

Applicant of Property Management Practitioner (Tier 2) Licence
Confirmation of Work Experience Obtained under the Supervision of a
Licensed PMP (Tier 1)

1. Information provided in this confirmation is used to verify the work experience of the applicant for a Property Management Practitioner (“PMP”) (Tier 2) licence. This confirmation must be confirmed and signed by the licensed PMP (Tier 1) who supervised / supervises the applicant in respect of the provision of property management services for properties in Hong Kong.
2. If the applicant is supervised by different licensed PMPs (Tier 1) during different periods, please make copies of this confirmation and fill in separately.
3. Please check the appropriate box .
4. You may write on additional sheet or attach relevant supporting documents if necessary.

Name of applicant		HKID card no. of applicant								
Organization that the applicant has worked for during the supervision of a licensed PMP (Tier 1)										
Name of organization		Type	<input type="checkbox"/> PMC <input type="checkbox"/> Owner’s organization <input type="checkbox"/> Others							
Address		Telephone number								
Applicant’s work experience obtained under the supervision of a licensed PMP (Tier 1) (If the applicant has held different positions, please fill in all positions and periods)										
Post no.	Period of providing property management services under the supervision of a licensed PMP (Tier 1) (dd/mm/yyyy–dd/mm/yyyy)	Position of the applicant (full title)	Applicant’s scope of work in terms of categories of prescribed property management services ¹							
			Category							
			1	2	3	4	5	6	7	
1	From / / To / /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	From / / To / /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	From / / To / /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I confirm that I supervised the applicant to provide property management services for properties in Hong Kong during the aforementioned period. 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.** I hereby declare that **the information provided in this confirmation is full, complete and true** to the best of my knowledge and belief.

Name of Licensed PMP (Tier 1)	PMP Licence No.	Contact Tel. No. and Email Address
Name of current company & Position of Licensed PMP (Tier 1)	Signature of Licensed PMP (Tier 1)	Date (dd/mm/yyyy)

¹ Please refer to the information of the prescribed property management services appended to this confirmation.

Prescribed Property Management Services ²

Category 1: General management services relating to a property

General services relating to property management provided pursuant to a DMC (except those PMSs under categories 2 to 7) for owners, residents, tenants, users or visitors.

Examples: Assisting an owners' committee, a management committee and owners to hold meetings; submitting work reports; handling and following up on enquiries and complaints.

Category 2: Management of the environment of a property

Services for the cleaning, hygiene, landscaping or safety of the environment of a property.

Examples: Cleaning up of waste, plant and silt; waste disposal arrangements; mosquito and pest control; pruning, caring and replacement of plants; security services.

Category 3: Repair, maintenance and improvement of a property

Services for the repair, replacement, maintenance or improvement of a property including the structure and building services installation.

Examples: 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.

Category 4: Finance and asset management relating to a property

Services for the budgeting, or management of finance, accounts or asset relating to a property.

Examples: 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.

Note: 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 PMS under category 4.

Category 5: Facility management relating to a property

Services for the management of ancillary facilities in a property (except those PMSs under category 3).

Examples: Management of clubhouses, car parks, sewage treatment and major power generation ancillary facilities (except those PMSs under category 3).

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 a PMS under category 5.

Category 6: HR management relating to personnel involved in the management of a property

Human resources management services in relation to individuals engaged by an owner or owners' organization in the provision of property management services.

Examples: Management of human resources engaged by owners or owners' organisations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.

Note: For the purpose of fulfilling the work experience criterion, in-house HR management services provided within a PMC itself are not regarded as PMSs under category 6.

Category 7: Legal services relating to the management of a property

Legal services, generally referring to the provision of information and advice on the legal aspects, in respect of property management services under 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).

Examples: Preparing relevant documents, e.g. form of claim, for tribunal hearings & attending hearings.

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 PMS under category 7.

² 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 PMSs under category 2, not category 5. Similarly, maintenance services provided to ancillary facilities are only regarded as PMSs under category 3, not category 5.