

# 物業管理人牌照申請表 Application Form for Property Management Practitioner Licence

# <u>重要提示</u> <u>Important Notice</u>

物業管理業監管局(監管局)只會在信納申請人符合持有有關牌照所須符合的所有訂明準則及屬持有 有關牌照的合適人選才會發出牌照。在斷定申請人是否屬持牌的合適人選時,監管局會考慮相關因素, 其中包括申請人是否曾被裁定觸犯刑事罪行。

The Property Management Services Authority (PMSA) will only issue a licence if it is satisfied that the applicant meets all the prescribed criteria for holding the licence, and is a suitable person to hold the licence. In determining whether an applicant is a suitable person to hold a licence, the PMSA takes all relevant factors into consideration, including whether the applicant has any criminal conviction.

就本申請表第六部份聲明,請留意以下事項:

Regarding the Declaration in Part 6 of this application form, please note the following:

1. 有關問題與監管局斷定申請人是否為持有牌照的合適人選相關。監管局會考慮所有相關因素,以決定申請人是否持牌的合適人選,而就曾定罪的申請人是否屬合適人選,監管局會就個別個案的情況,作出詳細考慮。

The questions are relevant to the PMSA's determination on whether the applicant is a suitable person to hold a licence. In determining whether an applicant is a suitable person, the PMSA takes all relevant factors into consideration, and as to whether an applicant having criminal conviction is a suitable person, the PMSA will consider each case on its own facts thoroughly.

2. 除所有定額罰款(即罰款已繳付及沒有就法律責任於法庭提出抗辯)紀錄無須申報外,申請人必須申報其刑事定罪紀錄。

An applicant must declare his/ her criminal conviction, except all fixed penalties (being payment settled and liabilities not disputed).

3. 《罪犯自新條例》(第297章)的「自新」(俗稱「洗底」)條文並不適用於本申請(換言之, 即使有關定罪屬「洗底」類別,申請人仍須申報)。

The rehabilitation provisions of the Rehabilitation of Offenders Ordinance (Cap. 297) do not apply to this application. In other words, an applicant still has to declare his/ her conviction even if it is considered "spent" under the said Ordinance.

4. 如申請人不肯定曾否被定罪,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:28606557)及/或向有關法庭申請一份「審訊証明書」。

If an applicant is not sure whether he/ she has ever been convicted, he/ she can apply for 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; Tel: 2860 6557) and/ or apply to the relevant court for a "Certificate of Trial".

《物業管理服務條例》(第626章)第14(1)條訂明,任何人如在與申請牌照或牌照續期相關的情況下,向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。干犯該罪行的人士,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 section 14(1) of 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 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.

# 注意事項

## Notes

1.	填寫本申請表前,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」。 Before completing this application form, please read the attached "Application Notes", "Personal Information Collection
	Statement", "Relevant Information for Licence Application" and "Checklist".
	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 inapplicable items with an "*".
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충	第一部分 —	申請牌照類別	Part 1 – Type of	Licence Applied for

☑ 物業管理人(第1級)牌照 PMP (Tier 1) licence	
□ 物業管理人(第2級)牌照 PMP (Tier 2) licence	

#### 第二部分 — 個人資料 Part 2 - Personal Particulars

中文姓名 Name in	Chinese	英文姓名(姓氏先行)	名(姓氏先行) Name in English (Surname First)					
陳	人文	CHAN TAI MAN						
性別 Gender		出生日期(日/月/年	) Date of Birth (d	ld/mm/yyyy)				
☑男 Male □女 F	☑男 Male □女 Female							
	香港身份證號碼 Hong Kong Identity Card Number(如無法提供香港身份證號碼,請提供旅遊證件號碼及書面解釋。) If no Hong Kong Identity Card Number can be provided, please provide a travel document number with written explanation.)							
		Y123456(	()					
住址(於此欄提供	的地址將記錄為「登記地	也址」。如有提供通訊地址	上,則以通訊地址	為「登記地址」。)				
	(The address provided her address will be recorded as			a correspondence address is provided,				
A	10	A	3	<b>彎</b> 仔大廈				
室 Room / Flat	室 Room / Flat 樓層 Floor 座 Block 大廈/屋苑名稱 Name of Building / Estate							
	灣仔街 10 號		灣仔	香港 HK / <del>九龍 KLN / 新界 NT</del> *				
街道或鄉村名稱	及號碼 Number and Nam	e of Street or Village	地區 District					

通訊地址(如與住址不同,請填寫此欄。於此欄提供的地址將記錄為「登記地址」。) Correspondence Address (Picase the field if it is different from the residential address. The address provided here will be							
recorded as "Registered Address".)	ld if it is different from the residents						
,		如與住址不同					
室 Room / Flat 樓層 Floor	座 Block 力	才需填寫此部分 Estate					
街道或鄉村名稱及號碼 Number and Nam	e of Street or Village 地區 D	istrict					
手提電話號碼 Mobile Phone Number		ne 公司電話號碼 Office Telephone					
6123 4567	Number 2123 4567	Number 3123 4567					
通訊語言 Language of Correspondence	電郵地址 Email Address						
☑中文 Chinese □英文 English	chantaiman@ma	íl.com					
領取牌照方式 Licence Collection Method	☑郵寄 By Post □於監管局辦事團	處領取 Collected at PMSA office					
你是否曾經持有以下牌照?Have you ever h		如所需文件的正本已提交監					
1. 物業管理人 (第 1 級 ) 牌照 PMP (Tier	1) licence:	管局審核,方可選擇以郵寄					
☑否 No □是 Yes; 牌照號碼 I	icence Number	方式領取牌照					
2. 物業管理人 (第2級) 牌照 PMP (Tier	2) licence:	732(1X-1X/17/M					
☑否 No □是 Yes; 牌照號碼 I	icence Number	N. 1 mm I I a 1 a profession I a of I will fortunary I					
3. 臨時物業管理人(第1級)牌照 provi		曾經持有臨時物業管理人					
☑否 No □是 Yes; 牌照號碼 I	icence Number	(第1級)牌照才需填寫此部分					
(如適用)「物業管理業監管局指明課							
(If applicable) Date of issuance of Certific	eate of Completion for "Property Man	nagement Services Authority Specified Course					
(Tier 1)": (dd/mm/yyyy)							
4. 臨時物業管理人(第2級)牌照 provi	sional PMP (Tier 2) licence:	· 曾經持有臨時物業管理人					
☑否 No □是 Yes; 牌照號碼 I	icence Number	曾經持有臨時物業管理人 (第2級)牌照才需填寫此部分					
(如週用) 物素官理素監官同指明課	怪(弗工級/弗工級**)」的華耒語	指					
		nagement Services Authority Specified Course					
(Tier 1/Tier 2*)": (dd/mm.	(уууу)						

如你在持有臨時物業管理人牌照有效期間修畢「物業管理業監管局指明課程」,然後申請正式物業管理人牌照,請直接填寫「第五部分」有關你是否或曾是持牌物業管理公司的董事或合夥人的資料及在「第六部分」作出聲明,而毋須填寫「第三部分」及「第四部分」。

If you apply for a formal PMP licence after completing the "Property Management Services Authority Specified Course" during the validity period of holding a provisional PMP licence, please directly fill in "Part 5" about whether you are or were a director or partner of a licensed PMC and make a declaration in "Part 6", without filling in "Part 3" and "Part 4".

第三部分 — 學歷 (按就讀日期先後順序列出) Part 3 – Academic Qualifications (in Chronological Order)

編 號 No.	頒授學歷的院村 Issuing Institutio	獲取的文憑/ 副學士學位/ 學士或以上學位 Diploma/ Associate Degree/	就讀期間 (月/年) Period of Study (mm/yyyy)		香港資歷架構(如適用 **  Hong Kong Qualificatio Framework (If applicable) **		
1.0.	名稱 Name	國家/地區 Country/Region	Bachelor or Higher Degree Obtained	由 From	至 To	級別 Level	學分 Credit
1	上進大學	香港	物管學士學位	09/2004	07/20	5	360
2							
3			可於 <u>www.hkqr.gov.hk</u> 瀏			9月關資料	

如你申請物業管理人(第2級)牌照而沒持有相關學歷,是否已獲取香港資歷								
往資歷認可」+? If you apply for a PMP (Tier 2) licence but you do not hold relevant demic qualification, have you obtained								
Recognition of Prior Learning in Property Management Level 4 under the Qualifications Fractorial Work of Hong Kong <sup>+</sup> ?								
□ 是 Yes (請提供有關證明文件 Please provide relevant document as proof)								
□ 否 No	透過途徑三(監管局認為可接							
% 可向有關院校或於資歷架構資歷名冊查詢課程的資歷級別及資歷學分。	受的資歷)申請物業管理人							
<sup>%</sup> Please make enquiry with relevant institutions or refer to the Register of Quali	~ · · · · · · · · · · · · · · · · · · ·							
Framework Level and Credit.	(第2級)牌照的人士							
+ 如獲取香港資歷架構資歷級別第 4 級的物業管理的「過往資歷認可」而沒持	オ需填寫此部分 オポ							
物業管理人(第2級)牌照。請參閱「牌照申請的相關資料」第一部分「持	<b>与</b> A							

第四部分 — 專業資格(只適用於申請物業管理人(第1級)牌照的人士。請參閱「牌照申請的相關資料」第一部分「持 牌準則」的備註 12。)

Part 4 - Professional Qualifications (Only applicable to applicants for PMP (Tier 1) licence. Please refer to Remark 12 of the "Criteria for holding a licence" in Part hof the "Relevant Information for Licence Application".)

	編號 No.	認可專業團體名稱 Name of Recognized Professional Body	時會籍/ 會員類別 Current Membership/ Class of Membership	是否透過互認機制 取得該會籍? Is the membership obtained through a mutual recognition mechanism?	會籍有效期至 (月/年) Membership valid until (mm/yyyy)	會籍於 2005 年 1 月 1 日或之前獲得 Membership obtained on or before 1 January 2005
	1 英國特許房屋經理學 會亞太分會		特許會員	□ 是 Yes ☑ 否 No	08/2024	□ 是 Yes ☑ 否 No
	2	香港測量師學會	專業會員 (物業管理設 施管理組)	□ 是 Yes ☑ 否 No	06/2024	□ 是 Yes ☑ 否 No
申請物業管理人(第1級)牌照的人士才需填寫此部分。監管局認可的專業團體的會員、級別、				□ 是 Yes □ 否 No		□ 是 Yes □ 否 No

頁填寫。)

類別、組別或專業領域資可瀏覽本局網頁

Part 5 – Full time work experience@ in the provision of property management services to Hong Kong properties (in chronological order) (Please make a copy of this page for completion if necessary.)

請按你申請牌照類別及有關途徑。,依以下相關持牌準則填寫所需年期(或相關)的工作經驗(如你於下述期 間曾於香港以外的國內其他地方(包括內地、澳門及台灣)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,請參閱「牌照申請的相關資料」第一部分「持牌準則」):

- 物業管理人(第1級)牌照 (途徑一)在緊接提交申請前的6年內具備最少3年工作經驗 (途徑二)在緊接提交申請前的8年內具備最少5年工作經驗
- 物業管理人(第2級)牌照 (途徑一及二)在緊接提交申請前的5年內具備最少2年工作經驗; 或在緊接提交申請前的4年內具備最少1年工作經驗(須由一名持 牌物業管理人(第1級)監督)

(途徑三)在緊接提交申請前的8年內具備最少4年工作經驗

(按任職日期的先後次序列出)(如有需要,請複印本

Please fill in the required years of (or relevant) work experience according to the type of licence you apply for and the relevant route and licensing criteria below (if you have been engaged in property management work in places in China other than Hong Kong (including the Mainland, Macau and Taiwan) during the following period and have been engaged in property management work in Hong Kong immediately before this job, please refer to the "Criteria for holding a licence" in Part 1 of the "Relevant Information for Licence Application"):

• PMP (Tier 1) licence — (Route 1) Minimum 3 years within the 6 years immediately before licence application

(Route 2) Minimum 5 years within the 8 years immediately before licence

Applicants not holding relevant academic qualification but have obtained Recognition of Prior Learning in Property Management Level 4 under the Qualifications Framework of Hong Kong may apply for PMP (Tier 2) licence via Route 3. Please refer to Remark 8 of the "Criteria for holding a licence" in Part 1 of the "Relevant Information for Licence Application".

application

• PMP (Tier 2) licence —

(Routes 1 and 2) Minimum 2 years within the 5 years immediately before licence application; or Minimum 1 year (under the supervision of a licensed PMP (Tier 1)) within the 4 years immediately before licence application (Route 3) Minimum 4 years within the 8 years immediately before licence application

如申請人曾受聘於同一公司任職不同職											
		位,請填寫所有有關時期及職位									
		If you were engaged by the same company for different positions, please fill in all the				帆份沙及时间 明彻未已 生服份類					
/CH.E	U = 1 4 15		riods and posi		別()						
編號 No.			任職		Categories of Property Management Services Involved^						
NO.	Name of Company		(日/月			1,	ervice	es mv	orvec	r ·	
		職位		ent Period							
		Position	(dd/mn			<del>- /</del> /	$\overline{}$	I			
			由 From	至 To	1	2	/3	4	5	6	7
		_	02/10/	12/05/	,		1/				
1	誠實物業管理有限公司	物業助理	2007	2011	$\overline{\mathbf{V}}$	$\overline{\mathbf{V}}$	A ,				
					,		$\vdash$	$\vdash$			
2	誠實物業管理有限公司	物業主任	13/05/	06/11/	$\overline{\checkmark}$	$\overline{\checkmark}$	V	1	V		
	7		2011	2015	,			7 /	<u> </u>		
3	優質服務有限公司	助理物業經理	30/11/	22/10/	$\overline{\checkmark}$	$\overline{\checkmark}$	V			$\overline{\mathbf{V}}$	
	废 貝 加加	-77 - 177 X N. T. C.	2015	2019				_/	/		
4	專業服務顧問公司	物業經理	11/2019	現在	V		<b>V</b>		\ \		
+	于未成份傾向公司	初未经坯	11/2019	九年		V		V	Ц	V_	
5					請填		<b>亨涉</b> 及	と的言.	丁明物	業管	理服
3		可填寫月份及年	:份		務類別						
6									的一般管理服務 環境的管理		
					2				児町′ 、保 <sup>ラ</sup>		<b>分</b> 美
7					4				財務		
						理	[	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, 13 4232	/ \ / /-	
8									的設		
<b>a</b> 譜	「 「 「 「 「 は 「 は に は に は に は り に り に り に り に り に り に り			<u> </u>	6				管理		<b>勺人</b>
	ease refer to Remark 3 in Part 1 of the "Re		or Licence A	pplication	7				源管 <sup>3</sup> 理的》		已茲
	i參閱「牌照申請的相關資料」的「第一			\		121.				ムモル	区4万
	ease refer to "Part 1 – Criteria for Holding						•				
^ 請	i參閱「牌照申請的相關資料」第二部分	一訂明的物業管理原	服務」,並在「	職務涉及的	訂明	物業物	管理月	<b>及務</b> 類	頁別相	關的	欄位
	内加上「✔」號。										
	ease refer to the "Prescribed Property Mana	agement Services" in	n Part 2 of the	e "Relevant	Inform	natio	n for l	Licen	ce Ap	plicat	tion",
an	d put a " $\checkmark$ " in the appropriate box $\square$ .										
₩₽	是否或曾是持牌物業管理公司的董事或合	>冊夕 ↓ · · · · · · · · · · · · · · · · · ·									
			erty managem	nent compar	v)?	[	]是	Yes	$\overline{\mathbf{V}}_{1}$	≦ No	
	Are or were you a director or partner of a licensed PMC (i.e. property management company)?  如你回答「是」,請填寫下表。If you answer "yes", please fill in the table below.										
持牌物業管理公司名稱及牌照號碼 擔任董事或合夥人											
	Name and licence number of the licensed PMC								Partne		
							ector		合夥。	人 Pai	rtner
					]董事	Dire	ctor		合夥。	人 Pai	rtner
							ector		合夥	Pat	rtner

## Part 6 - Declaration

## 注意 Note:

court.

下列問題與監管局斷定申請人是否為持有牌照的合適人選有關。監管局 的合適人選,而**就曾定罪的申請人是否屬合適人選,監管局會就個別個案的情况** 

The questions below are relevant to the PMSA's determination on whether the applicant determining whether an applicant is a suitable person, the PMSA takes all relevant fact an applicant having criminal conviction is a suitable person, the PMSA will consider

必須回答所有提問,若有任何問題回答「是」或「不肯定」,請另加紙張詳細説明,並提交相關文件或紀錄

	· · · · · · · · · · · · · · · · · · ·			
		是#	否	不肯定#
		$Yes^{\#}$	No	Uncertain#
1.	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?		$\overline{\checkmark}$	
	Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?			
2.	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 any disciplinary offence under the Property Management Services Ordinance (Cap. 626)?		<b>V</b>	
3.	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		$\overline{\checkmark}$	
	a PMC licence has been refused or whose PMC licence has been revoked or suspended?			
4.	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。)		V	
	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.)			
5.	你是否曾因任何刑事罪行 <sup>△</sup> 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".)			
	are uncertain about the answer, please select Oncertain .)			
定 <u>htt</u> # If	你就以上任何問題回答「是」或「不肯定」,請另加紙張詳細說明,並提交相關文件或記錄 罪 , 你 可 向 香 港 警 務 處 的 刑 事 紀 錄 科 申 請 一 份 「 刑 事 定 罪 ps://www.police.gov.hk/ppp_tc/11_useful_info/ccd.html; 電話: 2860 6557)及/或向有關法庭you answer is "Yes" or "Uncertain" to any of the above questions, please give details using addevant documents or records. If you are not sure whether you have any criminal conviction, you	紀錄 申請一個 litional s	」( 分「審計 sheets a	網址: 证明書」。 nd provide

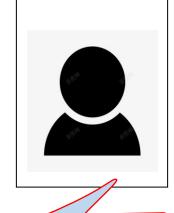
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conviction record" from the Criminal Records Bureau of the Hong Kong Police Force (website: <a href="https://www.police.gov.hk/ppp">https://www.police.gov.hk/ppp</a> en/11 useful info/ccd.html or tel: 2860 6557) and/or a "Certificate of Trial" from the relevant

本人已詳閱物業管理業監管局的「個人資料收集聲明」,以及同意物業管理業監管局可將取得的資料用於執行及遵從《物業管理服務條例》(第 626 章)的條文及相關用途,包括根據該條例第 13 條,將有關資料載於登記冊內,以供公眾查閱。

I have read the "Personal Information Collection Statement" of the Property Management Services Authority, and agree that the Property Management Services Authority may use the obtained information for enforcing or complying with the provisions of the Property Management Services Ordinance (Cap. 626), including keeping the relevant information in the registers for public inspection as stipulated in section 13 of the Ordinance.

本人明白根據《物業管理服務條例》(第626章)第14(1)條,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。干犯該罪行的人士,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)監禁6個月。



請提交一張近照

I understand that as stipulated in section 14(1) of 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,就本申請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 connection with 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.

當天日期 01/08/2023

陳大文

申請人簽署 Signature of Applicant

陳くく

日期(日/月/年) Date (dd/mm/yyyy)

申請人姓名 Name of Applicant

nt Date (dd/mm/yyyy)