

## 物業管理人牌照續期申請表

### Application Form for Renewal of Property Management Practitioner Licence

#### **重要提示**

#### **Important Notice**

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.

就本申請表第六部分聲明，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](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 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](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「牌照續期申請須知」、「個人資料收集聲明」、「牌照續期申請的相關資料」及「核對表」。

Before completing this application form, please read the attached “Notes for the Application for Renewal of Licence”, “Personal Information Collection Statement”, “Relevant Information for the Application for Renewal of Licence” 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 inapplicable items with an “\*”.

### 第一部分 — 牌照續期申請類別 Part 1 – Type of Licence for Renewal

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 物業管理人 (第 1 級) 牌照 PMP (Tier 1) licence (牌照號碼 Licence Number _____) |
| <input type="checkbox"/> | 物業管理人 (第 2 級) 牌照 PMP (Tier 2) licence (牌照號碼 Licence Number _____) |

### 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) Name in English (Surname First)
性別 Gender <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 (日/月/年) Date of Birth (dd/mm/yyyy)
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.)	
住址 (於此欄提供的地址將記錄為「登記地址」。如有提供通訊地址，則以通訊地址為「登記地址」。) Residential Address (The address provided here will be recorded as “Registered Address”. If a correspondence address is provided, the correspondence address will be recorded as “Registered Address” instead.)	
室 Room / Flat	樓層 Floor
座 Block	大廈/屋苑名稱 Name of Building / Estate
街道或鄉村名稱及號碼 Number and Name 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 (Please fill in this field if it is different from the residential address. The address provided here will be recorded as "Registered Address".)

室 Room / Flat	樓層 Floor	座 Block	大廈／屋苑名稱 Name of Building / Estate
			香港 HK／九龍 KLN／新界 NT *
街道或鄉村名稱及號碼 Number and Name of Street or Village		地區 District	
手提電話號碼 Mobile Phone Number		住宅電話號碼 Residential Telephone Number	公司電話號碼 Office Telephone Number
通訊語言 Language of Correspondence <input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 英文 English		電郵地址 Email Address	
領取牌照方式 Licence Collection Method		<input type="checkbox"/> 郵寄 By Post <input type="checkbox"/> 於監管局辦事處領取 Collected at PMSA office	

### 第三部分 — 學歷

繼上次提交物業管理人牌照申請後／通知監管局學歷的變更後，如有更新，請填寫此部分。

#### Part 3 – Academic Qualifications

Please complete this part for update of academic qualification after the submission of previous application for PMP Licence/ notifying the PMSA of changes of academic qualifications.

編號 No.	頒授學歷的院校 Issuing Institution		獲取的文憑／ 副學士學位／ 學士或以上學位 Diploma/ Associate Degree/ Bachelor or Higher Degree Obtained	就讀期間 (月／年) Period of Study (mm/yyyy)	
	名稱 Name	國家／地區 Country/Region		由 From	至 To
1					
2					

**第四部分 — 專業資格**（只適用於申請物業管理人（第 1 級）牌照續期的人士。若申請人現時／曾經持有臨時物業管理人（第 1 級）牌照，並透過完成監管局的指明課程而獲得物業管理人（第 1 級）牌照無須填寫此部分。）

**Part 4 – Professional Qualifications** (Only applicable to applicants for renewal of PMP (Tier 1) licence. An applicant who is/was a licensed Provisional PMP (Tier 1) and has obtained the PMP (Tier 1) licence through completion of the PMSA Specified Course is not required to complete this part.)

編號 No.	認可專業團體名稱 Name of Recognized Professional Body	會籍／ 會員類別 Membership/Class of Membership	會籍號碼 Membership Number	會籍於提交牌照 續期申請時仍然 有效 Membership is still valid upon the time submitting the licence renewal application
1				<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2				<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No



是# 否 不肯定#  
Yes# No Uncertain#

<p>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)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> 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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> 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.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> 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))? <b>(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”.)</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 若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。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](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 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](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 級罰款及監禁 6 個月。

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.

申請人彩色近照  
(背景須為白色  
40 毫米 x 50 毫米)

Applicant's recent  
colour photograph  
(Plain white background  
40 mm x 50 mm)

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及／或核實有關本人就此牌照申請或與申請牌照相關的情況下所提供的資料，於本人簽署此牌照申請日起計的4年內向任何政府機關、公共機構、教育機構及／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。本人亦授權有關政府機關、公共機構、教育機構及／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及／或核實有關本人就此牌照申請或與申請牌照相關的情況下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, starting from the date of this application until 4 years thereafter, concerning myself to any Government authorities, public bodies, educational institutions and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region for the processing of this licence application and/or for verifying the information provided for or in connection with my licence 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. I hereby also authorize the Government authorities, public bodies, educational institutions 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 and/or for verifying the information provided for or in connection with my licence application.

申請人姓名  
Name of Applicant

申請人簽署  
Signature of Applicant

日期（日／月／年）  
Date (dd/mm/yyyy)

## 牌照續期申請須知

### Notes for the Application for Renewal of Licence

1. 填寫申請表前，請先細閱本「牌照續期申請須知」、「個人資料收集聲明」、「牌照續期申請的相關資料」及「核對表」。  
Please read this “Notes for the Application for Renewal of Licence”, “Personal Information Collection Statement”, “Relevant Information for the Application for Renewal of Licence” and “Checklist” before completing the application form.
2. 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.
3. 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 “\*”.
4. 根據《物業管理服務條例》(第 626 章)(《物管條例》)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（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) (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.
5. 牌照續期申請的所需文件  
Documents Required for the Application for Renewal of Licence

如欲更改以下資料，須提供有關證明文件：

Please provide relevant supporting documents if there is any change(s) to the following information:

	變更項目 Changes	有關證明文件 Relevant supporting documents
1	姓名 Name	改名契正本及複本，以及載有新姓名的香港身份證正本及複本。 The original and a copy of the deed poll and the Hong Kong Identity Card showing the new name.
2	性別 Gender	載有新性別的香港身份證正本及複本。 A copy of the Hong Kong Identity Card showing the new gender 彩色近照一張。 A recent colour photo
3	地址（住址／通訊地址） Address (Residential/Correspondence)	三個月內載有新地址的證明文件複本 A copy of proof for the new address issued within 3 months
4	學歷 Academic qualifications	學歷的證明文件複本（例如畢業證書）（如有） A copy of the proof of education (e.g. graduation certificate) (if any)
5	專業資格 （只適用於持牌物業管理人 （第 1 級）） Professional qualifications (only applicable to licensed PMP (Tier 1))	專業資格的證明文件（須由有關認可專業團體發出，顯示持牌人的會籍及有效期）（如有） A copy of the proof for professional qualifications (must be issued by the recognized professional body, indicating the class of membership and validity date) (if any)
6	全職物業管理工作經驗 Full time work experience in property management	即由新／舊僱主所發出的有關香港物業管理工作經驗的證明文件複本，例如入職證明等（如有） A copy of the supporting documents issued by new/ex-employer(s) for work experience in property management in Hong Kong (if any)

#### 備註 Remarks :

如透過郵寄方式提交申請，請勿郵寄證明文件的正本。

For submission of application by post, please do not mail the original of the supporting documents.

6. 費用 Fees

牌照類別 Type of Licence Applied for	有效期 (月) Validity period (months)	費用 (港幣) Fees (HK\$)		
		申請費 Application Fee	牌照費 Licence Fee	合共 Total
物業管理人 (第 1 級) 牌照 PMP (Tier 1) licence	36	\$100	\$3,600	<b>\$3,700</b>
物業管理人 (第 2 級) 牌照 PMP (Tier 2) licence			\$1,200	<b>\$1,300</b>

**備註 Remarks :**

- (a) 費用須於遞交申請時一併繳付。  
Fees must be paid upon submission of the application
- (b) 可使用現金 (請勿郵寄現金)、劃線支票或轉數快繳付費用, 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 cash (please do not send in cash), a crossed cheque or Faster Payment System (FPS). Cheques should be made payable to the "Property Management Services Authority". Post-dated cheques will not be accepted.
- (c) 如申請人在獲批續牌前撤回申請, 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) 並不表示牌照續期申請必定成功。只有在完全符合《物管條例》中所有有關持牌準則及申請人屬持有有關牌照的合適人選時, 才獲批續牌。  
The fact that an application and payment are accepted (including the cheque having been encashed) does not mean that a licence will necessarily be renewed to the applicant. A licence will only be renewed if all the relevant criteria for holding the licence under the PMSO are met and the applicant is considered a suitable person to hold the licence.

7. 牌照續期申請方法 Application for Renewal of Licence Method

- (a) 預約 (親身或由代表遞交, 可透過監管局網頁進行預約)  
By appointment (submission in person or by a representative, appointment may be made via PMSA's webpage.)
- (b) 網上申請 Online application
- (c) 郵遞 (請於信封面註明「牌照續期申請」)  
By post (Please mark on the envelope "Application for Renewal of Licence")

**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.
- (c) 為確保郵遞無誤, 請在投寄郵件時支付足額郵資及註明回郵地址  
Please pay sufficient postage and provide a return address before posting to ensure successful delivery.

8. 如表格上的空位不夠應用, 可另加紙張說明。

If space provided in the form is insufficient, please give the details in a separate sheet of paper.



9. 牌照續期申請的審批及查詢

Vetting and Enquiry on Application for Renewal of Licence

- (a) 監管局收到牌照續期申請及／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 licence renewal application and/or documents are received does not mean that relevant documents and/or required information are complete. The PMSA may request an applicant to provide further information and/or clarify the information provided.

- (b) 為保護環境，監管局會盡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 a mobile phone number and an email address in the application form.

- (c) 如已收妥全部所需文件及費用、申請人符合所有持牌準則及屬持有有關牌照的合適人選，監管局一般可於收齊所有文件起計的十五個工作天內完成審批程序。

If all the required documents and fees are received, the applicant fulfills all the criteria for holding a licence and is a suitable person to hold a licence, the PMSA will generally complete the vetting process within fifteen working days from the date of receipt of all the required documents and fees.

- (d) 如欲查詢牌照續期申請的審批情況，請與監管局牌照部聯絡：

Enquiry on the licence renewal application status may 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](mailto: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; 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。

The PMSA may transfer 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 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

## 牌照續期申請的相關資料

### Relevant Information for the Application for Renewal of Licence

#### 第一部分 — 持牌準則

#### Part 1 – Criteria for Holding a Licence

有關持牌準則如下：

The criteria for holding the relevant licences are as follows:

<p>物業管理人 (第 1 級) 牌照 PMP (Tier 1) Licence</p>	<p>申請人— The Applicant—</p> <p>(a) 在緊接物業管理人 (第 1 級) 牌照續期申請日期前的 3 年內, 持有物業管理人 (第 1 級) 牌照; 及 has, within the 3 years immediately before the date of the application for renewal of the PMP (Tier 1) licence, held a PMP (Tier 1) licence; and</p> <p>(b) 是監管局認可的專業團體的會員<sup>註 1</sup>。 is a member of a professional body recognized by the PMSA <sup>Note 1</sup>.</p> <p>註: 若申請人現時/曾經持有臨時物業管理人 (第 1 級) 牌照, 並透過完成監管局的指明課程而獲得物業管理人 (第 1 級) 牌照, 只需符合 (a) 項所述的準則。</p> <p>Note: Applicant who is/was a licensed Provisional PMP (Tier 1) and obtained the PMP (Tier 1) licence through completion of the PMSA Specified Course is only required to fulfill the requirement stated in (a) above.</p>
<p>物業管理人 (第 2 級) 牌照 PMP (Tier 2) Licence</p>	<p>申請人在緊接物業管理人 (第 2 級) 牌照續期申請日期前的 3 年內, 持有物業管理人 (第 1 級) 牌照或物業管理人 (第 2 級) 牌照。</p> <p>The Applicant has, within the 3 years immediately before the date of the application for renewal of the PMP (Tier 2) licence, held a PMP (Tier 1) licence or a PMP (Tier 2) licence.</p>

#### 備註 Remarks :

註 1 : 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 1: 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 類別的物管服務。</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>
	<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>
<b>6</b>	<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：</b> 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>Examples:</b> Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements. <b>註：</b> 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>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>
<b>7</b>	<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：</b> 為審裁聆訊準備有關文件（例如申索書）及出席聆訊。 <b>Examples:</b> Preparing relevant documents, e.g. form of claim, for tribunal hearings & attending hearings. <b>註：</b> 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>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.