

## Notification of Changes of Prescribed Matters by Licensed PMP

**Notes:**

1. Section 17(1) of the Property Management Services Ordinance (Cap. 626) (PMSO) and section 14 of and Schedule 4 to the Property Management (Licensing and Related Matters) Regulation stipulate that licensees must, within 31 days after any change of the prescribed matters takes place, notify the Property Management Services Authority (PMSA) in writing in the forms specified by the PMSA and accompanied by the supporting documents which the PMSA may from time to time specify. This form is made for the purpose of the said provisions.
2. Please check the appropriate box .

**(A) Licensed PMP information**

<b>Name<sup>1</sup></b>	(Chinese)
	(English)
<b>Licence number</b>	

**(B) Changes of prescribed matters**

	Changes (new information)	Effective date (dd/mm/yyyy)	Supporting documents required (see Notes below)
<input type="checkbox"/>	Name in Chinese:		1
<input type="checkbox"/>	Name in English:		
<input type="checkbox"/>	Residential address:		2
<input type="checkbox"/>	Correspondence address:		
<input type="checkbox"/>	Mobile telephone number:		Not Applicable
<input type="checkbox"/>	Residential telephone number:		
<input type="checkbox"/>	Office telephone number:		
<input type="checkbox"/>	Email address:		
<input type="checkbox"/>	Language of correspondence: <input type="checkbox"/> Chinese <input type="checkbox"/> English		

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<sup>1</sup> In case your name has been changed, please fill in the name appearing in the licence.

	<b>Changes (new information)</b>	<b>Effective date (dd/mm/yyyy)</b>	<b>Supporting documents required (see Notes below)</b>
<input type="checkbox"/>	<p><b>Professional qualification<sup>2</sup></b></p> <p><input type="checkbox"/> Cessation</p> <p>Name of recognized professional body: _____</p> <p>Membership class: _____</p> <p>Division / Pathway (if applicable): _____</p> <p><input type="checkbox"/> Admission</p> <p>Name of recognized professional body: _____</p> <p>Membership class: _____</p> <p>Division / Pathway (if applicable): _____</p>		3
<input type="checkbox"/>	<p><b>Employment</b></p> <p><input type="checkbox"/> Cessation</p> <p>Name of property management company: _____</p> <p>Licence number of property management company: _____</p> <p>Position: _____</p> <p><input type="checkbox"/> Commencement</p> <p>Name of property management company: _____</p> <p>Licence number of property management company: _____</p> <p>Position: _____</p>		Not applicable
<input type="checkbox"/>	<p><b>Director of / partner in licensed property management company</b></p> <p><input type="checkbox"/> Ceased to be a director / partner</p> <p>Name of licensed property management company: _____</p> <p>Licence number of property management company: _____</p>		4

<sup>2</sup> only applicable to a Licensed PMP (Tier 1)

	<b>Changes (new information)</b>	<b>Effective date (dd/mm/yyyy)</b>	<b>Supporting documents required (see Notes below)</b>																								
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<input type="checkbox"/>	<b>Matters relating to a suitable person</b> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 10%; text-align: center;">Uncertain</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Have you been convicted of any disciplinary offence under the PMSO (Cap. 626)?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 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?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> 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.)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Have you been convicted of any criminal offence in Hong Kong or elsewhere?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	Uncertain	<input type="checkbox"/> Are you a mentally disordered person, or a patient, within the meaning of section 2(1) of the Mental Health Ordinance (Cap. 136)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Have you been convicted of any disciplinary offence under the PMSO (Cap. 626)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Have you been convicted of any criminal offence in Hong Kong or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
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### **(C) Declaration**

I hereby declare that all the information provided in notification is **full, complete and true** to the best of my knowledge and belief.

\_\_\_\_\_  
Name of Licensed PMP

\_\_\_\_\_  
Signature of Licensed PMP

\_\_\_\_\_  
Date (dd/mm/yyyy)

**Notes:**

1. A copy of the deed poll and the new Hong Kong Identity Card showing the new name. As change involves amendment of information on the license, a fee is required for re-issuing the licence and PMP card.
2. A copy of proof for residential address and correspondence address (if applicable) issued within 3 months, including:
  - (a) bills or invoices issued by public utility companies (e.g. utility bills for water, electricity or town gas services);
  - (b) correspondences from government departments or the Judiciary;
  - (c) statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
  - (d) bills of landline telephone, mobile phone, paid television or internet services;
  - (e) documents or bills issued by local post-secondary institutions;
  - (f) valid and “stamped” (for stamp duty) tenancy agreement (the term of the tenancy must cover the date of the change); or
  - (g) bills, correspondences or other documents issued by public organizations such as the Hospital Authority, Housing Department, Hong Kong Housing Society, Hong Kong Examinations and Assessment Authority, etc.
3. A copy of a document showing the relevant professional qualifications (must be issued by a recognized professional body, indicating the class of membership and validity date).
4. For changes concerning directorship, a copy of a document showing the latest list of the board of directors (e.g. Annual Return (NAR1) and Notice of Change of Company Secretary and Director (Appointment/Cessation) (ND2A)). For changes concerning partnership, a copy of certified extracts of information on the Business Register.
5. Please give details on additional sheets and provide relevant documents or records.

**Personal Information Collection Statement**

1. Purposes of collecting personal data
  - (a) The PMSA will use the personal data acquired for the following purposes:
    - (i) processing licence applications;
    - (ii) enforcing or complying with the provisions of the PMSO, providing appropriate training to licensees and provision of information on matters concerning property management practice; and
    - (iii) communicating with licensees.
  - (b) Not providing the required information may result in the PMSA being unable to process the change request and the licensee may, as a result, breach section 17(1) of the PMSO and commit a disciplinary offence.
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

Licensees 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 : enquiry@pmsa.org.hk  
Address : Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong