

Prescribed Conditions on Licences

Code of Conduct

Code No.: C7/2021



物業管理業監管局
PROPERTY MANAGEMENT
SERVICES AUTHORITY

《物業管理服務條例》(第626章)
Property Management Services Ordinance (Cap. 626)

物業管理公司牌照
Property Management Company Licence



牌照號碼: [C-XXXXXX]
Licence Number: [C-XXXXXX]

本物業管理公司牌照發出予 [持牌人名稱] ("持牌人")
This PMSA licence is issued to [Name of licensee] ("licensee")

本牌照有效日期為 [2020年8月1日] 至 [2023年7月31日] (包括首尾兩天)
This licence is valid from [1 August 2020] to [31 July 2023] (both dates inclusive)

本牌照受下列的一般條件及其他條件(如有)規限:
This licence is subject to the general conditions and other conditions (if any) set out below.

一般條件
General Conditions

持牌人——
The licensee must ——

- (a) 繼續維持持有本牌照的合資格人選;
continue to be a suitable person to hold this licence;
- (b) 繼續履行合持有本牌照的事項;
continue to meet the criteria for holding this licence;
- (c) 須在持牌人居住物業管理服務範圍內張貼地方, 展示本牌照的副本;
display a copy of this licence in a prominent place in each property for which property management services are provided by the licensee;
- (d) 須指定至少一名持牌負責持牌人(第1條)管理持牌人向提供物業管理服務的每項物業, 並在每項物業的顯眼地方, 將有關負責持牌人的姓名(第1條)印就或張貼出來;
appoint at least one licensed PMP (Tier 1) to manage each property for which property management services are provided by the licensee and display in a prominent place in each property the name and licence number of the licensed PMP (Tier 1) appointed;
- (e) 須在持牌人或持牌負責持牌人居住物業, 向持牌人本身提供任何信件、帳目、收據、票據、小冊子、廣告及其他文件上, 清楚顯示持牌持牌人的姓名或名稱及牌照號碼;
state the name and licence number of the licensee clearly and conspicuously on any letter, account, receipt, prospectus, brochure, advertisement and other documents issued in whatever form by or on behalf of the licensee in the capacity of a licensee;
- (f) 須在收到要求查閱其全部資料的期間內, 向物業管理服務局提交其可不時取得的資料及文件; 及
submit to the Property Management Services Authority, within the period of time specified by the Authority, the information and documents that the Authority may from time to time specify; and
- (g) 不得以本牌照內註明的持牌人姓名或名稱以外姓名或名稱, 經營提供物業管理服務的事務;
not carry on the business of providing property management services under a name other than the name of the licensee stated on this licence.

其他條件
Other Conditions

[持牌人]
(Sd/)




 謝偉鈺
 Signed
 物業管理業監管局主席
 Chairperson
 Property Management Services Authority

[參考編號 Reference No.: 00000]



Preamble ● ● ●

The following code of conduct (“Code”) is issued by the Property Management Services Authority (“PMSA”) pursuant to section 5 of the Property Management Services Ordinance (“PMSO”) and contains practical guidance for the purposes of section 4 of the PMSO (disciplinary offences). Although a licensee¹ does not incur a legal liability only because the licensee has contravened a provision of the Code, the Code is admissible in evidence in disciplinary hearings, and proof that a licensee contravened or did not contravene the relevant provision of the Code may be relied on as tending to establish or negate a matter that is in issue in the hearings.



¹ The term “licensee” means the holder of the following licence: a PMC licence; a PMP (Tier 1) licence; a PMP (Tier 2) licence; a provisional PMP (Tier 1) licence; or a provisional PMP (Tier 2) licence.



Background ●●●

The PMSA may, pursuant to sections 9(3) and 10(3) of and section 2(5) of schedule 4 to the PMSO, impose on a licence those conditions including prescribed conditions set out in sections 10, 11 and 12 of the Property Management Services (Licensing and Related Matters) Regulation (“Regulation”) (see [Appendices 1 & 2](#))² that it considers appropriate.

The purpose of the Code is to provide licensees with practical guidance for complying with certain prescribed conditions. According to section 4 of the PMSO, a licensee commits a disciplinary offence if he / she contravenes a condition imposed on his / her licence.

Have to continue to be a suitable person to hold the licence and meet the criteria for holding the licence

- Prescribed condition:**
- (1) A licensee has to continue to be a suitable person to hold the licence.
 - (2) A licensee has to continue to meet the criteria for holding the licence.

² A licensee should refer to the conditions printed on his / her licence in order to ascertain the conditions actually imposed on his / her licence.

Code:

A(1) A licensee has to comply with the requirement set out in section 17(1)³ of the PMSO, section 14⁴ of and schedule 4⁵ to the Regulation to notify the PMSA, in the specified form, of any change in the information relating to compliance with the criteria for holding a licence and conditions imposed on a licence within 31 days after the change takes place.

A(2) The information relating to compliance with the criteria for holding a licence and conditions imposed on a licence includes —

- (a) criminal conviction (applicable to all licensees⁶);
- (b) whether or not a bankrupt, or having entered into a composition or scheme of arrangement with the relevant creditors (only applicable to director / partner / sole-proprietor of licensed PMC);
- (c) membership of recognized professional body (only applicable to licensed PMP (Tier 1));
- (d) minimum manning ratios specified by the PMSA (only applicable to licensed PMC); and
- (e) the licensed PMP (Tier 1) who has effective control of the provision of property management services (PMSs) by the licensed PMC (only applicable to licensed PMC).

³ Section 17(1) of the PMSO provides: "A licensee must notify the Authority in writing of any change in the prescribed matters in the prescribed manner".

⁴ Section 14 of the Regulation provides: "For the purposes of section 17(1) of the Ordinance, the prescribed matters any change in which must be notified by a licensee to the Authority and the prescribed manner of such notification are set out in Schedule 4".

⁵ Schedule 4 of the Regulation provides: "Any change of the following matters must be notified by a licensee, within 31 days after the change takes place, to the Authority in writing in the forms specified by the Authority and accompanied by the supporting documents that the Authority may from time to time specify — (a) the particulars provided in a licence application form; and (b) the information relating to the compliance with the criteria for holding a licence and conditions imposed on a licence".

⁶ For a licensed PMC, if there is a change in criminal conviction records of its director / partner / sole-proprietor, the licensed PMC has to notify the PMSA in accordance with section 17(1) of the PMSO and section 14 of and schedule 4 to the Regulation.



Licensed PMCs have to display copies of the licences

Prescribed condition: A licensed PMC has to display a copy of its licence issued by the PMSA in a prominent place in each property for which PMSs are provided by it.

Code: B(1) The copy of licence displayed by a licensed PMC must include all information contained in the licence and the size must not be smaller than that of the relevant licence issued by the PMSA.

Licensed PMCs to appoint licensed PMP (Tier 1) to manage property

Prescribed condition: A licensed PMC has to appoint at least one licensed PMP (Tier 1) to manage each property for which PMSs are provided by it.

Code: C(1) If a licensed PMC appoints a licensed PMP (Tier 1) to manage more than one property, it has to ensure that the licensed PMP (Tier 1) has the experience to handle management work of such scale.



Displaying at the property the name and licence number of the licensed PMP (Tier 1) appointed

- Prescribed condition:**
- (1) A licensed PMC has to display the name and licence number of the licensed PMP (Tier 1) appointed for the management of each property for which PMSs are provided by it in a prominent place in such property.
 - (2) If a licensed PMP (Tier 1) is appointed by a licensed PMC to manage the relevant property, he / she has to display his / her name and licence number in a prominent place in the relevant property.

- Code:**
- D(1) A licensed PMC and a licensed PMP (Tier 1) appointed by the licensed PMC have to display the relevant name and licence number of that licensed PMP (Tier 1) legibly and in appropriate font size in a prominent place in the relevant property.
 - D(2) If there is a change of the licensed PMP (Tier 1) mentioned in paragraph D(1) of the Code, the licensed PMC has to, as soon as reasonably practicable, display the name and licence number of the succeeding licensed PMP (Tier 1) legibly and in appropriate font size in a prominent place in the relevant property.

Licensees to state the name and licence number on documents

- Prescribed condition:**
- A licensee has to state the name and licence number of the licensee clearly and conspicuously on any letter, account, receipt, pamphlet, brochure, advertisement and other documents issued in whatever form by or on behalf of the licensee in the capacity of a licensee.

- Code:**
- E(1) For the compliance with the prescribed condition mentioned above, a licensee has to state the name and the licence number legibly and in appropriate font size.

Prescribed conditions that may be imposed on a PMC licence

Sections 9(3) and 10(3) of the Property Management Services Ordinance provide that the Property Management Services Authority ("PMSA") may impose conditions that it considers appropriate on a PMC licence, including the prescribed conditions set out in section 10 of the Property Management Services (Licensing and Related Matters) Regulation ("Regulation"). Such prescribed conditions are:

A licensee must —


- (a) continue to be a suitable person to hold the licence;
- (b) continue to meet the criteria referred to in section 6 of the Regulation for holding the licence;
- (c) display a copy of the licence in a prominent place in each property for which property management services are provided by the licensee;
- (d) appoint at least one licensed PMP (Tier 1) to manage each property for which property management services are provided by the licensee and display in a prominent place in such property the name and licence number of the licensed PMP (Tier 1) appointed;
- (e) state the name and licence number of the licensee clearly and conspicuously on any letter, account, receipt, pamphlet, brochure, advertisement and other documents issued in whatever form by or on behalf of the licensee in the capacity of a licensee;
- (f) submit to the PMSA, within the period of time specified by the PMSA, the information and documents that the PMSA may from time to time specify; and
- (g) not carry on the business of providing property management services under a name other than the name of the licensee stated on the PMC licence.

Prescribed conditions that may be imposed on a property management practitioner licence and provisional property management practitioner licence

Sections 9(3) and 10(3) of and section 2(5) of schedule 4 to the Property Management Services Ordinance provide that the Property Management Services Authority (“PMSA”) may impose conditions that it considers appropriate on a property management practitioner licence and provisional property management practitioner (“provisional PMP”) licence, including the prescribed conditions set out in sections 11 or 12 of the Property Management Services (Licensing and Related Matters) Regulation (“Regulation”) (as the case may be). Such prescribed conditions are:

A licensee must —

- (a) continue to be a suitable person to hold the licence (this condition is only applicable to a holder of PMP (Tier 1) licence or PMP (Tier 2) licence);
- (b) continue to be a suitable person to hold the provisional PMP licence (this condition is only applicable to a holder of provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence);
- (c) continue to meet the criteria referred to in the following provision for holding the licence —
 - (i) for a PMP (Tier 1) licence — section 7(1) of the Regulation; or
 - (ii) for a PMP (Tier 2) licence — section 8(1) of the Regulation;

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- (d) continue to meet the criterion referred to in section 9(1) of the Regulation for holding the relevant provisional PMP licence (this condition is only applicable to a holder of provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence);
 - (e) complete on or before a date specified by the PMSA the number of hours specified by the PMSA, of attendance of or participation in, continuing professional development courses or activities that the PMSA may from time to time recognize or specify;
 - (f) if the licensee is appointed by a licensed PMC to comply with the condition imposed on the PMC licence⁷ — display in a prominent place in the property for which property management services are provided by the licensee the name and licence number of the licensee (this condition is only applicable to a holder of PMP (Tier 1) licence);
 - (g) state the name and licence number of the licensee clearly and conspicuously on any name card, letter, account, receipt, pamphlet, brochure, advertisement and other documents issued in whatever form by or on behalf of the licensee in the capacity of a licensee; and
 - (h) submit to the PMSA, within the period of time specified by the PMSA, the information and documents that the PMSA may from time to time specify.
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⁷ One of the conditions set out in section 10 of the Regulation that may be imposed on a PMC licence is: “a licensee must appoint at least one licensed PMP (Tier 1) to manage each property for which property management services are provided by the licensee and display in a prominent place in such property the name and licence number of the licensed PMP (Tier 1) appointed”.

If there is any inconsistency between the Chinese version and the English version of this Code, the Chinese version shall prevail.



Related Best Practice Guide

Property Management Services Authority

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