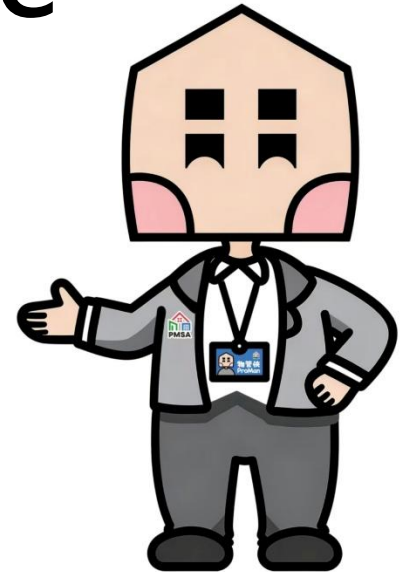


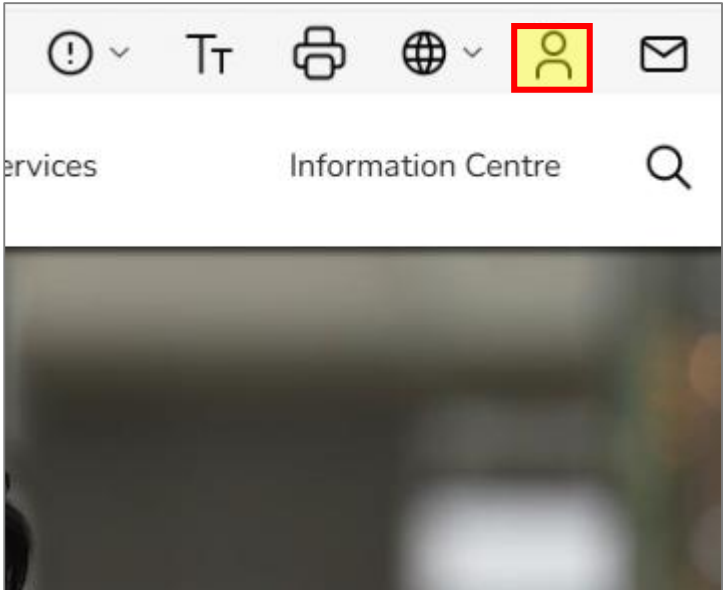
Download Certificates

Property Management Services Authority


Licensee Platform User Guide



Step 1: Log in to the Licensee Platform

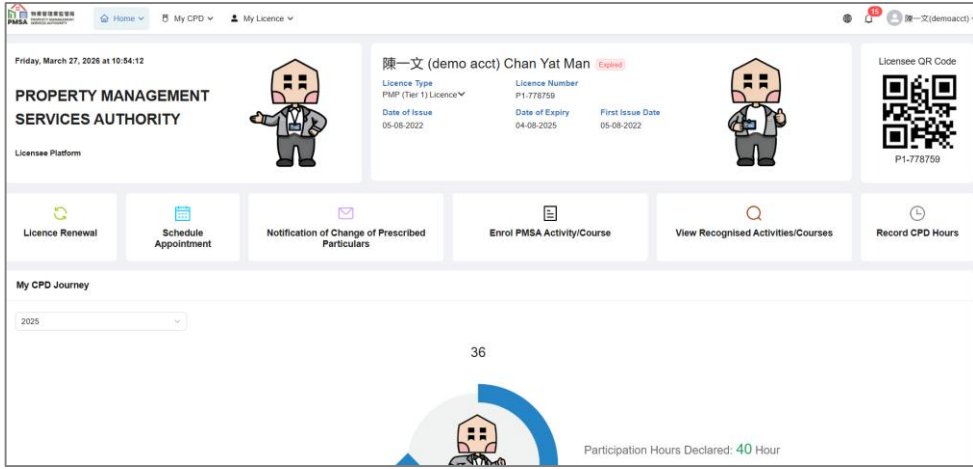


1. Visit the PMSA website at <http://www.pmsa.org.hk>.

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

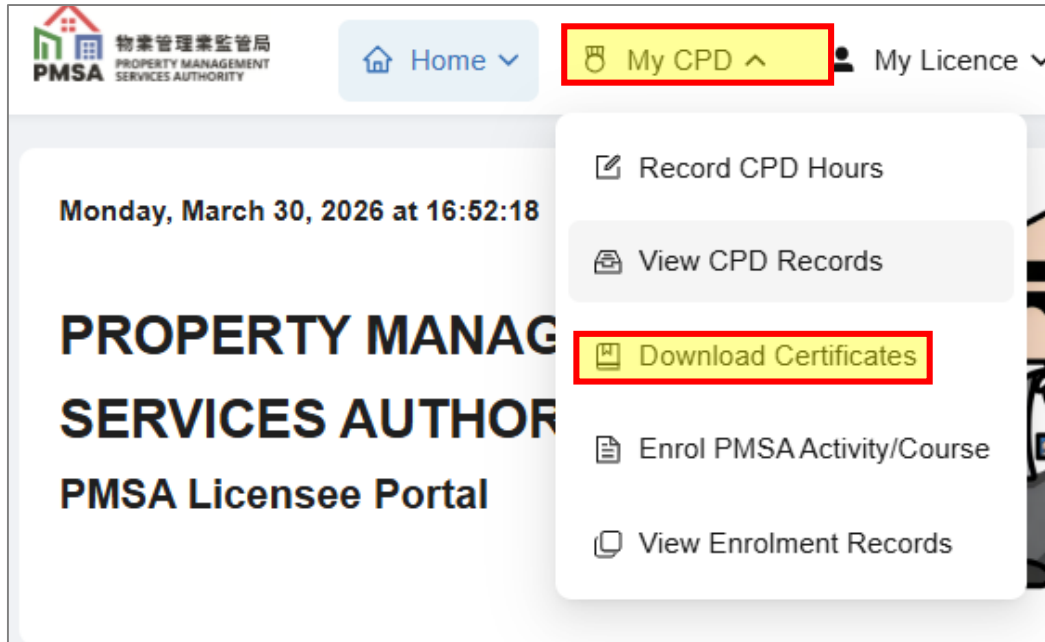


3. Enter your licence number, password, and verification code, and then click "Sign in".

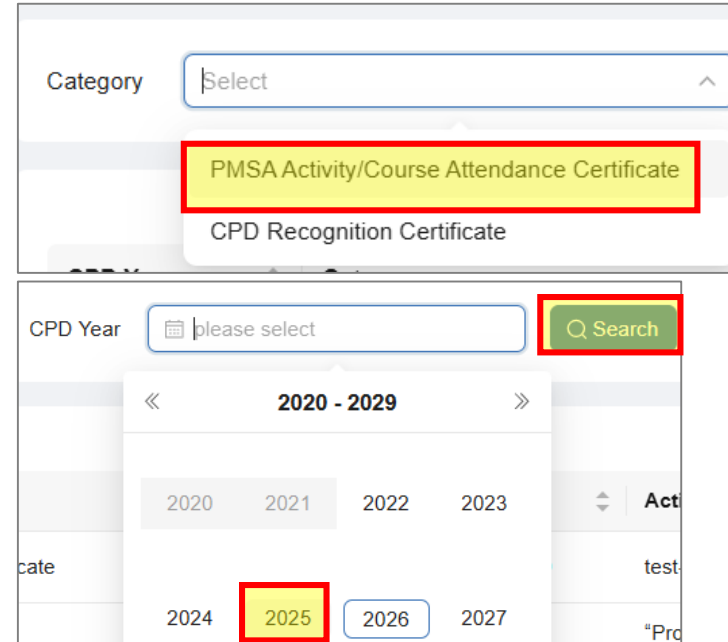


4. Successfully logged into the Licensee Platform.

Step 2: View Approved Certificates





5. Select "Download Certificates" from "My CPD".



6. Approved certificates are displayed in a list format; you may also filter them by "Category" and "CPD Year".

Step 3: Download Relevant Certificates

CPD Year	Category	Action
2025	CPD Recognition Certificate	
2025	PMSA Activity/Course Attendance Certificate	



7. Click  to download the relevant certificate.

Note

1. The Licensee Platform only supports the downloading of 'Certificate of Attendance' for PMSA CPD activities and 'Certificate of Recognition' under the CPD Scheme.
2. Under normal circumstances, the PMSA will complete the approval of attendance records within 14 working days after the activity ends. Once attendance is confirmed and approved, participants may download their Certificates of Attendance directly from the Licensee Platform.