物業管理業監管局
PROPERTY MANAGEMENT SERVICES AUTHORITY

Application Form for Property Management Company Licence

Note: (1) 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) Please put a "✓"in the appropriate box ☐, and delete whichever is inapplicable for items with an "*".

Part 1 – Information of Applicant

A: Basic Information

Type ☐ Company ☐ Partnership ☐ Sole Proprietorship
☐ Other Body Corporate _____ (Please specify)

Please fill in relevant basic information in the appropriate fields on the right in accordance with the type

For applicant registered as a company	Name in Chinese	Name in English
	Business Name in Chinese (if any)	Business Name in English (if any)
For applicant registered as a partnership or sole proprietorship	Name(s) of Partners/Sole Proprietor* in Chinese	Name(s) of Partners/Sole Proprietor* in English (Surname First)
	Business Name in Chinese (if any)	Business Name in English (if any)
For applicant registered as other body corporate	Name of Body Corporate in Chinese	Name of Body Corporate in English
	Registration Number/Registration Body/Relevant Ordinance for Registration* of the Body Corporate	

Telephone Number	Fax Number	Language of Correspondence ☐ Chinese ☐ English
Website	Email Address	
Licence Collection Method ☐ By Post ☐ Collect at PMSA office		

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.

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	

Address in English

_____	_____	_____	_____
Room/Flat	Floor	Block	Name of Building/Estate

_____	_____	HK / KLN / NT *
Number and Name of Street or Village	District	

Certificate of Incorporation Number	Date of Incorporation (dd/mm/yyyy)
Business Registration Certificate Number	Business Registration Certificate Expiry Date (dd/mm/yyyy)

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).

B: Information of Directors/Partners/Sole Proprietor

（Please make copies of this page for completion if necessary.）

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.

For Director / Partner/ Sole Proprietor who is an Individual (if applicable)	Name in Chinese	Name in English (Surname First)	HKID Card/Travel Document Number	PMP (Tier 1) / (Tier 2) Licence Number (if any)
For Director/ Partner which is a Company (if applicable)	Name in Chinese	Name in English	Certificate of Incorporation Number (if any)	PMC Licence Number (if any)

Part 2 – Business Status

A: Business Status	Please fill in the number in the boxes below
1. 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. 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. 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. Number of licensed PMP (Tier 1) being engaged on a full-time basis by the applicant^	
5. Number of licensed PMP (Tier 2) being engaged on a full-time basis by the applicant^	

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.)

Name	Position	PMP (Tier 1) Licence Number

^ 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.

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.)

Number	Name	Position		Licence	
				Tier	Number
1			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
2			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
3			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
4			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
5			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
6			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
7			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
8			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
9			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
10			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	
11			☐ Full-time ☐ Part-time	☐ Tier 1 ☐ Provisional Tier 1 ☐ Tier 2 ☐ Provisional Tier 2	

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

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

2. 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.)		
Number (as filled out in D1)	Name of the Property in Chinese	
	Name of the Property in English	
	Address of the Property	

Number of flats (Please refer to item 2 of the "Information on Flats" in Part 2 of the "Relevant Information for Licence Application")	
Among the number of flats mentioned above, number of flats that may be used for residential purposes	
The applicant being engaged as a sub-contractor to provide property management services to the property mentioned above	☐ Yes ☐ No
The applicant engaging other licensed PMC(s) to provide ***all*** the property management services to the property mentioned above	☐ Yes ☐ No

If the applicant engages one or more licensed PMC(s) to provide ***any*** property management services to the property mentioned above, please provide information of the licensed PMC(s)

Number	Company Name	PMC Licence Number
1		
2		
3		
4		
5		

Please provide information of the owners' organization if it has been formed for the property.

Name in Chinese		Telephone Number	
Name in English		Email Address	
Address			

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.

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.

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.

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**.

_____	_____
Name	Licence Number
_____	_____
Signature	Date (dd/mm/yyyy)

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

Note：

1. This declaration is an integral part of the application form for a PMC licence.
2. 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.
3. "You" in the following questions refers to the company or other body corporate applying for a PMC licence.

Declaration

		Yes[#]	No	Uncertain[#]
1.	Are you in liquidation or is the subject of a winding-up order?	☐	☐	☐
2.	Is there a receiver appointed in relation to you?	☐	☐	☐
3.	In the 5 years before the relevant application, have you entered into a composition or scheme of arrangement with your creditors?	☐	☐	☐
4.	Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐
5.	Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐

[#] 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.

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.

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.

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.

_____	_____
Name	Licence Number
_____	_____
Signature	Date (dd/mm/yyyy)

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

Note：

1. This declaration is an integral part of the application form for a PMC licence.
2. 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".
3. 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.
4. 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.

Declaration

		Yes[#]	No	Uncertain[#]
1.	Are you an undischarged bankrupt?	☐	☐	☐
2.	In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors?	☐	☐	☐
3.	Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	☐	☐	☐
4.	Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐
5.	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.	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.	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".)**	☐	☐	☐

[#] 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.

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.

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.

_____	_____
Name	HKID Card / Travel Document Number
_____	_____
Signature	Date (dd/mm/yyyy)

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

Note：

1. This declaration is an integral part of the application form for a PMC licence.
2. Each director or partner which is a company is required to sign this declaration. Please make copies of this declaration for completion if necessary.
3. 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.
4. "You" in the questions below means the director or partner which is a company.

Declaration

		Yes[#]	No	Uncertain[#]
1.	Are you in liquidation or is the subject of a winding-up order?	☐	☐	☐
2.	Is there a receiver appointed in relation to you?	☐	☐	☐
3.	In the 5 years immediately before this application, have you entered into a composition or scheme of arrangement with your creditors?	☐	☐	☐
4.	Have you been convicted of a disciplinary offence under the Property Management Services Ordinance (Cap. 626)?	☐	☐	☐
5.	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.	Have you been convicted of any criminal offence in Hong Kong or elsewhere?	☐	☐	☐

[#] 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.

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.

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.

Information of director or partner which is a company

Name in Chinese	
Name in English	
Certificate of Incorporation Number (if applicable)	

_____	_____
Name of Representative	Authorized Signature and Company Chop
_____	_____
Position	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. 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. Please complete the application form in BLOCK letters using black or blue pen.

4. Please put a "✓"in an appropriate box □, and delete inapplicable items with an "*".

5. 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. 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. Documents Required
   (a) Original completed and duly signed application form;
   (b) Copy of a valid business registration certificate;
   (c) Copy of certified extracts of information on the Business Register (applicable to partnership or sole proprietorship);
   (d) Copy of document showing the company name and number, e.g. certificate of incorporation;
   (e) 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) 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) Copy of deeds of mutual covenant of the properties managed by the applicant (may be provided in digital form).

8. Fees
   (a) Application Fee: $500
   (b) Licence Fee (for a period of 36 months): $18,000

   Remarks：
   (a) The above fees must be paid upon submission of the application.
   (b) Payment may be made by a crossed cheque payable to the "Property Management Services Authority". Post-dated cheque 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 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. Application Methods
   (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)

   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.

10. 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 the applicant to provide further information and/or clarify information already submitted.

(b) 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) 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) Enquiry on the application status can be made with the Licensing Section of the PMSA:

Telephone Number： 3696 1111
Fax Number： 3696 1100
Email Address： 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 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. 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： lic@pmsa.org.hk
   Address： Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong

Relevant Information for Licence Application

Part 1 – Criteria for Holding a Licence

1. The criteria for holding a PMC licence are as follows:
   (a) 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) 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) at least one full-time licensed PMP (Tier 1) for every 3,000 flats or below; and
      (ii) 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).)

Part 2 – Information on Flats

1. 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. 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. The number of flats for which the applicant provides property management services should include:
   (a) 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) the number of flats for which the applicant provides property management services as a sub-contractor for other property management companies.

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).

Part 3 – Prescribed Property Management Services

Category	Prescribed Property Management Services
1	**General management services relating to a property** 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. **Examples:** Assisting an owners' committee, a management committee and owners to hold meetings; submitting work reports; handling and following up on enquiries and complaints.
2	**Management of the environment of a property** Services for the cleaning, hygiene, landscaping or safety of the environment of a property. **Examples:** Cleaning up of waste, plant and silt; waste disposal arrangements; mosquito and pest control; pruning, caring and replacement of plants; security services.
3	**Repair, maintenance and improvement of a property** Services for the repair, replacement, maintenance or improvement of a property including the structure and building services installation. **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.
4	**Finance and asset management relating to a property** Services for the budgeting, or management of finance, accounts or asset relating to a property. **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.
5	**Facility management relating to a property** Services for the management of ancillary facilities in a property (except those property management services corresponding to category 3). **Examples:** Management of clubhouses, car parks, sewage treatment and major power generation ancillary facilities (except those property management services corresponding to category 3).
6	**Human resources management relating to personnel involved in the management of a property** Human resources management services in relation to individuals engaged by an owner or owners' organization in the provision of property management services. **Examples:** Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.
7	**Legal services relating to the management of a property** 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). **Examples:** Preparing relevant documents, e.g. form of claim, for tribunal hearings & attending hearings.

Checklist

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.

☐ The original of the completed and duly signed application form (including declaration for being a suitable person to hold a licence);

☐ A copy of a valid business registration certificate;

☐ A copy of the certified extracts of information on the Business Register (applicable to partnership or sole proprietorship);

☐ A copy of document showing the company name and number, e.g. certificate of incorporation;

☐ 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));

☐ 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;

☐ Copy of deeds of mutual covenant of the properties for which the applicant provides property management services (may be provided in digital form); and

☐ Application fee and licence fee made by a crossed cheque payable to the "Property Management Services Authority" (post-dated cheque will not be accepted).