provided here will be recorded as “Registered Address”.)			
Flat	Floor	Block	Name of Building / Estate
Number and Name of Street or Village		District	
HK / KLN / NT *			
Mobile Phone Number		Residential Telephone Number	Office Telephone Number
Language of Correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> English		Email Address	
Licence Collection Method <input type="checkbox"/> By Post <input type="checkbox"/> Collected at PMSA office			

Have you ever held a licence listed below?			
1. PMP (Tier 1) licence:	<input type="checkbox"/> No	<input type="checkbox"/> Yes; Licence Number	_____
2. PMP (Tier 2) licence:	<input type="checkbox"/> No	<input type="checkbox"/> Yes; Licence Number	_____
3. provisional PMP (Tier 1) licence:	<input type="checkbox"/> No	<input type="checkbox"/> Yes; Licence Number	_____
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1)” : _____ (dd/mm/yyyy)			
4. provisional PMP (Tier 2) licence:	<input type="checkbox"/> No	<input type="checkbox"/> Yes; Licence Number	_____
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1/Tier 2*)” : _____ (dd/mm/yyyy)			

**If you apply for a formal PMP licence after completing the “Property Management Services Authority Specified Course” during the validity period of holding a provisional PMP licence, please directly fill in “Part 5” about whether you are or were a director or partner of a licensed PMC and make a declaration in “Part 6”, without filling in “Part 3” and “Part 4”.**

### Part 3 – Academic Qualifications (in Chronological Order)

No.	Issuing Institution		Diploma/ Associate Degree/ Bachelor or Higher Degree Obtained	Period of Study (mm/yyyy)		Hong Kong Qualifications Framework (If applicable) %	
	Name	Country/Region		From	To	Level	Credit
1							
2							
3							

If you apply for a PMP (Tier 2) licence but you do not hold relevant academic qualification, have you obtained Recognition of Prior Learning in Property Management Level 4 under the Qualifications Framework of Hong Kong<sup>+</sup>?

☐ Yes (Please provide relevant document as proof)

☐ No

<sup>%</sup> Please make enquiry with relevant institutions or refer to the Register of Qualifications Framework for the Qualifications Framework Level and Credit.

<sup>+</sup> Applicants not holding relevant academic qualification but have obtained Recognition of Prior Learning in Property Management Level 4 under the Qualifications Framework of Hong Kong may apply for PMP (Tier 2) licence via Route 3. Please refer to Remark 8 of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”.

### Part 4 – Professional Qualifications (Only applicable to applicants for PMP (Tier 1) licence. Please refer to Remark 12 of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”).

No.	Name of Recognized Professional Body	Current Membership/ Class of Membership	Is the membership obtained through a mutual recognition mechanism?	Membership valid until (mm/yyyy)	Membership obtained on or before 1 January 2005
1			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Part 5 – Full time work experience<sup>@</sup> in the provision of property management services to Hong Kong properties (in chronological order) (Please make a copy of this page for completion if necessary.)

Please fill in the required years of (or relevant) work experience according to the type of licence you apply for and the relevant route and licensing criteria below (if you have been engaged in property management work in places in China other than Hong Kong (including the Mainland, Macau and Taiwan) during the following period and have been engaged in property management work in Hong Kong immediately before this job, please refer to the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”):

- PMP (Tier 1) licence — (Route 1) Minimum 3 years within the 6 years immediately before licence application  
(Route 2) Minimum 5 years within the 8 years immediately before licence application
- PMP (Tier 2) licence — (Routes 1 and 2) Minimum 2 years within the 5 years immediately before licence application; or Minimum 1 year (under the supervision of a licensed PMP (Tier 1)) within the 4 years immediately before licence application  
(Route 3) Minimum 4 years within the 8 years immediately before licence application

No.	Name of Company	If you were engaged by the same company for different positions, please fill in all the relevant periods and positions			Categories of Property Management Services Involved^						
		Position	Employment Period (dd/mm/yyyy)								
			From	To	1	2	3	4	5	6	7
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>@</sup> Please refer to Remark 3 in Part 1 of the “Relevant Information for Licence Application”.

<sup>&</sup> Please refer to “Part 1 – Criteria for Holding a Licence” of the “Relevant Information for Licence Application”.

<sup>^</sup> Please refer to the “Prescribed Property Management Services” in Part 2 of the “Relevant Information for Licence Application”, and put a “✓” in the appropriate box ☐.

Are or were you a director or partner of a licensed PMC (i.e. property management company)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer “yes”, please fill in the table below.	
Name and licence number of the licensed PMC	As Director or Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner

## Part 6 - Declaration

### Note :

The questions below are relevant to the PMSA’s determination on whether the applicant is a suitable person to hold a licence. In determining whether an applicant is a suitable person, the PMSA takes all relevant factors into consideration, and as to **whether an applicant having criminal conviction is a suitable person, the PMSA will consider each case on its own facts thoroughly.**

	Yes <sup>#</sup>	No	Uncertain <sup>#</sup>
1. Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been convicted of any disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes <sup>#</sup>	No	Uncertain <sup>#</sup>
4. 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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been convicted of any criminal offence in Hong Kong or elsewhere (except all fixed penalties (being payment settled and liabilities not disputed))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>(Note: The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply to this application. In other words, you must answer “Yes” to this question even if your conviction is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”. Please refer to the Important Notice on page 1 for details.)</b></p>			
<p><sup>#</sup> If your answer is “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records. If you are not sure whether you have any criminal conviction, you may obtain a “criminal conviction record” from the Criminal Records Bureau of the Hong Kong Police Force (website: <a href="https://www.police.gov.hk/ppp_en/11_useful_info/ccd.html">https://www.police.gov.hk/ppp_en/11_useful_info/ccd.html</a> or tel: 2860 6557) and/ or a “Certificate of Trial” from the relevant court.</p>			
<p>I have read the “Personal Information Collection Statement” of the Property Management Services Authority, and agree that the Property Management Services Authority may use the obtained information for enforcing or complying with the provisions of the Property Management Services Ordinance (Cap. 626), including keeping the relevant information in the registers for public inspection as stipulated in section 13 of the Ordinance.</p>		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Applicant’s recent colour photograph (Plain white background 40 mm x 50 mm) </div>	
<p>I understand that as stipulated in section 14(1) of the Property Management Services Ordinance (Cap. 626), a person commits an offence if the person, in connection with an application for a licence or the renewal of a licence, provides any information or document to the Property Management Services Authority that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine of \$200,000 and to imprisonment for 1 year, or on summary conviction to a fine at level 6 and to imprisonment for 6 months.</p>			
<p>I hereby declare that all the information provided in connection with this application is <b>full, complete and true</b> to the best of my knowledge and belief. I give my consent to the Property Management Services Authority to release any record and/or information, starting from the date of this application until 4 years thereafter, concerning myself to any Government authorities, public bodies, educational institutions and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region for the processing of this licence application and/or for verifying the information provided for or in connection with my licence application 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. I hereby also authorize the Government authorities, public bodies, educational institutions and/or private organizations concerned, including those inside and/or outside the Hong Kong Special Administrative Region to release to the Property Management Services Authority any record and/or information concerning myself which the Property Management Services Authority may require for the processing of this application and/or for verifying the information provided for or in connection with my licence application.</p>			
Name of Applicant	Signature of Applicant	Date (dd/mm/yyyy)	

## **Application Notes**

1. Please read this “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” and “Checklist” before completing the application form.
2. Please complete the application form in BLOCK letters using black or blue pen.
3. Please put a “✓” in an appropriate box ☐ and delete inapplicable items with an “\*”.
4. As stipulated in the Property Management Services Ordinance (Cap. 626) (PMSO), a person commits an offence if the person, in connection with an application for a licence or the renewal of a licence, provides any information or document to the Property Management Services Authority (PMSA) that is false or misleading in a material particular, and the person knows that, or is reckless as to whether, the information or document is false or misleading in a material particular. The person who commits the offence is liable, on conviction on indictment to a fine of \$200,000 and to imprisonment for 1 year, or on summary conviction to a fine at level 6 and to imprisonment for 6 months.
5. Documents Required  
Applicants who have never held a PMP licence:
  - (a) The original of the completed and duly signed application form;
  - (b) Applicant’s recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
  - (c) The original and a copy of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
  - (d) The original and a copy of the proof of education (e.g. graduation certificate);
  - (e) The original and a copy of the supporting documents for work experience in property management;
  - (f) The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application, bearing the applicant’s name, residential address or correspondence address, date of issue and name of the issuing organization. Acceptable documentary proof includes but is not limited to the following:
    - (i) bills or invoices issued by public utility companies (e.g. utility bills for water, electricity or town gas services);
    - (ii) correspondences from Government departments or the Judiciary;
    - (iii) statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
    - (iv) bills of landline telephone, mobile phone, paid television or internet services;
    - (v) documents or bills issued by local post-secondary institutions;
    - (vi) valid and “stamped” (for stamp duty) tenancy agreement (the term of the tenancy must cover the date of the licence application); or
    - (vii) 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.
  - (g) The original and a copy of the proof for recognition of Prior Learning in Property Management under the Qualifications Framework of Hong Kong (only applicable to applicants for PMP (Tier 2) licence via “acceptable qualification” in Route 3); and
  - (h) The original and a copy of the proof for professional qualifications (must be issued by the recognized professional body, indicating the class of membership and validity date) (only applicable to applicants for PMP (Tier 1) licence).

Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course:

- (a) The original of the completed and duly signed application form;
- (b) The original and a copy of Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided; and
- (c) The original and a copy of the graduation certificate of the “Property Management Services Authority Specified Course (Tier 1)” or “Property Management Services Authority Specified Course (Tier 2)”.

**Remarks :**

- (a) Apart from the submission of the completed and duly signed application form, applicants must provide the original and copy of the supporting documents for checking.

- (b) For submission of application by post, please do not mail the original of the supporting documents.
- (c) If no original documents are provided at the time of submission of the application, the applicant must, after receiving a notification on the approval of the application in principle from the Property Management Services Authority, make an appointment via the booking system ([www.pmsa.org.hk](http://www.pmsa.org.hk)) to provide the original documents for inspection by the PMSA's staff upon collection of the licence.
- (d) If an applicant submits a copy of the required document certified by a practising solicitor in Hong Kong, it is not necessary to provide the original document for the PMSA's inspection and such copy will not be returned to the applicant.

6. Fees

Type of Licence Applied for	Validity period (months)	Fees (HK\$)		
		Application Fee	Licence Fee	Total
PMP (Tier 1) licence	36	\$100	\$3,600	<b>\$3,700</b>
PMP (Tier 2) licence			\$1,200	<b>\$1,300</b>

**Remarks :**

- (a) Fees must be paid upon submission of the application.
- (b) Payment may be made by cash (please do not send in cash), a crossed cheque, Faster Payment System (FPS) or PPS. Cheques should be made payable to the "Property Management Services Authority". Post-dated cheques will not be accepted.
- (c) Licence fee will be refunded if the application is withdrawn before it is approved or if the application is rejected.
- (d) No application fee will be refunded under any circumstances.
- (e) The fact that an application and payment are accepted (including the cheque having been encashed) does not mean that a licence will necessarily be granted to the applicant. A licence will only be granted if all the relevant criteria for holding the licence under the PMSO are met and the applicant is considered a suitable person to hold the licence.

7. Application Method

- (a) By appointment (submission in person or by a representative)
- (b) Online application
- (c) By post (Please mark on the envelope "Licence Application")  
(Appointment and online application may be made via PMSA's webpage: [www.pmsa.org.hk](http://www.pmsa.org.hk))

**Remarks :**

- (a) Address: Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong
- (b) Underpaid mail items will not be accepted by the PMSA.
- (c) Please pay sufficient postage and provide a return address before posting to ensure successful delivery.

8. Vetting and Enquiry on Application

- (a) The fact that your application and/or documents are received does not mean that relevant documents and/or required information are complete. The PMSA may request an applicant to provide further information and/or clarify the information provided.
- (b) To protect the environment, the PMSA will communicate with the applicant through electronic means as far as possible. Please therefore provide a mobile phone number and an email address in the application form.
- (c) Under normal circumstances, the approval of first-time property management practitioner licence application will be completed within 15 working days from the next working day after receipt of the licence application form, required fees, and all necessary information and required documents (the above estimated timeframe only applies to first-time licence applications).
- (d) Enquiry on the application status may be made with the Licensing Section of the PMSA:

Telephone Number : 3696 1111  
Fax Number : 3696 1100  
Email Address : [lic@pmsa.org.hk](mailto:lic@pmsa.org.hk)

## **Personal Information Collection Statement**

1. Purposes of collecting personal data
  - (a) The Property Management Services Authority (PMSA) will use the personal data acquired through the application for the following purpose:
    - (i) processing the application and any subsequent applications;
    - (ii) enforcing or complying with the provisions of the Property Management Services Ordinance (Cap. 626), providing appropriate training to licensees and provision of information on matters concerning property management practice; and
    - (iii) facilitating communication with the applicant.
  - (b) Not providing the information required in the application form may result in the PMSA being unable to process the application.
2. Transfer of personal data

The PMSA may transfer any record and/or information concerning the applicant to any Government authorities, public bodies and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region in connection with the above purposes.
3. Access to personal information

Applicants 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



## **Relevant Information for Licence Application**

### **Part 1 – Criteria for Holding a Licence**

The criteria for holding the relevant licences are as follows:

<b>PMP (Tier 1) Licence</b>	<b>Route 1</b>	<b>Route 2</b>
Academic or other qualifications	Bachelor or higher degree or equivalent academic qualification in property management specified by the Property Management Services Authority (PMSA)	Other bachelor or higher degree or equivalent academic qualification <sup>Note 1</sup> , or qualification considered acceptable by the PMSA <sup>Note 2</sup>
Work experience in property management <sup>Note 3</sup>	<p>(a) Minimum 3 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 6 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 6 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 3 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 5</sup> of 6 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>	<p>(a) Minimum 5 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 8 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 6</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>
Professional qualifications	Member of a professional body recognized by the PMSA	

PMP (Tier 2) Licence	Route 1	Route 2	Route 3
Academic or other qualifications	Associate degree, diploma or above, or equivalent academic qualification in property management specified by the PMSA	Bachelor or higher degree, or equivalent academic qualification	Other associate degree, diploma or above, or equivalent academic qualification <sup>Note 7</sup> , or qualification considered acceptable by the PMSA <sup>Note 8</sup>
Work experience in property management <sup>Note 3</sup>	(a) Minimum 2 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 5 years immediately before licence application; or (b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 5 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 2 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the period which is the sum <sup>Note 9</sup> of 5 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong <sup>Note 4</sup> , immediately before licence application; or (c) Minimum 1 year of work experience in property management in Hong Kong <sup>Note 3</sup> (under the supervision of a licensed PMP (Tier 1) <sup>Note 10</sup> ) within the 4 years immediately before licence application		(a) Minimum 4 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 8 years immediately before licence application; or (b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the period which is the sum <sup>Note 11</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong <sup>Note 4</sup> , immediately before licence application

**Remarks :**

Note 1: In general, a bachelor degree or equivalent qualification must have a minimum of 150 QF credits at Level 5 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 2: Qualification considered acceptable by the PMSA includes: applicants being a member on or before 1 January 2005 of a professional body recognised by the PMSA and, if that professional body has different classes, types or divisions of membership (including any class, type or division described in other manners), also a member of the specified class, type, division or pathway of that professional body.

Note 3: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

Note 4: In terms of this criterion and for the avoidance of doubt, places in China other than Hong Kong include the Mainland, Macau and Taiwan.

Note 5: That is, not more than 10 years, whichever is less

Note 6: That is, not more than 12 years, whichever is less.

Note 7: In general, an associate degree, a diploma or an equivalent qualification must have a minimum of 90 QF credits at Level 4 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 8: Qualification considered acceptable by the PMSA includes five statements of attainment for the clusters of units of competency at Level 4 for the property management industry (one of the statements must be on “Management of Customer Services”) obtained through the “Recognition of Prior Learning” mechanism under the Hong Kong Qualifications Framework.

Note 9: That is, not more than 9 years, whichever is less.

Note 10: A licence applicant should provide the Confirmation of Work Experience Obtained under the Supervision of a Licensed PMP (Tier 1) to prove that he or she possesses the said experience.

Note 11: That is, not more than 12 years, whichever is less.

Note 12: For property management related professional bodies, as well as their specified class, type, division or pathway, recognized by the PMSA, please refer to the PMSA website ([www.pmsa.org.hk](http://www.pmsa.org.hk)).

## Part 2 – Prescribed Property Management Services

Category	Prescribed Property Management Services
1	<p><b>General management services relating to a property</b></p> <p>General services relating to property management provided <b>pursuant to a DMC</b> (except those PMS under categories 2 to 7) for owners, residents, tenants, users or visitors.</p> <p><b>Examples:</b> Assisting an owners' committee, a management committee and owners to hold meetings; submitting work reports; handling and following up on enquiries and complaints.</p>
2	<p><b>Management of the environment of a property</b></p> <p>Services for the cleaning, hygiene, landscaping or safety of the environment of a property.</p> <p><b>Examples:</b> Cleaning up of waste, plant and silt; waste disposal arrangements; mosquito and pest control; pruning, caring and replacement of plants; security services.</p>
3	<p><b>Repair, maintenance and improvement of a property</b></p> <p>Services for the repair, replacement, maintenance or improvement of a property including the structure and building services installation.</p> <p><b>Examples:</b> Repair, replacement, maintenance of ventilation, water supply and drainage, air-conditioning, elevators, electrical services, fire-fighting equipment; maintenance of the structural safety of buildings and retaining walls.</p>
4	<p><b>Finance and asset management relating to a property</b></p> <p>Services for the budgeting, or management of finance, accounts or asset relating to a property.</p> <p><b>Examples:</b> Preparation of management accounts of properties, such as income and expenditure accounts, balance sheets, budgets and auditor's reports, and calculation of the amount required for service contracts as well as income and expenditure of special accounts.</p> <p><b>Note:</b> For the purpose of fulfilling the work experience criterion, collecting management fees or formulating departmental budgets for a PMC itself is not regarded as a category 4 service.</p>
5	<p><b>Facility management relating to a property</b></p> <p>Services for the management of ancillary facilities in a property (except those PMS under category 3).</p> <p><b>Examples:</b> Management of clubhouses, car parks, sewage treatment and major power generation ancillary facilities (except those property management services corresponding to category 3).</p> <p><b>Note:</b> For the purpose of fulfilling the work experience criterion, services provided under other categories to ancillary facilities of a property are not regarded as category 5 services.</p>
6	<p><b>Human resources management relating to personnel involved in the management of a property</b></p> <p>Human resources management services in relation to individuals engaged by an owner or owners' organization in the provision of property management services.</p> <p><b>Examples:</b> Management of human resources <b>engaged by owners or owners' organizations</b>, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.</p> <p><b>Note:</b> For the purpose of fulfilling the work experience criterion, in-house HR management services provided within a PMC itself are not regarded as category 6 services.</p>
7	<p><b>Legal services relating to the management of a property</b></p> <p>Legal services, generally referring to the provision of information and advice on the legal aspects, in respect of property management services corresponding to categories 1 to 6 (except services provided in the course of practising the profession by a solicitor or counsel or any person employed by the solicitor or counsel and acting in furtherance of that course).</p> <p><b>Examples:</b> Preparing relevant documents, e.g. form of claim, for tribunal hearings &amp; attending hearings.</p> <p><b>Note:</b> For the purpose of fulfilling the work experience criterion, performing clerical work such as preparing or copying relevant documents is not regarded as a category 7 service.</p>

### Remarks :

Work experience must be categorized in terms of the nature of the experience and not the location at which the relevant services are provided. For example, cleaning services provided to a clubhouse in a property are only regarded as services under category 2, not category 5. Similarly, maintenance services provided to ancillary facilities are only regarded as services under category 3, not category 5.

## **Checklist**

Please provide all the required documents and fees indicated below. The application may not be processed if the applicant fails to provide all the required documents and fees.

### **Applicants who have never held a PMP licence:**

- ☐ The original of the completed and duly signed application form;
- ☐ Applicant's recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- ☐ The original and a copy of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
- ☐ The original and a copy of the proof of education (e.g. a graduation certificate);
- ☐ The original and a copy of the supporting document for work experience in property management;
- ☐ The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application;
- ☐ The original and a copy of the proof for recognition of Prior Learning in Property Management under the Qualifications Framework of Hong Kong (Only applicable to applicants for PMP (Tier 2) licence via "acceptable qualification" in Route 3);
- ☐ The original and a copy of the proof for professional qualifications (must be issued by the recognized professional body, indicating the class of membership and validity date) (only applicable to applicants for PMP (Tier 1) licence); and
- ☐ Application fee and licence fee (Payment may be made by cash (please do not mail cash), a crossed cheque, Faster Payment System (FPS) or PPS. Cheques should be made payable to the "Property Management Services Authority". Post-dated cheque will not be accepted.).

### **Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course:**

- ☐ The original of the completed and duly signed application form;
- ☐ The original of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
- ☐ The original and a copy of the graduation certificate of the Property Management Services Authority Specified Course (only applicable to applicants who are holding or held a provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence); and
- ☐ Application fee and licence fee (Payment may be made by cash (please do not mail cash), a crossed cheque, Faster Payment System (FPS) or PPS. Cheques should be made payable to the "Property Management Services Authority". Post-dated cheque will not be accepted.).