



























物業管理人 (第2級)牌照 PMP (Tier 2) Licence	途徑一 Route 1	途徑二 Route 2	途徑三 Route 3
學歷或其他資歷 Academic or other qualifications	監管局指明的物業管理副學士學位、文憑或以上的學歷，或同等學歷 Associate degree, diploma or above, or equivalent academic qualification in property management specified by the PMSA	學士或以上的學位，或同等學歷 Bachelor or higher degree, or equivalent academic qualification	其他副學士學位、文憑或以上學歷，或同等學歷 <sup>註7</sup> ，或監管局認為可接受的資歷 <sup>註8</sup> Other associate degree, diploma or above, or equivalent academic qualification, or qualification considered acceptable by the PMSA
物業管理工作經驗 <sup>註3</sup> Work experience in property management	<p>(a) 在緊接提交申請前的5年內具有最少2年香港物業管理工作經驗<sup>註3</sup>；或            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</p> <p>(b) 如申請人在提交申請前的5年內曾於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註3</sup>，則在緊接提交申請前的5年加上上述於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註9</sup>內具有最少2年香港物業管理工作經驗<sup>註3</sup>；或            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</p> <p>(c) 在緊接提交申請前的4年內具有最少1年香港物業管理工作經驗<sup>註3</sup>（須由一名持牌物管人（第1級）監督<sup>註10</sup>）            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</p>	<p>(a) 在緊接提交申請前的8年內具有最少4年香港物業管理工作經驗<sup>註3</sup>；或            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</p> <p>(b) 如申請人在提交申請前的8年內曾於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註3</sup>，則在緊接提交申請前的8年加上上述於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註11</sup>內具有最少4年香港物業管理工作經驗<sup>註3</sup>            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</p>	

**備註 Remarks :**

註 1：一般而言，學位或同等學歷必須符合香港資歷架構第 5 級或以上並具有最少 150 個資歷學分。同等程度的非本地學歷亦可被考慮。

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.

註 2：可接受的資歷包括：於 2005 年 1 月 1 日或之前，已成為監管局認可專業團體的會員及如該專業團體有不同級別、類別或組別（包括以其他方式描述的級別、類別或組別）的會籍，亦是該專業團體指明的級別、類別、組別或專業領域的會員的申請人。

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.

註 3：「物業管理工作經驗」是指為香港的物業提供物業管理的全職工作經驗，而該等工作經驗必須涉及提供兩個或以上類別的物業管理服務。

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.

註 4：就此準則而言，並免生疑問，香港以外的國內其他地方包括內地、澳門及台灣。

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.

註 5：即不超過 10 年，並以較少者為準。

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

註 6：即不超過 12 年，並以較少者為準。

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

註 7：一般而言，副學士學位、文憑或同等學歷必須符合香港資歷架構第 4 級或以上並具有最少 90 個資歷學分。同等程度的非本地學歷亦可被考慮。

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.

註 8：「可接受的資歷」包括於香港資歷架構「過往資歷認可」機制下獲取物業管理業能力單元組合屬第四級的資歷證明書五張（當中必須包括「客戶服務管理」的資歷證明書）。

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.

註 9：即不超過 9 年，並以較少者為準。

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

註 10：申請人須提交於持牌物業管理人（第 1 級）的監督下取得的工作經驗確認書以證明其在緊接提交申請前的 4 年內具備最少 1 年由一名持牌物管人（第 1 級）監督下取得的物業管理工作經驗。

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.

註 11：即不超過 12 年，並以較少者為準。

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

註 12：有關監管局認可的物業管理相關專業團體及其指明的級別、類別、組別或專業領域，請參閱監管局網頁（[www.pmsa.org.hk](http://www.pmsa.org.hk)）。

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)).

第二部分 — 訂明的物業管理服務  
Part 2 – Prescribed Property Management Services

類別 Category	訂明的物業管理服務 Prescribed Property Management Services
1	<p><b>關乎物業的一般管理服務 General management services relating to a property</b> 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 under categories 2 to 7) for owners, residents, tenants, users or visitors.</p> <p><b>例子：</b>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><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>物業所處環境的管理 Management of the environment of a property</b> 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><b>例子：</b>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><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>物業的維修、保養及改善 Repair, maintenance and improvement of a property</b> 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><b>例子：</b>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><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>關乎物業的財務及資產管理 Finance and asset management relating to a property</b> 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><b>例子：</b>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><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>註：</b>就符合工作經驗準則而言，收取管理費或制定物管公司本身的部門財政預算等工作不會被視為第 4 類別的物管服務。</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>關乎物業的設施管理 Facility management relating to a property</b> 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 under category 3).</p> <p><b>例子：</b>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><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>註：</b>就符合工作經驗準則而言，於物業的附屬設施所提供其他類別的物管服務不會被視為第 5 類</p>

<b>類別</b> <b>Category</b>	<b>訂明的物業管理服務</b> <b>Prescribed Property Management Services</b>
	別的物管服務。 <b>Note: 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.</b>
6	<b>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</b> 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. <b>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。</b> <b>Examples: Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.</b> <b>註：就符合工作經驗準則而言，於物管公司本身內部人力資源管理方面提供服務不會被視為第 6 類別的物管服務。</b> <b>Note: 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.</b>
7	<b>關乎物業管理的法律服務 Legal services relating to the management of a property</b> 法律服務，泛指就與第 1 至 6 類別相對應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）。 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). <b>例子：為審裁聆訊準備有關文件（例如申索書）及出席聆訊。</b> <b>Examples: Preparing relevant documents, e.g. form of claim, for tribunal hearings &amp; attending hearings.</b> <b>註：就符合工作經驗準則而言，準備或複印相關文件等文書工作不會被視為第 7 類別的物管服務。</b> <b>Note: 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.</b>

**備註 Remarks :**

工作經驗須按服務的性質（而不是按地點）分類。例如於物業的會所提供的清潔服務，只會被視為類別 2（而非類別 5）的物業管理服務；同樣，於物業的附屬設施提供的維修服務，只會被視為類別 3（而非類別 5）的物業管理服務。

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.



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

### 從未持有物業管理人牌照的申請人 Applicants who have never held a PMP licence :

- 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- 申請人的彩色近照一張（白色背景，40 毫米（寬） x 50 毫米（長））；  
Applicant's recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- 香港身份證正本及複本；如無法提供香港身份證，請提供旅遊證件及書面解釋；  
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;
- 學歷的證明文件正本及複本（例如畢業證書）；  
The original and a copy of the proof of education (e.g. a graduation certificate);
- 有關物業管理工作經驗的證明文件正本及複本；  
The original and a copy of the supporting document for work experience in property management;
- 遞交申請前三個月內發出的住址及通訊地址（如適用）證明文件的正本及複本；  
The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application;
- 香港資歷架構下的物業管理的「過往資歷認可」的證明文件正本及複本」（只適用於透過途徑三中的「可接受的資歷」申請物業管理人（第 2 級）牌照的人士）；  
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);
- 專業資格的證明文件正本及複本（須由有關認可專業團體發出，顯示申請人的會籍及有效期）（只適用於物業管理人（第 1 級）牌照申請人）；  
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);
- 監管局指明課程的畢業證書正本及複本（只適用於現時或曾經持有臨時物業管理人（第 1 級）或臨時物業管理人（第 2 級）牌照的申請人）；及  
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
- 申請費及牌照費（可使用現金（請勿郵寄現金）、劃線支票、轉數快或繳費靈繳付費用，支票抬頭請註明「物業管理業監管局」，期票恕不接納）。  
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.)

### 曾持有臨時物業管理人牌照並修畢「物業管理業監管局指明課程」後申請正式物業管理人牌照的申請人 Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course :

- 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- 香港身份證正本；如無法提供香港身份證，請提供旅遊證件及書面解釋；  
The original of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;

- 修畢「物業管理業監管局指明課程（第 1 級）」或「物業管理業監管局指明課程（第 2 級）」的畢業證書正本及複本；及  
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
- 申請費及牌照費（可使用現金（請勿郵寄現金）、劃線支票、轉數快或繳費靈繳付費用，支票抬頭請註明「物業管理業監管局」，期票恕不接納）。  
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.).