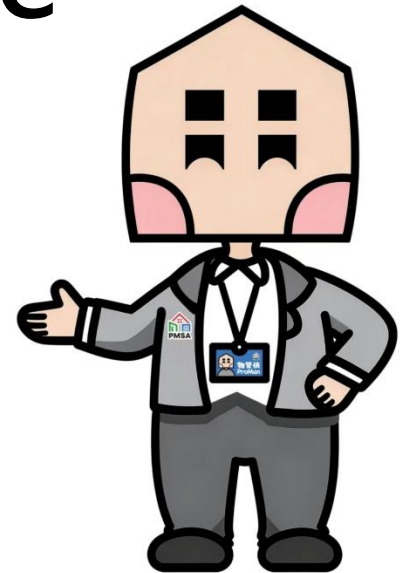


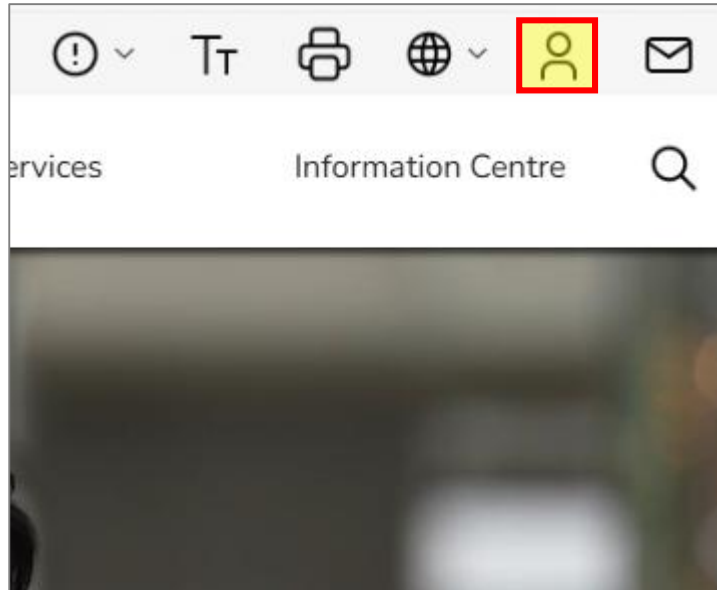
Record CPD Hours

Property Management Services Authority


Licensee Platform User Guide



Step 1: Log in to the Licensee Portal

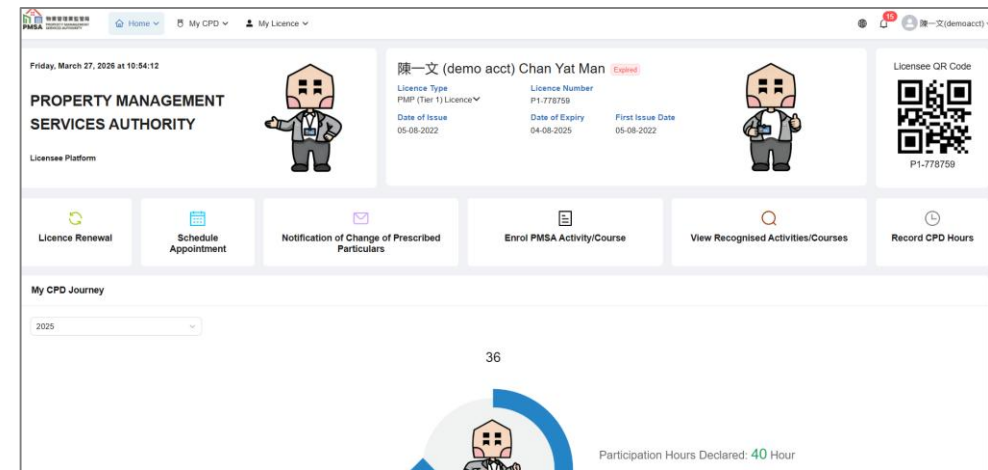


1. Visit the PMSA website at <http://www.pmsa.org.hk>.

2. Click  from the menu at the top right of the page.

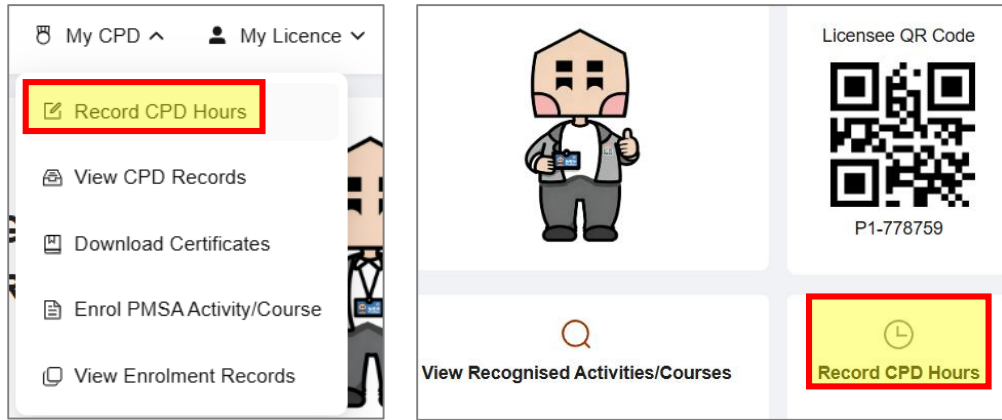
A screenshot of the login form on the PMSA website. The form has three input fields: 'Licence Number' (containing 'P1-123456'), 'Password' (containing '*****'), and 'Verification Code' (containing 'PKRpn'). A 'Refresh' button is next to the verification code field. Below the fields is a 'Remember Me' checkbox. A green 'Sign In' button is highlighted with a red box. At the bottom, there is a link for 'Don't have an account? Register'.

3. Enter your licence number, password, and verification code, and then click "Sign in".

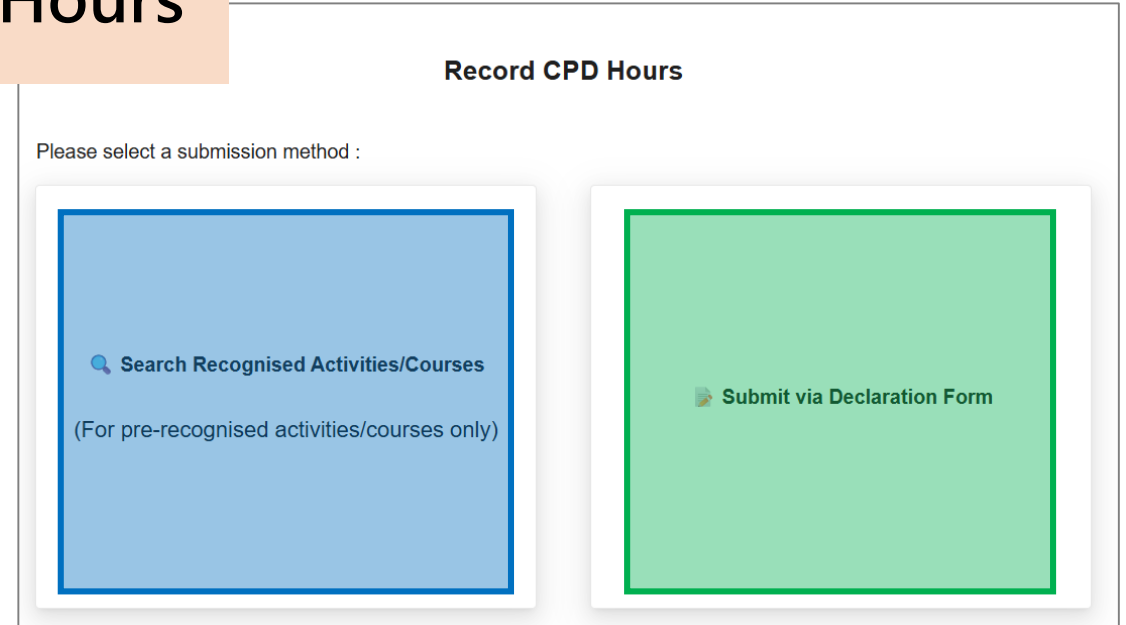


4. Successfully logged into the Licensee Platform.

Step 2: Select How to Submit Your CPD Hours



5. Select "Record CPD Hours" Hotkey; or choose "Record CPD Hours" from "My CPD."



6. Choose to record CPD hours by "[Search Recognised Activities/Courses](#)" or "[Submit via Declaration Form](#)"

Note


Only activities and courses pre-approved by the PMSA are listed in the "[Recognised Activities/Courses](#)". If an activity or course has not been pre-approved (e.g., the organizer did not apply to the PMSA), licensees must report their hours by selecting "[Submit via Declaration Form](#)".

Step 3: Record CPD hours via "Search for Recognised Activities/Courses"

Search for Recognised Activities/Courses (showing only pre-recognised activities/courses under the PMSA CPD Scheme)

Organiser Type: Property Management Ser... Organiser Name: Property Management Ser... Activity/Course Name: Date of Activity/Course: Search Reset

Activity/Course Name	Date of Activity/Course	Organiser Name	Content Category	Content	Learning Model Category	Recognised CPD Hours	Declare Hours
Fire Services Department "Building Emergency...	24-03-2026	Property Management Services Authority	Core	Professional Practices	Official	2	<input type="checkbox"/>
Continuing Professional Development Seminar ...	12-03-2026	Property Management Services Authority	Core	Law and Regulations	Official	1	<input type="checkbox"/>
Basic Housing Unit (BHU) Regulatory Regime ...	09-02-2026	Property Management Services Authority	Core	Law and Regulations	Official	1	<input type="checkbox"/>

1. After entering the "Search for Recognised Activities/Courses" page, search for pre-approved activities or courses by "Organiser Type", "Organiser Name", or "Activity/Course Name". The system will then display the corresponding activity or course information.
2. Click  to declare your CPD records.

Step 3: Record CPD hours via "Search for Recognised Activities/Courses"

Learning Model Category *
Official

Learning Model *
Attending talks / meetings / seminars / workshops

Delivery Mode *
 Physical Online

Start Date and Time *
24-03-2026 10:15

End Date and Time *
24-03-2026 12:30

Actual Activity/Course Duration *
[Redacted]

Recognised CPD Hours *
2.0

Declaration and Confirmation:
 I confirm that all information provided above is true and correct, and that I have attended in the activity.
 I declare that I will retain all supporting documents relating to my attendance or participation hours for at least 24 months, or until the expiry of the licence validity period (whichever is later), for the purpose of future random audits and reviews by the PMSA.

Previous Page

Record CPD Hours

✓ Record saved successfully

- If you are unable to attend or participate in the recorded activity/course, please delete the relevant record immediately.
- If there are changes to the actual participation hours of the activity/course, please amend the relevant record immediately.

[Back to Home](#)

[Record Next Activity/course](#)

3. Enter the actual duration attended, tick the checkbox to make a declaration, and then click "Submit".

4. Record saved successfully.

Step 3: Record CPD hours via "Submit Declaration Form"

CPD Scheme Record Submit Declaration Form

CPD Year *
2026

Organiser Type *
Other Providers

Category *
 Training Activities Learning Courses

Organiser Name *
其他 (請列明)

Other Providers *
Good Property Management Company

Supplementary Information

Activity Name * **Activity/Course Code (if any)**
Other (Please Specify) Other (Please Specify)

Activity Name * **Activity/Course Code (if any)**
Facilities Management Training 2026

Content Category *
Core

Content *
Professional Practices

Learning Model Category *
Official

Learning Model *
Attending talks / meetings / seminars / workshops

Delivery Mode *
 Physical Online

Start Date and Time *
10-03-2026 16:00

End Date and Time *
10-03-2026 18:00

Actual Activity/Course Duration *
2.0

Recognised CPD Hours *
2.0

Declaration and Confirmation:

confirm that all information provided above is true and correct, and that I have attended in the activity.

declare that I will retain all supporting documents relating to my attendance or participation hours for at least 24 months, or until the expiry of the licence validity period (whichever is later), for the purpose of future random audits and reviews by the PMSA.

Previous Page

1. On the "Submit Declaration Form" page, fill in the required fields, tick the checkbox to make a declaration, and then click "Submit".

Step 3: Record CPD hours via "Submit Declaration Form"

Record CPD Hours

✓ Record saved successfully

- If you are unable to attend or participate in the recorded activity/course, please delete the relevant record immediately.
- If there are changes to the actual participation hours of the activity/course, please amend the relevant record immediately.

[Back to Home](#)

[Record Next Activity/course](#)

2. Record saved successfully.