



物業管理業監管局
PROPERTY MANAGEMENT
SERVICES AUTHORITY

物業管理公司牌照申請表 Application Form for Property Management Company Licence

注意： (1) 填寫此物業管理公司牌照申請表前，請先詳閱夾附於此申請表的「申請須知」、「個人資料收集聲明」、「牌照申請的相關資料」及「核對表」。

Note:

Before completing this application form for a PMC licence (i.e. Property Management Company Licence), please read the attached "Application Notes", "Personal Information Collection Statement", "Relevant Information for Licence Application" and "Checklist".

(2) 請於適當方格 ☐ 內加上「✓」號，如有「*」號，請將不適用者刪去。

Please put a "✓" in the appropriate box ☐, and delete whichever is inapplicable for items with an "*".

第一部分 — 申請人資料 Part 1 – Information of Applicant

甲：基本資料 A: Basic Information			
類別 Type ☐ 公司 Company ☐ 合夥 Partnership ☐ 獨資經營 Sole Proprietorship ☐ 其他法人團體 Other Body Corporate _____ (請註明 Please specify)			
請根據所屬類別，於右方適當欄位內填寫相關基本資料 Please fill in relevant basic information in the appropriate fields on the right in accordance with the type	申請人屬公司註冊類別 For applicant registered as a company	中文名稱 Name in Chinese	英文名稱 Name in English
		中文營業名稱 (如有) Business Name in Chinese (if any)	英文營業名稱 (如有) Business Name in English (if any)
	申請人屬合夥或獨資經營登記類別 For applicant registered as a partnership or sole proprietorship	合夥人／獨資經營人*的中文姓名 Name(s) of Partners/Sole Proprietor* in Chinese	合夥人／獨資經營人*的英文姓名 (姓氏先行) Name(s) of Partners/Sole Proprietor* in English (Surname First)
		中文營業名稱 (如有) Business Name in Chinese (if any)	英文營業名稱 (如有) Business Name in English (if any)
	申請人屬其他法人團體註冊類別 For applicant registered as other body corporate	法人團體中文名稱 Name of Body Corporate in Chinese	法人團體英文名稱 Name of Body Corporate in English
		法人團體的註冊編號／註冊單位／相關的註冊法例* Registration Number/Registration Body/Relevant Ordinance for Registration* of the Body Corporate	
電話號碼 Telephone Number		傳真號碼 Fax Number	通訊語言 Language of Correspondence ☐ 中文 Chinese ☐ 英文 English
網址 Website		電郵地址 Email Address	
領取牌照方式 Licence Collection Method ☐ 郵寄 By Post ☐ 於監管局辦事處領取 Collect at PMSA office			

注意： 1. 中英文地址均須填寫。 2. 於此欄提供的地址將記錄為「登記地址」。 3. 如申請人屬公司註冊類別，請填上註冊辦事處的地址。

Note: 1. Address in both Chinese and English must be completed. 2. The address provided here will be recorded as “Registered Address”. 3. For the applicant registered as a company, please provide address of registered office.

中文地址 Address in Chinese

室 樓層 座 大廈／屋苑名稱
香港／九龍／新界 *
街道或鄉村名稱及號碼 地區

英文地址 Address in English

Room/Flat Floor Block Name of Building/Estate
HK / KLN / NT *
Number and Name of Street or Village District

公司註冊證書編號 Certificate of Incorporation Number	公司成立日期（日／月／年） Date of Incorporation (dd/mm/yyyy)
商業登記證號碼 Business Registration Certificate Number	商業登記證屆滿日期（日／月／年） Business Registration Certificate Expiry Date (dd/mm/yyyy)

如申請人並非一間公司，按申請人根據《商業登記條例》（第 310 章）提出登記申請所述的開始經營業務的日期（日／月／年）。If the applicant is not a company, the date (dd/mm/yyyy) on which the applicant commences business as stated in the applicant's application for registration under the Business Registration Ordinance (Cap. 310).

乙：董事／合夥人／獨資經營人的資料 B: Information of Directors/Partners/Sole Proprietor

（如有需要，請自行複印本頁填寫。 Please make copies of this page for completion if necessary.）

注意： 每位屬個人的董事／合夥人／獨資經營人必須填寫及簽署本申請表的第四部分，而屬公司的董事／合夥人必須填寫及簽署本申請表的第五部分。

Note: Each of the directors/partners/sole proprietor who is an individual must complete and sign Part 4 of this application form, whereas each of the directors/partners which is a company must complete and sign Part 5 of this application form.

董事／合夥人／獨資經營人為個人（如適用） For Director / Partner/ Sole Proprietor who is an Individual (if applicable)	中文姓名 Name in Chinese	英文姓名（姓氏先行） Name in English (Surname First)	香港身份證／ 旅遊證件號碼 HKID Card/Travel Document Number	物業管理人（第 1 級）／ （第 2 級）牌照號碼 （如有） PMP (Tier 1) / (Tier 2) Licence Number (if any)

董事／合夥人 為公司 (如適用) For Director/ Partner which is a Company (if applicable)	中文名稱 Name in Chinese	英文名稱 Name in English	公司註冊證書編號 (如有) Certificate of Incorporation Number (if any)	物業管理公司 牌照號碼(如有) PMC Licence Number (if any)

第二部分 — 業務狀況 Part 2 – Business Status

甲：業務狀況 A: Business Status		請在以下填上數目 Please fill in the number in the boxes below
1. 申請人提供物業管理服務的單位總數(包括以次承判商身份提供服務,請參閱「牌照申請的相關資料」第二部分「單位資料」第3項) The total number of flats for which the applicant provides property management services (including provision of services as a sub-contractor. Please refer to item 3 of the “Information on Flats” in Part 2 of the “Relevant Information for Licence Application”)		
2. 於上述甲 1 項的單位總數中,已將全部物業管理服務分判予其他持牌物業管理公司的單位數目(請參閱「牌照申請的相關資料」第二部分「單位資料」第2項) Among the number of flats mentioned in A1 above, the number of flats for which all the property management services have been sub-contracted to other licensed PMC(s) (Please refer to item 2 of the “Information on Flats” in Part 2 of the “Relevant Information for Licence Application”)		
3. 扣除已將全部物業管理服務分判予其他持牌物業管理公司的單位數目後,申請人提供物業管理服務的單位數目(即上述甲 1 項減去甲 2 項) After deducting the number of flats for which all the property management services have been sub-contracted to other licensed PMC(s), the number of flats for which the applicant provides property management services (i.e. A1 minus A2 above)		
4. 申請人聘用的全職持牌物業管理人(第1級)數目^ Number of licensed PMP (Tier 1) being engaged on a full-time basis by the applicant^		
5. 申請人聘用的全職持牌物業管理人(第2級)數目^ Number of licensed PMP (Tier 2) being engaged on a full-time basis by the applicant^		
乙：一名有實際控制申請人所提供的物業管理服務的持牌物業管理人(第1級)^的資料(須提供有關授權書,請參閱「申請須知」7(f))(如有需要,請複印本頁填寫。) B: Information of the licensed PMP (Tier 1) ^who has effective control of the provision of property management services by the applicant (please provide relevant authorization and refer to 7(f) of “Application Notes”)(Please make a copy of this page for completion if necessary.)		
姓名 Name	職位 Position	物業管理人(第1級)牌照號碼 PMP (Tier 1) Licence Number

^ 不包括臨時物業管理人(第1級)或(第2級)牌照持有人。詳情請參閱夾附於此申請表的「牌照申請的相關資料」的「第一部分 — 持牌準則」中有關監管局指明的最低人手比例。

^ Excluding holders of provisional PMP (Tier 1) or (Tier 2) licences. For details, please refer to “Part 1 – Criteria for Holding a licence” under “Relevant Information for Licence Application” attached to this application form, regarding the minimum ratio specified by the PMSA.

丙：聘用的持牌物業管理人及臨時物業管理人牌照持有人的資料（如有需要，請複印本頁填寫。）

C: Information of licensed PMP and provisional PMP licence holder(s) being engaged by the applicant (Please make a copy of this page for completion if necessary.)

編號 Number	姓名 Name	職位 Position	牌照 Licence		
			級別 Tier	號碼 Number	
1		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
2		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
3		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
4		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
5		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
6		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
7		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
8		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
9		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
10		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
11		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		
12		☐ 全職 Full-time ☐ 兼職 Part-time	☐ 第 1 級 Tier 1 ☐ 第 2 級 Tier 2 ☐ 臨時第 1 級 Provisional Tier 1 ☐ 臨時第 2 級 Provisional Tier 2		

丁：所管理的物業資料（即第二部分甲 1 所指的物業）

D: Information of the properties being managed by the applicant (i.e. the properties mentioned in Part 2 A1)

（請參閱「牌照申請的相關資料」第二部分「單位資料」第 1 項，及附上公契複本（紙本）或電郵公契電子版本至監管局 lic@pmsa.org.hk。如有需要，請自行複印本頁填寫。）

(Please refer to item 1 of the “Information on Flats” in Part 2 of the “Relevant Information for Licence Application”, and attach a copy (paper) or email a digital copy of the deed of mutual covenant to the PMSA at lic@pmsa.org.hk. Please make a copy of this page for completion if necessary.)

1. 請提供申請人管理的所有物業的名稱。

Please provide the names of all the properties managed by the applicant.

編號 Number	物業名稱 Name of the Property
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

<p>2. 請提供於丁 1 項列出的每一個物業的資料。(每個物業填寫本頁一張。如有需要，請自行複印本頁填寫。)</p> <p>Please provide the information of each property listed in D1. (Please complete this page for each property, and make a copy of this page for completion if necessary.)</p>			
編號 Number (用於丁 1 的編號 as filled out in D1)	物業中文名稱 Name of the Property in Chinese		
	物業英文名稱 Name of the Property in English		
	物業地址 Address of the Property		
單位數目 (請參閱「牌照申請的相關資料」第二部分「單位資料」第 2 項) Number of flats (Please refer to item 2 of the "Information on Flats" in Part 2 of the "Relevant Information for Licence Application")			
在上述單位數目中，當中可用作住宅用途的單位數目 Among the number of flats mentioned above, number of flats that may be used for residential purposes			
<p>申請人受聘作為次承判商以向上述物業提供物業管理服務 The applicant being engaged as a sub-contractor to provide property management services to the property mentioned above</p> <p style="text-align: right;">☐ 是 Yes ☐ 否 No</p>			
<p>申請人聘用其他持牌物業管理公司向上述物業提供<u>所有</u>物業管理服務 The applicant engaging other licensed PMC(s) to provide <u>all</u> the property management services to the property mentioned above</p> <p style="text-align: right;">☐ 是 Yes ☐ 否 No</p>			
<p>如申請人聘用一間或多於一間持牌物業管理公司向上述物業提供<u>任何</u>物業管理服務，請在下方提供有關持牌物業管理公司的資料 If the applicant engages one or more licensed PMC(s) to provide <u>any</u> property management services to the property mentioned above, please provide information of the licensed PMC(s)</p>			
編號 Number	公司名稱 Company Name	物業管理公司牌照號碼 PMC Licence Number	
1			
2			
3			
4			
5			
<p>如該物業有業主組織，請在下方提供業主組織的資料。 Please provide information of the owners' organization if it has been formed for the property.</p>			
中文名稱 Name in Chinese		電話號碼 Telephone Number	
英文名稱 Name in English		電郵地址 Email Address	
地址 Address			
<p>如該物業沒有業主組織，請在下方列出物業內每個單位的地址（例如：一期一座：有 40 層，每層有 A-F 單位，沒有 4、14、24、34 樓）。如有需要，請自行複印本頁填寫。 If no owners' organization has been formed, please set out the address of each flat of the property below (e.g. Block 1 Phase 1: 40 floors, with flats A-F for each floor, no floors 4, 14, 24 and 34). Please make copies of this page for completion if necessary.</p>			

注意：以下聲明須由第二部分乙項所指的一名有實際控制申請人所提供的物業管理服務的持牌物業管理人（第 1 級）作出。

Note: The following declaration must be made by a **licensed PMP (Tier 1) who has effective control of the provision of property management services by the applicant** as indicated in Section B of Part 2.

本人明白根據《物業管理服務條例》（第 626 章），任何人如在與申請牌照或牌照續期相關的情況下，向物業管理業監管局提供在要項上屬虛假或具誤導性的任何資料或文件，以及知道該資料或文件在要項上屬虛假或具誤導性，或罔顧該資料或文件是否在要項上屬虛假或具誤導性，即屬犯罪。犯該罪行的人士，一經循公訴程序定罪，可處罰款 \$200,000 及監禁 1 年，或一經循簡易程序定罪，可處第 6 級罰款及監禁 6 個月。

I understand that as stipulated in 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.

本人聲明就本人所知及所信，本人有實際控制申請人所提供的物業管理服務及本申請表第一及第二部分所提供的資料皆為**全面、完整及真確**。

I hereby declare that I have effective control of the provision of property management services by the applicant and that the information provided in Parts 1 and 2 of this application form is **full, complete and true**.

姓名 Name

牌照號碼 Licence Number

簽署 Signature

日期（日／月／年）Date (dd/mm/yyyy)

第三部分 — 聲明（只供屬公司或其他法人團體的申請人填寫）

Part 3 – Declaration (Only to be completed by the applicant which is a company or other body corporate)

注意 Note :

- 此聲明乃物業管理公司牌照申請表的一部分。
This declaration is an integral part of the application form for a PMC licence.
- 下列問題與物業管理業監管局斷定申請人是否為持有牌照的合適人選有關。
The questions below are relevant to the Property Management Services Authority's determination on whether the applicant is a suitable person to hold a licence.
- 在以下問題中，「你」是指申請物業管理公司牌照的公司或其他法人團體。
“You” in the following questions refers to the company or other body corporate applying for a PMC licence.

聲明 Declaration

- | | 是 [#]
Yes [#] | 否
No | 不肯定 [#]
Uncertain [#] |
|---|------------------------------------|--------------------------|--|
| 1. 你是否正在清盤當中，或是任何清盤令的標的？
Are you in liquidation or is the subject of a winding-up order? | ☐ | ☐ | ☐ |
| 2. 是否有接管人已就你獲委任？
Is there a receiver appointed in relation to you? | ☐ | ☐ | ☐ |
| 3. 在提出申請前的 5 年內，你是否曾與債權人訂立債務重整協議或債務償還安排？
In the 5 years before the relevant application, have you entered into a composition or scheme of arrangement with your creditors? | ☐ | ☐ | ☐ |
| 4. 你是否曾被裁定犯《物業管理服務條例》（第 626 章）下的違紀行為？
Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)? | ☐ | ☐ | ☐ |
| 5. 你是否曾因任何刑事罪行在香港或其他地方被定罪？
Have you been convicted of any criminal offence in Hong Kong or elsewhere? | ☐ | ☐ | ☐ |

[#] 若你對以上任何一項回答「是」或「不肯定」，請另加紙張詳細說明，並提交相關文件或記錄（如適用）。

[#] 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.

注意：以下聲明須由第二部分乙所指的一名**有實際控制申請人所提供的物業管理服務的持牌物業管理人（第 1 級）**代表申請人作出。

Note: The following declaration must be made by a **licensed PMP (tier 1) who has effective control of the provision of property management services by the applicant** as indicated in Section B of Part 2 on behalf of the applicant.

本人明白根據《物業管理服務條例》（第 626 章），任何人如在與申請牌照或牌照續期相關的情況下，向物業管理業監管局提供在要項上屬虛假或具誤導性的任何資料或文件，以及知道該資料或文件在要項上屬虛假或具誤導性，或罔顧該資料或文件是否在要項上屬虛假或具誤導性，即屬犯罪。犯該罪行的人士，一經循公訴程序定罪，可處罰款\$200,000 及監禁 1 年，或一經循簡易程序定罪，可處第 6 級罰款及監禁 6 個月。

I understand that as stipulated in 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.

本人謹代表申請人，聲明就本人所知及所信，本人有實際控制申請人所提供的物業管理服務及本申請表第三部分所提供的資料皆為**全面、完整及真確**，及本人同意物業管理業監管局為處理此牌照申請而向任何政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及／或境外的機關及機構）提供申請人的紀錄及／或資料，亦明確同意香港警務處及／或有關法庭發放申請人的定罪紀錄（如有）予物業管理業監管局及授權有關政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及境外的機關及／或機構）向物業管理業監管局披露其為處理此牌照申請所需的任何有關申請人的紀錄及／或資料。

On behalf of the applicant, I hereby declare that I have effective control of the provision of property management services by the applicant and that all the information provided in Part 3 of this application form is **full, complete and true** 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 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 for the processing of this application, and give my express consent to the Hong Kong Police Force and/or the relevant court to release the applicant's criminal conviction record (if any) to the Property Management Services Authority and authorize Government authorities, public bodies 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 the applicant which the Property Management Services Authority may require for the processing of this application.

姓名 Name

牌照號碼 Licence Number

簽署 Signature

日期（日／月／年） Date (dd/mm/yyyy)

第四部分 — 聲明（供屬個人的董事／合夥人／獨資經營人填寫）

Part 4 – Declaration (To be completed by a director/partner/sole proprietor who is an individual)

注意 Note :

- 此聲明乃物業管理公司牌照申請表的一部分。
This declaration is an integral part of the application form for a PMC licence.
- 《罪犯自新條例》（第 297 章）的「自新」（俗稱「洗底」）條文並不適用於此申請。換言之，即使你的有關定罪屬「洗底」類別，你仍須於以下問題 7 回答「是」。如你不肯定問題的答案，請選擇「不肯定」。
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 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”.
- 每位屬個人的董事／合夥人／獨資經營人須各自簽署一份本聲明。如有需要，請複印本聲明填寫。
Each director/partner/sole proprietor who is an individual is required to sign this declaration. Please make a copy of this declaration for completion if necessary.
- 下列問題與物業管理業監管局斷定合夥／獨資經營人是否為持有物業管理公司牌照的合適人選，或斷定公司董事是否屬與申請人提供物業管理服務業務有聯繫的合適人選有關。物業管理業監管局會考慮所有有關因素，以決定其是否合適人選，而就曾定罪的董事／合夥人／獨資經營人是否屬合適人選，物業管理業監管局會就個別個案的情況作出詳細考慮。
The questions below are relevant to the determination by the Property Management Services Authority (PMSA) as to whether a partner or sole proprietor is a suitable person to hold a property management company licence, or whether a company director is a suitable person connected to the applicant's provision of property management services. In determining whether an applicant is a suitable person, the PMSA takes all relevant factors into consideration, and as to whether a director/ a partner/ sole proprietor having criminal conviction is a suitable person, the PMSA will consider each case on its own facts thoroughly.

聲明 Declaration

	是 [#] Yes [#]	否 No	不肯定 [#] Uncertain [#]
1. 你是否屬未獲解除破產的破產人？ Are you an undischarged bankrupt?	☐	☐	☐
2. 在提出申請前的 5 年內，你是否曾與債權人訂立債務重整協議或債務償還安排？ In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors?	☐	☐	☐
3. 你是否屬《精神健康條例》（第 136 章）第 2(1)條所指的精神紊亂的人，或該條所指的病人？ Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	☐	☐	☐
4. 你是否曾被裁定犯《物業管理服務條例》（第 626 章）下的違紀行為？ Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐
5. 你是否是或曾是某物業管理公司的獨資經營人，而該公司的物業管理公司牌照申請曾遭拒絕，或該公司的物業管理公司牌照曾遭撤銷或暫時吊銷？ 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?	☐	☐	☐
6. 你是否是或曾是某物業管理公司的高級人員或合夥人，而該公司的物業管理公司牌照申請曾遭拒絕，或該公司的物業管理公司牌照曾遭撤銷或暫時吊銷？（註：根據《公司條例》（第 622 章）第 2(1)條，「高級人員」就法人團體而言，包括該法人團體的董事、經理或公司秘書。） 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.)	☐	☐	☐
7. 你是否曾因任何刑事罪行在香港或其他地方被定罪（所有定額罰款（罰款已繳付及沒有就法律責任於法庭提出抗辯）除外）？ （請注意：《罪犯自新條例》（第 297 章）的「自新」（俗稱「洗底」）條文並不適用於此申請。換言之，即使你的有關定罪屬「洗底」類別，你仍須於此問題回答「是」。如你不肯定問題的答案，請選擇「不肯定」。） Have you been convicted of any criminal offence in Hong Kong or elsewhere (except all fixed penalties (being payment settled and liabilities not disputed))?	☐	☐	☐

(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”.)

#若你對以上任何一項回答「是」或「不肯定」，請另加紙張詳細說明，並提交相關文件或記錄（如適用）。如你不肯定你曾否被定罪，你可向香港警務處的刑事紀錄科申請一份「刑事定罪紀錄」（網址：https://www.police.gov.hk/ppp_tc/11_useful_info/ccd.html；電話：2860 6557）及／或向有關法庭申請一份「審訊證明書」。

If you answer is “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records, if applicable. 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: https://www.police.gov.hk/ppp_en/11_useful_info/ccd.html or tel: 2860 6557) and/ or a “Certificate of Trial” from the relevant court.

本人明白根據《物業管理服務條例》（第 626 章），任何人如在與申請牌照或牌照續期相關的情況下，向物業管理業監管局提供在要項上屬虛假或具誤導性的任何資料或文件，以及知道該資料或文件在要項上屬虛假或具誤導性，或罔顧該資料或文件是否在要項上屬虛假或具誤導性，即屬犯罪。犯該罪行的人士，一經循公訴程序定罪，可處罰款\$200,000 及監禁 1 年，或一經循簡易程序定罪，可處第 6 級罰款及監禁 6 個月。

I understand that as stipulated in 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.

本人謹聲明，就本人所知及所信，於本申請第四部分所提供的資料皆為**全面、完整及真確**。本人同意物業管理業監管局為處理此牌照申請而向任何政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及／或境外的機關及機構）提供本人的紀錄及／或資料，亦明確同意香港警務處及／或有關法庭發放本人的定罪紀錄（如有）予物業管理業監管局及授權有關政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及境外的機關及／或機構）向物業管理業監管局披露其為處理此牌照申請所需的任何有關本人的紀錄及／或資料。

I hereby declare that all the information provided in Part 4 of this application is **full, complete and true** 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 concerning myself to any Government authorities, public bodies and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region for the processing of this 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 and authorize Government authorities, public bodies 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.

姓名 Name

香港身份證／旅遊證件號碼
HKID Card / Travel Document Number

簽署 Signature

日期（日／月／年） Date (dd/mm/yyyy)

第五部分 — 聲明（供屬公司的董事或合夥人填寫）

Part 5 – Declaration (To be completed by a director or partner which is a company)

注意 Note :

- 此聲明乃物業管理公司牌照申請表的一部分。
This declaration is an integral part of the application form for a PMC licence.
- 每位屬公司的董事或合夥人須各自簽署一份本聲明。如有需要，請複印本聲明填寫。
Each director or partner which is a company is required to sign this declaration. Please make copies of this declaration for completion if necessary.
- 下列問題與物業管理業監管局斷定合夥是否為持有物業管理公司牌照的合適人選，或斷定公司董事是否屬與申請人提供物業管理服務業務有聯繫的合適人選有關。
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 applicant is a suitable person to be associated with the applicant's business of providing property management services.
- 在以下問題中，「你」是指屬公司的董事或合夥人。
“You” in the questions below means the director or partner which is a company.

聲明 Declaration

- | | 是 [#]
Yes [#] | 否
No | 不肯定 [#]
Uncertain [#] |
|---|------------------------------------|--------------------------|--|
| 1. 你是否正在清盤當中，或是任何清盤令的標的？
Are you in liquidation or is the subject of a winding-up order? | ☐ | ☐ | ☐ |
| 2. 是否有接管人已就你獲委任？
Is there a receiver appointed in relation to you? | ☐ | ☐ | ☐ |
| 3. 在提出申請前的 5 年內，你是否曾與債權人訂立債務重整協議或債務償還安排？
In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors? | ☐ | ☐ | ☐ |
| 4. 你是否曾被裁定犯《物業管理服務條例》（第 626 章）下的違紀行為？
Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)? | ☐ | ☐ | ☐ |
| 5. 你是否是或曾是另一間公司的高級人員，而該另一間公司的物業管理公司牌照申請曾遭拒絕，或該另一間公司的物業管理公司牌照曾遭撤銷或暫時吊銷？（註：根據《公司條例》（第 622 章）第 2(1)條，「高級人員」就法人團體而言，包括該法人團體的董事、經理或公司秘書。）
Are or were you an officer of a company whose application for a PMC licence has been refused or whose PMC licence has been revoked or suspended? (Note: As stipulated in Section 2(1) of Companies Ordinance (Cap. 622), “officer” in relation to a body corporate, includes a director, manager or company secretary of the body corporate.) | ☐ | ☐ | ☐ |
| 6. 你是否曾因任何刑事罪行在香港或其他地方被定罪？
Have you been convicted of any criminal offence in Hong Kong or elsewhere? | ☐ | ☐ | ☐ |

[#] 若你對以上任何一項回答「是」或「不肯定」，請另加紙張詳細說明，並提交相關文件或記錄（如適用）。

[#] 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.

本人明白根據《物業管理服務條例》(第 626 章)，任何人如在與申請牌照或牌照續期相關的情況下，向物業管理業監管局提供在要項上屬虛假或具誤導性的任何資料或文件，以及知道該資料或文件在要項上屬虛假或具誤導性，或罔顧該資料或文件是否在要項上屬虛假或具誤導性，即屬犯罪。犯該罪行的人士，一經循公訴程序定罪，可處罰款\$200,000 及監禁 1 年，或一經循簡易程序定罪，可處第 6 級罰款及監禁 6 個月。

I understand that as stipulated in 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.

本人謹代表下述董事或合夥人聲明，就本人所知及所信，於本申請第五部分所提供的資料皆為**全面、完整及真確**。本人同意物業管理業監管局為處理此牌照申請而向任何政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及／或境外的機關及機構）提供下述董事或合夥人的紀錄及／或資料，亦明確同意香港警務處及／或有關法庭發放下述董事或合夥人的定罪紀錄（如有）予物業管理業監管局及授權有關政府機關、公共機構及／或私營機構（包括在香港特別行政區境內及境外的機關及／或機構）向物業管理業監管局披露其為處理此牌照申請所需的任何有關下述董事或合夥人的紀錄及／或資料。

On behalf of the director or partner stated below, I hereby declare that all the information provided in Part 5 of this application is **full, complete and true** 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 concerning the director or partner stated below to any Government authorities, public bodies and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region for the processing of this application, and give my express consent to the Hong Kong Police Force and/or the relevant court to release the criminal conviction record (if any) of the director or partner stated below to the Property Management Services Authority and authorize Government authorities, public bodies 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 the director or partner stated below which the Property Management Services Authority may require for the processing of this application.

屬公司的董事或合夥人資料 Information of director or partner which is a company

中文名稱 Name in Chinese	
英文名稱 Name in English	
公司註冊證書編號（如適用） Certificate of Incorporation Number (if applicable)	
公司代表姓名 Name of Representative	授權簽署及公司印章 Authorized Signature and Company Chop
職位 Position	日期（日／月／年） Date (dd/mm/yyyy)

申請須知

Application Notes

1. 填寫申請表前，請先細閱本「申請須知」、「個人資料收集聲明」、「牌照申請的相關資料」及「核對表」。
Please read this “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” and “Checklist” before completing the application form.
2. 物業管理公司牌照的申請人必須為公司（包括有限公司及其他法人團體）、合夥或以獨資經營人身分經營業務的個人。
The applicant for a PMC licence must be a company (including a limited company and other corporate body), a partnership or an individual carrying on business as a sole proprietor.
3. 請用黑色或藍色筆以正楷填寫申請表。
Please complete the application form in BLOCK letters using black or blue pen.
4. 請於適當方格 ☐ 內加上「✓」號，如有「*」號，請將不適用者刪去。
Please put a “✓” in an appropriate box ☐, and delete inapplicable items with an “*”.
5. 如屬個人董事、合夥人或獨資經營人無法提供香港身份證，請提供旅遊證件及書面解釋。
If no Hong Kong identity card number can be provided by an individual director, partner or sole proprietor, a travel document number with written explanation should be provided.
6. 根據《物業管理服務條例》（第 626 章）（《物管條例》），任何人如在與申請牌照或牌照續期相關的情況下，向物業管理業監管局（監管局）提供在要項上屬虛假或具誤導性的任何資料或文件，以及知道該資料或文件在要項上屬虛假或具誤導性，或罔顧該資料或文件是否在要項上屬虛假或具誤導性，即屬犯罪。犯該罪行的人士，一經循公訴程序定罪，可處罰款\$200,000 及監禁 1 年，或一經循簡易程序定罪，可處第 6 級罰款及監禁 6 個月。
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.
7. 所需文件 Documents Required
 - (a) 已填妥及簽署的申請表正本；
Original completed and duly signed application form;
 - (b) 有效的商業登記證複本；
Copy of a valid business registration certificate;
 - (c) 商業登記冊內資料摘錄的核證本複本（只適用於以合夥或獨資經營的物業管理公司）；
Copy of certified extracts of information on the Business Register (applicable to partnership or sole proprietorship);
 - (d) 顯示公司名稱及編號的文件複本，例如公司註冊證書；
Copy of document showing the company name and number, e.g. certificate of incorporation;
 - (e) 顯示最新公司董事局成員名單的文件複本（例如法團成立表格（股份有限公司）(NNC1)、周年申報表 (NAR1)、更改公司秘書及董事通知書 (ND2A)等）；
A copy of documents showing the latest list of the board of directors (e.g. Incorporation Form (Company Limited by Shares) (NNC1), Annual Return (NAR1), Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A));
 - (f) 授權本申請表第二部分乙項所指的有實際控制申請人所提供的物業管理服務的持牌物業管理人(第 1 級)，代表申請人申請牌照的授權書。申請人如屬有限公司，須提供董事會議決授權該申請人代表；如屬合夥，每一名合夥人均須個別提交授權書；如屬其他法人團體，須提供該法人團體成員通過的授權議決；及
The authorization of the licensed PMP (Tier 1) who has effective control of the provision of property management services by the applicant indicated in Section B of Part 2 of the application form to be the representative of the applicant to apply for a licence. If the applicant is a limited company, a board resolution is required for the authorization of such representative; if the applicant is a partnership, each partner is required to submit an authorization; if the applicant is other body corporate, resolution for the authorization by members of the body corporate is required; and

- (g) 申請人所管理物業的公契的複本（可以電子形式提交）。
Copy of deeds of mutual covenant of the properties managed by the applicant (may be provided in digital form).

8. 費用 Fees

- (a) 申請費 Application Fee: \$500
(b) 牌照費（為期 36 個月）Licence Fee (for a period of 36 months): \$18,000

備註 Remarks :

- (a) 以上費用須於遞交申請時一併繳付。
The above fees must be paid upon submission of the application.
- (b) 請使用劃線支票繳付費用，支票抬頭請註明「物業管理業監管局」，期票恕不接納。
Payment may be made by a crossed cheque payable to the "Property Management Services Authority". Post-dated cheque will not be accepted.
- (c) 如申請人在獲批牌照前撤回申請，或者申請被拒絕，牌照費可獲退回。
Licence fee will be refunded if the application is withdrawn before it is approved or if the application is rejected.
- (d) 申請費在任何情況下均不獲退回。
No application fee will be refunded under any circumstances.
- (e) 監管局接受遞交的申請及繳付的費用（包括兌現所遞交的支票）並不表示牌照申請必定成功。只有在申請人屬持牌的合適人選及完全符合《物管條例》中所有有關持牌準則時，才可獲批給牌照。
The fact that an application and payment are accepted (including a cheque having been encashed) does not mean that a licence will necessarily be issued to the applicant. A licence will only be issued if the applicant is a suitable person to hold a licence and all the relevant criteria for holding the licence under the PMSO are met.

9. 申請方法 Application Methods

- (a) 預約（親身或由代表遞交）By appointment (submission in person or by a representative)
(b) 網上申請 Online application
(c) 郵遞（請於信封面註明「牌照申請」）By post (Please mark on the envelope "Licence Application")
(可透過監管局網頁進行預約及網上申請：www.pmsa.org.hk)
Appointment and online application may be made via PMSA's webpage: www.pmsa.org.hk)

備註 Remarks :

- (a) 地址：香港灣仔皇后大道東 248 號大新金融中心 8 樓 806-8 室
Address: Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong
- (b) 監管局不會接收郵資不足的郵件。
Underpaid mail items will not be accepted by the PMSA.

10. 申請的審批及查詢 Vetting and Enquiry on Application

- (a) 監管局收到申請及／或文件並不代表有關文件及／或所需資料已齊全。如有需要，監管局或會要求申請人提交進一步的資料及／或就有關資料作出澄清。
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 the applicant to provide further information and/or clarify information already submitted.
- (b) 為保護環境，監管局將儘量以電子方式聯絡申請人。因此，請於申請表內提供手提電話號碼及電郵地址。
To protect the environment, the PMSA will communicate with the applicant through electronic means as far as possible. Please therefore provide mobile phone number and email address in the application form.
- (c) 在一般情況下，由收妥牌照申請表、所需費用，全部所需文件資料後的下一個工作天起計，首次物業管理公司牌照申請的審批工作會於 25 個工作天內完成（上述預期所需時間只適用於首次牌照申請）。
Under normal circumstances, the approval of first-time property management company licence application will be completed within 25 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) 如欲查詢申請的審批情況，請與監管局牌照部聯絡：
Enquiry on the application status can be made with the Licensing Section of the PMSA:
電話號碼 Telephone Number : 3696 1111
傳真號碼 Fax Number : 3696 1100
電郵地址 Email Address : lic@pmsa.org.hk

個人資料收集聲明
Personal Information Collection Statement

1. 收集資料的目的 Purposes of collecting personal data

- (a) 物業管理業監管局（監管局）會使用透過申請所獲得的個人資料作下列用途：

The Property Management Services Authority (PMSA) will use the personal data acquired through the application for the following purpose:

- (i) 審批是次及往後的牌照申請；

processing the application and any subsequent applications;

- (ii) 執行及遵從《物業管理服務條例》（第 626 章）的規定，向持牌人提供適當的培訓及與物業管理執業有關的資訊；及

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) 方便監管局與申請人溝通。

facilitating communication with the applicant.

- (b) 如果申請人沒有提供申請表內要求的資料，監管局可能無法辦理其申請。

Not providing the information required in the application form may result in the PMSA being unable to process the application.

2. 獲轉交個人資料 Transfer of personal data

監管局可能會就上述的任何目的向有關政府部門及機構（包括香港警務處及廉政公署）披露申請人所提供的個人資料。

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. 查閱個人資料 Access to personal information

申請人可根據《個人資料（私隱）條例》（第 486 章）所訂明的方式及規限，要求查閱或更正申請人所提供的任何個人資料。如有任何查詢，請以書面形式向監管局的個人資料私隱主任提出：

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:

電話號碼 Telephone Number : 3696 1111

傳真號碼 Fax Number : 3696 1100

電郵地址 Email Address : enquiry@pmsa.org.hk

地址 Address :

香港灣仔皇后大道東 248 號大新金融中心 8 樓 806-8 室

Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong

牌照申請的相關資料
Relevant Information for Licence Application

第一部分 — 持牌準則
Part 1 – Criteria for Holding a Licence

1. 有關持牌準則如下：

The criteria for holding a PMC licence are as follows:

- (a) 申請人或持牌人聘用至少一名或本身是對申請人或持牌人提供物業管理服務一事有實際控制權的持牌物業管理人（第 1 級）；及
The applicant or the licensee engages at least one or is a licensed PMP (Tier 1) who has effective control of the provision of property management services by the applicant or the licensee; and
- (b) 申請人或持牌人聘用一定數目的全職持牌物業管理人（不包括臨時物業管理人牌照持有人），而該數目符合物業管理業監管局（監管局）不時指明的最低人手比例。比例為：
The applicant or the licensee engages a number of licensed property management practitioners, **excluding holders of provisional property management practitioner licences**, that meets the minimum manning ratios that the Property Management Services Authority (PMSA) may from time to time specify. The ratios are:
 - (i) 每 3,000 個單位或以下聘用至少一名全職持牌物業管理人（第 1 級）；及
at least one full-time licensed PMP (Tier 1) for every 3,000 flats or below; and
 - (ii) 每 1,500 個單位或以下聘用至少一名全職持牌物業管理人（第 2 級）。（備註：一名全職持牌物業管理人（第 1 級）可取代一名全職持牌物業管理人（第 2 級）。）
at least one full-time licensed PMP (Tier 2) for every 1,500 flats or below. (Remark: one full-time PMP (Tier 2) can be replaced by one full-time PMP (Tier 1).)

第二部分 — 單位資料
Part 2 – Information on Flats

- 1. 《物業管理服務條例》（第 626 章）把「物業」一詞界定為《建築物管理條例》（第 344 章）（《建管條例》）中的「建築物」，而《建管條例》下「建築物」的定義不包括沒有公契的多層大廈。
The Property Management Services Ordinance (Cap. 626) defines “property” as a building as defined by section 2 of the Building Management Ordinance (Cap. 344) (BMO), and the definition of a building under the BMO does not include a multi-storey building without a deed of mutual covenant;
- 2. 「單位」是指公契所述建築物內的任何處所，不論公契以單位或其他名稱描述，也不論該處所乃用作居所、店鋪、廠房、辦公室或任何其他用途，而該處所的業主，相對於同一座建築物其他各個部分的業主或佔用人而言，乃有權享有該處所的獨有管有權者。
A “flat” is any premises in a building which are referred to in a deed of mutual covenant whether described therein as a flat or by any other name and whether used as a dwelling, shop, factory, office or for any other purpose, of which the owner, as between himself and owners or occupiers of other parts of the same building, is entitled to the exclusive possession.
- 3. 申請人提供物業管理服務的單位總數，須包括：
The number of flats for which the applicant provides property management services should include:
 - (a) 物業管理公司為直接受聘於業主或業主組織提供物業管理服務的單位數目^{註 2}；及
the number of flats for which the applicant is engaged by the owners or owners’ organization to provide property management services^{Note 2}; and
 - (b) 以次承辦商身份替其他物業管理公司提供物業管理服務的單位數目。
the number of flats for which the applicant provides property management services as a sub-contractor for other property management companies.

註 2：扣除已將全部物業管理服務分判予其他持牌物業管理公司的單位數目。

Note 2: The number of flats after deducting those for which all the property management services have been sub-contracted to other licensed PMC(s).

第三部分 — 訂明的物業管理服務
Part 3 – Prescribed Property Management Services

類別 Category	訂明的物業管理服務 Prescribed Property Management Services
1	<p>關於物業的一般管理服務 General management services relating to a property 按大廈公契為業主、住戶、租戶、用戶或訪客所提供與物業管理有關的一般服務（第 2 至 7 類別的物業管理服務除外）。</p> <p>General services relating to property management provided pursuant to a deed of mutual covenant (except those property management services corresponding to categories 2 to 7) for owners, residents, tenants, users or visitors.</p> <p>例子：協助業主委員會、管理委員會及業主舉行會議；提交工作報告；處理及跟進查詢及投訴。</p> <p>Examples: 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>物業所處環境的管理 Management of the environment of a property 物業環境的清潔、衛生、園景或安全服務。</p> <p>Services for the cleaning, hygiene, landscaping or safety of the environment of a property.</p> <p>例子：清理廢物、植物及淤塞物；垃圾棄置安排；滅蚊、除蟲；植物修剪、護理及更換；保安服務。</p> <p>Examples: 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>物業的維修、保養及改善 Repair, maintenance and improvement of a property 物業（包括結構及屋宇裝備）的修葺、更換、保養或改善服務。</p> <p>Services for the repair, replacement, maintenance or improvement of a property including the structure and building services installation.</p> <p>例子：通風、供水及排水、空氣調節、電梯、電力、消防裝置的修葺、更換、保養和維修；維護建築物及護土牆的結構安全。</p> <p>Examples: 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>關於物業的財務及資產管理 Finance and asset management relating to a property 與物業有關的財政預算、財務管理、帳目管理或資產管理服務。</p> <p>Services for the budgeting, or management of finance, accounts or asset relating to a property.</p> <p>例子：擬備管理帳目，如大廈收支明細表、資產負債表、財政預算、核數師報告和計算承辦服務合約所需金額及特殊帳目收支。</p> <p>Examples: 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>
5	<p>關於物業的設施管理 Facility management relating to a property 管理物業的附屬設施服務（第 3 類別的物業管理服務除外）。</p> <p>Services for the management of ancillary facilities in a property (except those property management services corresponding to category 3).</p> <p>例子：會所、停車場、污水處理和主要發電設備等附屬設施的管理（第 3 類別的物業管理服務除外）。</p> <p>Examples: Management of clubhouses, car parks, sewage treatment and major power generation ancillary facilities (except those property management services corresponding to category 3).</p>

6	<p>關乎物業管理所涉的人員的人力資源管理 Human resources management relating to personnel involved in the management of a property</p> <p>關於業主或業主組織就提供物業管理服務聘用的個人的人力資源管理服務。 Human resources management services in relation to individuals engaged by an owner or owners' organization in the provision of property management services.</p> <p>例子：管理業主或業主組織所聘用的人力資源，包括人手編排和調配、員工聘用和解僱、勞工保險的安排。</p> <p>Examples: Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.</p>
7	<p>關乎物業管理的法律服務 Legal services relating to the management of a property</p> <p>法律服務，泛指就與第 1 至 6 類別的物業管理服務提供法律方面的資訊及意見（由律師或大律師在執業過程中所提供的服務，或其僱用的任何人為推展該過程而提供的服務除外）。</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>例子：為審裁聆訊準備有關文件（例如申索書）及出席聆訊。</p> <p>Examples: Preparing relevant documents, e.g. form of claim, for tribunal hearings & attending hearings.</p>

核對表 Checklist

請提交下列的全部所需文件及費用。申請人如未能提供全部所需文件及費用，申請可能不獲受理。

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

- ☐ 已填妥及簽署的申請表正本（包括是否為持牌合適人選的聲明）；
The original of the completed and duly signed application form (including declaration for being a suitable person to hold a licence);
- ☐ 有效的商業登記證複本；
A copy of a valid business registration certificate;
- ☐ 商業登記冊內資料摘錄的核證本複本（只適用於以合夥或獨資經營的物業管理公司）；
A copy of the certified extracts of information on the Business Register (applicable to partnership or sole proprietorship);
- ☐ 顯示公司名稱及編號的文件複本，例如公司註冊證書；
A copy of document showing the company name and number, e.g. certificate of incorporation;
- ☐ 顯示最新公司董事局成員名單的文件複本（例如法團成立表格（股份有限公司）(NNC1)、周年申報表（NAR1）、更改公司秘書及董事通知書（ND2A）等）；
A copy of a document showing the latest list of the board of directors (e.g. Incorporation Form (Company Limited by Shares) (NNC1), Annual Return (NAR1), Notification of Changes of Secretary and Directors (ND2A));
- ☐ 授權本申請表第二部分乙項所指的有實際控制申請人所提供的物業管理服務的持牌物業管理人（第1級），代表申請人申請牌照的授權書；
The authorization of the licensed PMP (Tier 1) who has effective control of the provision of property management services by the applicant indicated in Section B of Part 2 of the application form to be the representative of the applicant to apply for a licence;
- ☐ 申請人向其提供物業管理服務的物業的公契複本（可以電子形式提交）；及
Copy of deeds of mutual covenant of the properties for which the applicant provides property management services (may be provided in digital form); and
- ☐ 繳付申請費及牌照費的劃線支票（抬頭請註明「物業管理業監管局」，期票恕不接納）。
Application fee and licence fee made by a crossed cheque payable to the “Property Management Services Authority” (post-dated cheque will not be accepted).