



登記冊複本申請表 Application Form for a Copy of the Register

收取個人資料聲明

申請人所提供的個人資料將用於處理以上申請。如果申請人不提供有關資料，監管局可能因此而不能處理以上申請。

Personal Information Collection Statement

The personal data collected in this application are to be used for the purpose of processing this application. The personal data collected are necessary for the processing of application and, if not provided, may result in the PMSA being unable to process the application.

注意 Note:

1. 登記冊內載有的資料不得用於與登記冊的目的無關之目的，使用所提供的資料須符合《個人資料（私隱）條例》（第 486 章）的規定。

The information contained in the registers must not be used for purposes that are not related to the purpose of the registers. The use of information provided is subject to the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

2. 任何人在繳付訂明費用（每次要求港幣\$100 及每頁 A4 紙港幣\$2 或每頁 A3 紙港幣\$4）後，可從物業管理業監管局（監管局）取得登記冊的整份或部分（相關的持牌物業管理公司（如不屬公司）、持牌物業管理人或持牌臨時物業管理人被裁定犯違紀行為或《物業管理服務條例》（第 626 章）所訂的刑事罪行的定罪紀錄（如有）的部份除外）的複本。

A person may, on payment of the prescribed fee (HK\$100 for each request plus HK\$2 for each page on an A4 size paper or HK\$4 for each page on an A3 size paper), obtain from the Property Management Services Authority (PMSA) a copy of the whole or a part of a register kept by the PMSA (except the part regarding the conviction record (if any) of the licensed PMC (if not a company), licensed PMP or licensed provisional PMP concerned in relation to disciplinary offences or criminal offences under the Property Management Services Ordinance (Cap. 626).

申請方法 Application Method:

1. 請填寫申請表的第一部分，並於適當方格 內加上「✓」號，如有「*」號，請將不適用者刪去。
Please complete Part 1 of the application form, and put a “✓” in the appropriate box , and delete inapplicable items with an “*”.
2. 請將填妥的申請表第一部分以電郵方式提交給監管局（lic@pmsa.org.hk）。
Please send the completed Part 1 of the application form to the PMSA by email (lic@pmsa.org.hk).
3. 監管局在計算有關複本的頁數及費用後，會以電郵方式通知申請人所需支付的金額。
After calculating the number of pages and fees, the PMSA will notify the applicant of the amount payable by email.
4. 請以所選的繳費方法繳交所需費用，監管局會於收取費用後7個工作天內透過所選方式發出登記冊複本。
Please pay the required fee through the selected payment method; the PMSA will issue a copy of the register through the selected method within 7 working days after the fee is settled.

第一部分（由申請人填寫） Part 1 (To be filled by the applicant)

1. 申請 Application for:

- 物業管理公司登記冊的整份的複本 A copy of the whole of the PMC register
- 物業管理人（第1級）登記冊的整份的複本 A copy of the whole of the PMP (Tier 1) register
- 物業管理人（第2級）登記冊的整份的複本 A copy of the whole of the PMP (Tier 2) register
- 臨時物業管理人（第1級）登記冊的整份的複本 A copy of the whole of the Provisional PMP (Tier 1) register
- 臨時物業管理人（第2級）登記冊的整份的複本 A copy of the whole of the Provisional PMP (Tier 2) register
- 物業管理公司／物業管理人（第1級）／物業管理人（第2級）／臨時物業管理人（第1級）／臨時物業管理人（第2級）*登記冊關乎以下持牌人的部分的複本 A copy of a part of the PMC/ PMP (Tier 1)/ PMP (Tier 2)/ Provisional PMP (Tier 1)/ Provisional PMP (Tier 2) * register in respect of the following licensee:

持牌人姓名／名稱 Name of Licensee

牌照號碼 Licence Number:

_____	_____
_____	_____
_____	_____
_____	_____

2. 複本形式 Format of the copy:

- A4紙（每頁\$2，另加申請費\$100） A4 size paper (\$2 for each page, and application fee \$100)
- A3紙（每頁\$4，另加申請費\$100） A3 size paper (\$4 for each page, and application fee \$100)

3. 繳費方法 Payment method:

- 支票（劃線支票抬頭請註明支付「物業管理業監管局」）
By cheque (Cheque should be crossed and made payable to the “Property Management Services Authority”.)
- 現金（請勿郵寄現金） By cash (please do not send in cash)
- 轉數快 By Faster Payment System (FPS)
- 繳費靈 By PPS

4. 領取方法 Collection method:

- 郵寄 By post (地址 Address : _____)
- 電郵 By email: _____
- 親身或授權代表到監管局辦事處領取 Collect in person or by an authorized representative at the PMSA office

聯絡電話

Phone number

電郵地址

Email address

公司名稱（如適用）

Company name (if applicable)

申請人姓名

Name of applicant

簽署

Signature

日期

Date

第二部分（由監管局填寫） Part 2 (To be filled by the PMSA)

所需頁數：

Number of pages required:

所需費用：

Fee required:

如有查詢，請與監管局牌照部聯絡 For enquiry, please contact 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

辦公時間 Office hours : (星期一至五) 上午 9:00 – 下午 6:00 (Mon to Fri) 9:00 am – 6:00 pm

地址 Address : 香港灣仔皇后大道東 248 號大新金融中心 8 樓 806-8 室

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