

**物業管理人牌照／臨時物業管理人牌照申請表**  
**Application Form for Property Management Practitioner Licence /**  
**Provisional 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.

就本申請表第六部份聲明，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「申請須知」、「個人資料收集聲明」、「牌照申請的相關資料」及「核對表」。

Before completing this application form, please read the attached “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” 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 — 申請牌照類別 Part 1 – Type of Licence Applied for

- |   |
|---|
| <input type="checkbox"/> 物業管理人 (第 1 級) 牌照 PMP (Tier 1) licence  |
| <input type="checkbox"/> 物業管理人 (第 2 級) 牌照 PMP (Tier 2) licence  |
| <input type="checkbox"/> 臨時物業管理人 (第 1 級) 牌照 provisional PMP (Tier 1) licence#<br>(牌照有效期 for a licence validity period of <input type="checkbox"/> 36 個月 months <input type="checkbox"/> 24 個月 months <input type="checkbox"/> 12 個月 months) |
| <input type="checkbox"/> 臨時物業管理人 (第 2 級) 牌照 provisional PMP (Tier 2) licence#<br>(牌照有效期 for a licence validity period of <input type="checkbox"/> 36 個月 months <input type="checkbox"/> 24 個月 months <input type="checkbox"/> 12 個月 months) |

此欄供臨時物業管理人 (第 1 級) 牌照或臨時物業管理人 (第 2 級) 牌照申請人填寫,請參閱「牌照申請的相關資料」第二部分「過渡安排」的備註 1。

This section is to be completed by the applicant applying for a provisional PMP (Tier 1) licence or a provisional PMP (Tier 2) licence. Please refer to Remark 1 of the “Transitional Arrangements” in Part 2 of the “Relevant Information for Licence Application”.

- |  |
|--|
| <input type="checkbox"/> 本人申請臨時物業管理人 (第 1 級) 牌照,並確定本人 <b>並不符合</b> 持有物業管理人 (第 1 級) 牌照的準則。<br>I apply for a provisional PMP (Tier 1) licence, and I confirm that <b>I do not fulfil</b> the criteria for holding a PMP (Tier 1) licence. |
| <input type="checkbox"/> 本人申請臨時物業管理人 (第 2 級) 牌照,並確定本人 <b>並不符合</b> 持有物業管理人 (第 2 級) 牌照的準則。<br>I apply for a provisional PMP (Tier 2) licence, and I confirm that <b>I do not fulfil</b> the criteria for holding a PMP (Tier 2) licence. |

#請注意:為符合申領正式物業管理人牌照的要求,你必須在臨時物業管理人牌照的有效期限滿前修畢為臨時物管人牌照持有人而設的「物業管理業監管局指明課程」(「指明課程」)。為審慎起見,請於獲發臨時物管人牌照後才報讀「指明課程」。

#Please note that in order to be eligible for applying for a formal PMP licence, you have to complete a PMSA Specified Course (Specified Course) designed for holders of provisional PMP licence before the expiry of the provisional PMP licence. For the sake of prudence, please obtain a provisional PMP licence before enrolment to a Specified Course.

**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
			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	
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			

你是否曾經持有以下牌照? Have you ever held a licence listed below?

- 物業管理人 (第 1 級) 牌照 PMP (Tier 1) licence:  
否 No 是 Yes; 牌照號碼 Licence Number \_\_\_\_\_
- 物業管理人 (第 2 級) 牌照 PMP (Tier 2) licence:  
否 No 是 Yes; 牌照號碼 Licence Number \_\_\_\_\_
- 臨時物業管理人 (第 1 級) 牌照 provisional PMP (Tier 1) licence:  
否 No 是 Yes; 牌照號碼 Licence Number \_\_\_\_\_  
(如適用)「物業管理業監管局指明課程 (第 1 級)」的畢業證書簽發日期: \_\_\_\_\_ (日/月/年)  
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1)”: \_\_\_\_\_ (dd/mm/yyyy)
- 臨時物業管理人 (第 2 級) 牌照 provisional PMP (Tier 2) licence:  
否 No 是 Yes; 牌照號碼 Licence Number \_\_\_\_\_  
(如適用)「物業管理業監管局指明課程 (第 1 級/第 2 級\*)」的畢業證書簽發日期: \_\_\_\_\_ (日/月/年)  
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1/Tier 2\*)”: \_\_\_\_\_ (dd/mm/yyyy)

如你在持有臨時物業管理人牌照有效期間修畢「物業管理業監管局指明課程」，然後申請正式物業管理人牌照，請直接填寫「第五部分」有關你是否或曾是持牌物業管理公司的董事或合夥人的資料及在「第六部分」作出聲明，而毋須填寫「第三部分」及「第四部分」。

If you apply for a formal PMP licence after completing the “Property Management Services Authority Specified Course” during the validity period of holding a provisional PMP licence, please directly fill in “Part 5” about whether you are or were a director or partner of a licensed PMC and make a declaration in “Part 6”, without filling in “Part 3” and “Part 4”.

**第三部分 — 學歷（按就讀日期先後順序列出） Part 3 – Academic Qualifications (in Chronological Order)**

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)		香港資歷架構（如適用）% Hong Kong Qualifications Framework (If applicable)%	
	名稱 Name	國家／地區 Country/Region		由 From	至 To	級別 Level	學分 Credit
1							
2							
3							

如你申請物業管理人（第 2 級）牌照而沒持有相關學歷，是否已獲取香港資歷架構資歷級別第 4 級的物業管理的「過往資歷認可」\*？ If you apply for a PMP (Tier 2) licence but you do not hold relevant academic qualification, have you obtained Recognition of Prior Learning in Property Management Level 4 under the Qualifications Framework of Hong Kong\*?

是 Yes （請提供有關證明文件 Please provide relevant document as proof）

否 No

\* 可向有關院校或於資歷架構資歷名冊查詢課程的資歷級別及資歷學分。

\* Please make enquiry with relevant institutions or refer to the Register of Qualifications Framework for the Qualifications Framework Level and Credit.

+ 如獲取香港資歷架構資歷級別第 4 級的物業管理的「過往資歷認可」而沒持有相關學歷的人士，可透過途徑三申請物業管理人（第 2 級）牌照。請參閱「牌照申請的相關資料」第一部分「持牌準則」的備註 8。

+ Applicants not holding relevant academic qualification but have obtained Recognition of Prior Learning in Property Management Level 4 under the Qualifications Framework of Hong Kong may apply for PMP (Tier 2) licence via Route 3. Please refer to Remark 8 of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”.

**第四部分 — 專業資格（只適用於申請物業管理人（第 1 級）牌照的人士。請參閱「牌照申請的相關資料」第一部分「持牌準則」的備註 12。）**

**Part 4 – Professional Qualifications (Only applicable to applicants for PMP (Tier 1) licence. Please refer to Remark 12 of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”).**

編號 No.	認可專業團體名稱 Name of Recognized Professional Body	現時會籍／ 會員類別 Current Membership/ Class of Membership	是否透過互認機制 取得該會籍？ Is the membership obtained through a mutual recognition mechanism?	會籍有效期至 (月／年) Membership valid until (mm/yyyy)	會籍於 2005 年 1 月 1 日或之前獲得 Membership obtained on or before 1 January 2005
1			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No





## 第六部分 — 聲明

### Part 6 - Declaration

#### 注意 Note :

下列問題與監管局斷定申請人是否為持有牌照的合適人選有關。監管局會考慮所有有關因素，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 below 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.**

	是 <sup>#</sup> Yes <sup>#</sup>	否 No	不肯定 <sup>#</sup> Uncertain <sup>#</sup>
1. 你是否屬《精神健康條例》(第 136 章)第 2(1)條所指的精神紊亂的人，或該條所指的病人？ 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"/>
2. 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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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))? (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".)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>#</sup> 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」。

<sup>#</sup> 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.

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而向任何政府機關、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及授權有關政府機關、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 concerning myself to any Government authorities, public bodies and/or private organizations, including those inside and/or outside the Hong Kong Special Administrative Region for the processing of this 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 and authorize Government authorities, public bodies 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.

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)

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)



**申請須知**  
**Application Notes**

1. 填寫申請表前，請先細閱本「申請須知」、「個人資料收集聲明」、「牌照申請的相關資料」及「核對表」。  
Please read this “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” 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. 所需文件 Documents Required

從未持有物業管理人牌照的申請人 Applicants who have never held a PMP licence :

- (a) 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- (b) 申請人的彩色近照一張（白色背景，40 毫米（寬）x 50 毫米（長））；  
Applicant’s recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- (c) 香港身份證正本及複本；如無法提供香港身份證，請提供旅遊證件及書面解釋；  
The original and a copy of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
- (d) 學歷的證明文件正本及複本（例如畢業證書）；  
The original and a copy of the proof of education (e.g. graduation certificate);
- (e) 有關物業管理工作經驗的證明文件正本及複本；  
The original and a copy of the supporting documents for work experience in property management;
- (f) 遞交申請前三個月內發出的住址及通訊地址（如適用）證明文件的正本及複本，附有申請人的姓名、住址或通訊地址、發出日期和發函機構的名稱。可接受的證明文件，包括但不限於以下文件：  
The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application, bearing the applicant’s name, residential address or correspondence address, date of issue and name of the issuing organization. Acceptable documentary proof includes but is not limited to the following:
  - (i) 公共事業機構發出的賬單（如水費、電費或煤氣費賬單）；  
bills or invoices issued by public utility companies (e.g. utility bills for water, electricity or town gas services);
  - (ii) 政府部門或司法機構的文件；  
correspondences from Government departments or the Judiciary;
  - (iii) 由銀行、保險公司或強積金核准受託公司發出的結單或通知書；  
statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
  - (iv) 固網電話、手提電話、收費電視或互聯網的收費單；  
bills of landline telephone, mobile phone, paid television or internet services;
  - (v) 由本地專上院校發出的文件或收費單；  
documents or bills issued by local post-secondary institutions;
  - (vi) 由稅務局加蓋釐印的有效租約（擬牌照申請當日必須在租約期內）；或  
valid and “stamped” (for stamp duty) tenancy agreement (the term of the tenancy must cover the date of the licence application); or
  - (vii) 由醫院管理局、房屋署、香港房屋協會、香港考試及評核局等公營機構發出的收費單、通知書或其他文件。  
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.

- (g) 香港資歷架構下的物業管理的「過往資歷認可」的證明文件正本及複本（只適用於透過途徑三中的「可接受的資歷」申請物業管理人（第2級）牌照的人士）；及  
The original and a copy of the proof for recognition of Prior Learning in Property Management under the Qualifications Framework of Hong Kong (only applicable to applicants for PMP (Tier 2) licence via “acceptable qualification” in Route 3);
- (h) 專業資格的證明文件正本及複本（須由有關認可專業團體發出，顯示申請人的會籍及有效期）（只適用於物業管理人（第1級）牌照申請人）。  
The original and a copy of the proof for professional qualifications (must be issued by the recognized professional body, indicating the class of membership and validity date) (only applicable to applicants for PMP (Tier 1) licence).

曾持有臨時物業管理人牌照並修畢「物業管理業監管局指明課程」後申請正式物業管理人牌照的申請人  
Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course :

- (a) 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- (b) 香港身份證正本；如無法提供香港身份證，請提供旅遊證件及書面解釋；及  
The original Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided; and
- (c) 修畢「物業管理業監管局指明課程（第1級）」或「物業管理業監管局指明課程（第2級）」的畢業證書正本及複本。  
The original and a copy of the graduation certificate of the “Property Management Services Authority Specified Course (Tier 1)” or “Property Management Services Authority Specified Course (Tier 2)”.

**備註 Remarks :**

- (a) 在遞交申請時，除遞交已填妥及簽署的申請表外，申請人必須提供證明文件的正本及複本，以供核對之用。  
Apart from the submission of the completed and duly signed application form, applicants must provide the original and copy of the supporting documents for checking.
- (b) 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.
- (c) 如在遞交申請時沒有提供所需證明文件的正本，申請人必須於收到監管局初步批核其牌照申請的通知後透過監管局網頁（[www.pmsa.org.hk](http://www.pmsa.org.hk)）預約領取牌照時提供證明文件的正本予監管局職員核對。  
If no original documents are provided at the time of submission of the application, the applicant must, after receiving a notification on the approval of the application in principle from the Property Management Services Authority, make an appointment via the booking system ([www.pmsa.org.hk](http://www.pmsa.org.hk)) to provide the original documents for inspection by the PMSA’s staff upon collection of the licence.
- (d) 如申請人提交由香港執業律師簽署的核證本，便毋須提交證明文件的正本供監管局核對，而此等核證本不會退回予申請人。  
If an applicant submits a copy of the required document certified by a practising solicitor in Hong Kong, it is not necessary to provide the original document for the PMSA’s inspection and such copy will not be returned to the applicant.

5. 費用 Fees

申請牌照類別 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
<ul style="list-style-type: none"> <li>● 物業管理人 (第 1 級) 牌照 PMP (Tier 1) licence</li> <li>● 臨時物業管理人 (第 1 級) 牌照 provisional PMP (Tier 1) licence</li> </ul>	36	\$100	\$3,600	<b>\$3,700</b>
<ul style="list-style-type: none"> <li>● 物業管理人 (第 2 級) 牌照 PMP (Tier 2) licence</li> <li>● 臨時物業管理人 (第 2 級) 牌照 provisional PMP (Tier 2) licence</li> </ul>			\$1,200	<b>\$1,300</b>
<ul style="list-style-type: none"> <li>● 臨時物業管理人 (第 1 級) 牌照 provisional PMP (Tier 1) licence</li> </ul>	24	\$100	\$2,400	<b>\$2,500</b>
<ul style="list-style-type: none"> <li>● 臨時物業管理人 (第 2 級) 牌照 provisional PMP (Tier 2) licence</li> </ul>			\$800	<b>\$900</b>
<ul style="list-style-type: none"> <li>● 臨時物業管理人 (第 1 級) 牌照 provisional PMP (Tier 1) licence</li> </ul>	12	\$100	\$1,200	<b>\$1,300</b>
<ul style="list-style-type: none"> <li>● 臨時物業管理人 (第 2 級) 牌照 provisional PMP (Tier 2) licence</li> </ul>			\$400	<b>\$500</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、轉數快或繳費靈繳付費用，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, Faster Payment System (FPS) or PPS. Cheques should be made payable to the "Property Management Services Authority". Post-dated cheques will not be accepted.
- (c) 如申請人在獲批牌照前撤回申請，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，才可獲批給牌照。  
The fact that an application and payment are accepted (including the cheque having been encashed) does not mean that a licence will necessarily be granted to the applicant. A licence will only be granted 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.

6. 申請方法 Application Method

- (a) 預約 (親身或由代表遞交) By appointment (submission in person or by a representative)
- (b) 網上申請 Online application
- (c) 郵遞 (請於信封面註明「牌照申請」) By post (Please mark on the envelope "Licence Application")  
(可透過監管局網頁進行預約及網上申請: [www.pmsa.org.hk](http://www.pmsa.org.hk)  
Appointment and online application may be made via PMSA's webpage: [www.pmsa.org.hk](http://www.pmsa.org.hk))

**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.

7. 申請的審批及查詢 Vetting and Enquiry on Application

- (a) 監管局收到申請及／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 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，監管局會儘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) 如欲查詢申請的審批情況，請與監管局牌照部聯絡：

Enquiry on the 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

**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，及向持牌人提供適當的培訓及與物業管理執業有關的資訊；及

enforcing or complying with the provisions of the Property Management Services Ordinance (Cap. 626), and providing appropriate training to licensees and provision of information on matters concerning property management practice; 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

**牌照申請的相關資料**  
**Relevant Information for Licence Application**

**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:

物業管理人 (第 1 級) 牌照 PMP (Tier 1) Licence	途徑一 Route 1	途徑二 Route 2
學歷或其他資歷 Academic or other qualifications	物業管理業監管局 (監管局) 指明的物業管理學士或以上的學位，或同等學歷 Bachelor or higher degree or equivalent academic qualification in property management specified by the Property Management Services Authority (PMSA)	其他學士或以上的學位，或同等學歷 <sup>註 1</sup> ，或監管局認為可接受的資歷 <sup>註 2</sup> Other bachelor or higher degree or equivalent academic qualification <sup>Note 1</sup> , or qualification considered acceptable by the PMSA <sup>Note 2</sup>
物業管理工作經驗 <sup>註 3</sup> Work experience in property management <sup>Note 3</sup>	<p>(a) 在緊接提交申請前的 6 年內具有最少 3 年香港物業管理工作經驗<sup>註 3</sup>；或 Minimum 3 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 6 years immediately before licence application; or</p> <p>(b) 如申請人在提交申請前的 6 年內曾於香港以外的國內其他地方<sup>註 4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註 3</sup>，則在緊接提交申請前的 6 年加上上述於香港以外的國內其他地方<sup>註 4</sup>從事物業管理工作的年數 (惟以不超過 4 年為上限) 的總和年數<sup>註 5</sup>內具有最少 3 年香港物業管理工作經驗<sup>註 3</sup> If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 6 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 3 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 5</sup> of 6 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>	<p>(a) 在緊接提交申請前的 8 年內具有最少 5 年香港物業管理工作經驗<sup>註 3</sup>；或 Minimum 5 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 8 years immediately before licence application; or</p> <p>(b) 如申請人在提交申請前的 8 年內曾於香港以外的國內其他地方<sup>註 4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註 3</sup>，則在緊接提交申請前的 8 年加上上述於香港以外的國內其他地方<sup>註 4</sup>從事物業管理工作的年數 (惟以不超過 4 年為上限) 的總和年數<sup>註 6</sup>內具有最少 5 年香港物業管理工作經驗<sup>註 3</sup> If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 6</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>
專業資格 Professional qualifications	監管局認可的專業團體的會員 Member of a professional body recognized by the PMSA	

物業管理人 (第2級)牌照 PMP (Tier 2) Licence	途徑一 Route 1	途徑二 Route 2	途徑三 Route 3
學歷或其他資歷 Academic or other qualifications	監管局指明的物業管理副學士學位、文憑或以上的學歷，或同等學歷 Associate degree, diploma or above, or equivalent academic qualification in property management specified by the PMSA	學士或以上的學位，或同等學歷 Bachelor or higher degree, or equivalent academic qualification	其他副學士學位、文憑或以上學歷，或同等學歷 <sup>註7</sup> ，或監管局認為可接受的資歷 <sup>註8</sup> Other associate degree, diploma or above, or equivalent academic qualification, or qualification considered acceptable by the PMSA
物業管理工作經驗 <sup>註3</sup> Work experience in property management	<p>(a) 在緊接提交申請前的5年內具有最少2年香港物業管理工作經驗<sup>註3</sup>；或            Minimum 2 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 5 years immediately before licence application; or</p> <p>(b) 如申請人在提交申請前的5年內曾於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註3</sup>，則在緊接提交申請前的5年加上上述於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註9</sup>內具有最少2年香港物業管理工作經驗<sup>註3</sup>；或            If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 5 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 2 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 9</sup> of 5 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application; or</p> <p>(c) 在緊接提交申請前的4年內具有最少1年香港物業管理工作經驗<sup>註3</sup>（須由一名持牌物管人（第1級）監督<sup>註10</sup>）            Minimum 1 year of work experience in property management in Hong Kong<sup>Note 3</sup> (under the supervision of a licensed PMP (Tier 1)<sup>Note 10</sup>) within the 4 years immediately before licence application</p>	<p>(a) 在緊接提交申請前的8年內具有最少4年香港物業管理工作經驗<sup>註3</sup>；或            Minimum 4 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the 8 years immediately before licence application; or</p> <p>(b) 如申請人在提交申請前的8年內曾於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作<sup>註3</sup>，則在緊接提交申請前的8年加上上述於香港以外的國內其他地方<sup>註4</sup>從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註11</sup>內具有最少4年香港物業管理工作經驗<sup>註3</sup>            If an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong<sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 11</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>	

**備註 Remarks :**

註 1：一般而言，學位或同等學歷必須符合香港資歷架構第 5 級或以上並具有最少 150 個資歷學分。同等程度的非本地學歷亦可被考慮。

Note 1: In general, a bachelor degree or equivalent qualification must have a minimum of 150 QF credits at Level 5 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

註 2：可接受的資歷包括：於 2005 年 1 月 1 日或之前，已成為監管局認可專業團體的會員及如該專業團體有不同級別、類別或組別（包括以其他方式描述的級別、類別或組別）的會籍，亦是該專業團體指明的級別、類別、組別或專業領域的會員的申請人。

Note 2: Qualification considered acceptable by the PMSA includes: applicants being a member on or before 1 January 2005 of a professional body recognised by the PMSA and, if that professional body has different classes, types or divisions of membership (including any class, type or division described in other manners), also a member of the specified class, type, division or pathway of that professional body.

註 3：「物業管理工作經驗」是指為香港的物業提供物業管理的全職工作經驗，而該等工作經驗必須涉及提供兩個或以上類別的物業管理服務。

Note 3: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

註 4：就此準則而言，並免生疑問，香港以外的國內其他地方包括內地、澳門及台灣。

Note 4: In terms of this criterion and for the avoidance of doubt, places in China other than Hong Kong include the Mainland, Macau and Taiwan.

註 5：即不超過 10 年，並以較少者為準。

Note 5: That is, not more than 10 years, whichever is less

註 6：即不超過 12 年，並以較少者為準。

Note 6: That is, not more than 12 years, whichever is less.

註 7：一般而言，副學士學位、文憑或同等學歷必須符合香港資歷架構第 4 級或以上並具有最少 90 個資歷學分。同等程度的非本地學歷亦可被考慮。

Note 7: In general, an associate degree, a diploma or an equivalent qualification must have a minimum of 90 QF credits at Level 4 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

註 8：「可接受的資歷」包括於香港資歷架構「過往資歷認可」機制下獲取物業管理業能力單元組合屬第四級的資歷證明書五張（當中必須包括「客戶服務管理」的資歷證明書）。

Note 8: Qualification considered acceptable by the PMSA includes five statements of attainment for the clusters of units of competency at Level 4 for the property management industry (one of the statements must be on “Management of Customer Services”) obtained through the “Recognition of Prior Learning” mechanism under the Hong Kong Qualifications Framework.

註 9：即不超過 9 年，並以較少者為準。

Note 9: That is, not more than 9 years, whichever is less.

註 10：申請人須提交於持牌物業管理人（第 1 級）的監督下取得的工作經驗確認書以證明其在緊接提交申請前的 4 年內具備最少 1 年由一名持牌物管人（第 1 級）監督下取得的物業管理工作經驗。

Note 10: A licence applicant should provide the Confirmation of Work Experience Obtained under the Supervision of a Licensed PMP (Tier 1) to prove that he or she possesses the said experience.

註 11：即不超過 12 年，並以較少者為準。

Note 11: That is, not more than 12 years, whichever is less.

註 12：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 12: 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 — 過渡安排 Part 2 – Transitional Arrangements

1. 牌照制度實施後首三年為過渡期。於過渡期內，未能符合有關學歷、專業資格或物業管理工作經驗的準則，但能符合指明的管理或監督工作經驗的物業管理從業員，在過渡期內申請可獲發三年的臨時牌照<sup>註1</sup>。如在臨時牌照的有效期內完成監管局指明課程，便可申請正式牌照而毋須符合有關學歷及／或專業資格準則<sup>註2</sup>。  
The first three years after the implementation of the licensing regime is a transitional period. During the transitional period, property management practitioners who do not meet the requirements for academic, professional qualifications or work experience in property management but possess the specified work experience may apply for and be issued a provisional licence with a validity period of three years<sup>Note 1</sup>. Upon completion of a specified course within the validity of the provisional licence, the licensee may apply for a formal licence without fulfilling the academic and/or professional qualifications<sup>Note 2</sup>.

2. 申請臨時牌照的人士須具備就香港的物業提供物業管理服務並擔任管理或監督角色<sup>註3</sup>的物業管理工作經驗<sup>註4</sup>：

A person who applies for a provisional licence must possess work experience in property management<sup>Note 3</sup> in assuming a managerial or supervisory role<sup>Note 4</sup> in the provision of property management services for properties in Hong Kong, as follows:

<p><b>臨時物業管理人 (第1級)牌照 Provisional PMP (Tier 1) Licence</b></p>	<p>於2005年8月1日至2020年7月31日期間或提交牌照申請日期前的15年內（可被計算的年期範圍）至少累積10年經驗；或如申請人在可被計算的年期範圍內曾於香港以外的國內其他地方<sup>註5</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作，則於可被計算的年期範圍可加上上述於香港以外的國內其他地方從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註6</sup>內至少累積10年香港物業管理工作經驗。</p> <p>At least a total of 10 years of experience between 1 August 2005 to 31 July 2020 or within the 15 years prior to the date of submission of licence application (the countable period); or if an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 5</sup> (the job) within the countable period and was engaged in property management work in Hong Kong immediately before the job, he/she is required to have at least a total of 10 years of experience in property management in Hong Kong within the period which is a sum<sup>Note 6</sup> of the countable period plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong.</p>
<p><b>臨時物業管理人 (第2級)牌照 Provisional PMP (Tier 2) Licence</b></p>	<p>於2012年8月1日至2020年7月31日期間或提交牌照申請日期前的8年內（可被計算的年期範圍）至少累積5年經驗；或如申請人在可被計算的年期範圍內曾於香港以外的國內其他地方<sup>註5</sup>從事物業管理工作及緊接該工作之前於香港從事物業管理工作，則於可被計算的年期範圍可加上上述於香港以外的國內其他地方從事物業管理工作的年數（惟以不超過4年為上限）的總和年數<sup>註7</sup>內至少累積5年香港物業管理工作經驗。</p> <p>At least a total of 10 years of experience between 1 August 2005 to 31 July 2020 or within the 8 years prior to the date of submission of licence application (the countable period); or if an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 5</sup> (the job) within the countable period and was engaged in property management work in Hong Kong immediately before the job, he/she is required to have at least a total of 5 years of experience in property management in Hong Kong within the period which is a sum<sup>Note 7</sup> of the countable period plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong.</p>

### 備註 Remarks :

註1：根據《物業管理服務條例》（第626章）附表4第2(3)(a)條，監管局不得發出臨時物業管理人（第1級）牌照或臨時物業管理人（第2級）牌照，除非其信納申請人並不符合持有物業管理人（第1級）牌照或物業管理人（第2級）牌照所須符合的所有訂明準則，但申請人屬持有其所申請的牌照的合適人選，並且符合

持有其所申請的牌照所須符合的所有訂明準則，以及已繳付就發出其所申請的牌照而訂明的費用。

Note 1: As stipulated in Section 2(3)(a) of Schedule 4 of the Property Management Services Ordinance (Cap. 626), the PMSA must not issue a provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence unless the PMSA is satisfied that the applicant does not meet all the prescribed criteria for holding a PMP (Tier 1) licence or PMP (Tier 2) licence, but the applicant is a suitable person to hold the licence for which the applicant applies, meets all the prescribed criteria for holding the licence for which the applicant applies, and has paid the prescribed fee for the issue of the licence for which the applicant applies.

註 2：完成指明課程後提出正式牌照的申請，須於臨時牌照仍然有效的期間內或在自有效期屆滿日起計的三年內提出，屆時申請人須提出新牌照申請及繳付相關費用（即全數申請費及牌照費），但不須再遞交任何工作經驗證明文件。

Note 2: After completion of a specified course, an application for a formal licence must be made during the validity of the provisional licence or within three years from the expiry of the provisional licence. A new application accompanied by the relevant fee (i.e. full application and licence fee) must be made, but documentary evidence for work experience is not required.

註 3：一般而言，擔任管理或監督角色的人士須有管理或監督下屬的責任。

Note 3: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

註 4：「物業管理工作經驗」是指為香港的物業提供物業管理的全職工作經驗，而該等工作經驗必須涉及提供兩個或以上類別的物業管理服務。

Note 4: Generally, a person assumes a managerial or supervisory role if he/ she has responsibility to manage or supervise subordinates.

註 5：就此準則而言，並免生疑問，香港以外的國內其他地方包括內地、澳門及台灣。

Note 5: In terms of this criterion and for the avoidance of doubt, places in China other than Hong Kong include the Mainland, Macau and Taiwan.

註 6：即不超過 19 年，並以較少者為準。

Note 6: That is, not more than 19 years, whichever is less.

註 7：即不超過 12 年，並以較少者為準。

Note 7: That is, not more than 12 years, whichever is less.

第三部分 — 訂明的物業管理服務  
Part 3 – 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</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>
	別的物管服務。 <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>
6	<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：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> <b>Examples: Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.</b> <b>註：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> <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>
7	<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：為審裁聆訊準備有關文件（例如申索書）及出席聆訊。</b> <b>Examples: Preparing relevant documents, e.g. form of claim, for tribunal hearings &amp; attending hearings.</b> <b>註：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> <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.

## 核對表 Checklist

請提交下列的全部所需文件及費用。申請人如未能提供全部所需文件及費用，申請可能不獲受理。

Please provide all the required documents and fees indicated below. The application may not be processed if the applicant fails to provide all the required documents and fees.

### 從未持有物業管理人牌照的申請人 Applicants who have never held a PMP licence :

- 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- 申請人的彩色近照一張（白色背景，40 毫米（寬） x 50 毫米（長））；  
Applicant's recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- 香港身份證正本及複本；如無法提供香港身份證，請提供旅遊證件及書面解釋；  
The original and a copy of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
- 學歷的證明文件正本及複本（例如畢業證書）；  
The original and a copy of the proof of education (e.g. a graduation certificate);
- 有關物業管理工作經驗的證明文件正本及複本；  
The original and a copy of the supporting document for work experience in property management;
- 遞交申請前三個月內發出的住址及通訊地址（如適用）證明文件的正本及複本；  
The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application;
- 香港資歷架構下的物業管理的「過往資歷認可」的證明文件正本及複本」（只適用於透過途徑三中的「可接受的資歷」申請物業管理人（第 2 級）牌照的人士）；  
The original and a copy of the proof for recognition of Prior Learning in Property Management under the Qualifications Framework of Hong Kong (Only applicable to applicants for PMP (Tier 2) licence via “acceptable qualification” in Route 3);
- 專業資格的證明文件正本及複本（須由有關認可專業團體發出，顯示申請人的會籍及有效期）（只適用於物業管理人（第 1 級）牌照申請人）；  
The original and a copy of the proof for professional qualifications (must be issued by the recognized professional body, indicating the class of membership and validity date) (only applicable to applicants for PMP (Tier 1) licence);
- 監管局指明課程的畢業證書正本及複本（只適用於現時或曾經持有臨時物業管理人（第 1 級）或臨時物業管理人（第 2 級）牌照的申請人）；及  
The original and a copy of the graduation certificate of the Property Management Services Authority Specified Course (only applicable to applicants who are holding or held a provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence); and
- 申請費及牌照費（可使用現金（請勿郵寄現金）、劃線支票、轉數快或繳費靈繳付費用，支票抬頭請註明「物業管理業監管局」，期票恕不接納）。  
Application fee and licence fee (Payment may be made by cash (please do not mail cash) a crossed cheque, Faster Payment System (FPS) or PPS. Cheques should be made payable to the “Property Management Services Authority”. Post-dated cheque will not be accepted.) .

### 曾持有臨時物業管理人牌照並修畢「物業管理業監管局指明課程」後申請正式物業管理人牌照的申請人 Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course :

- 已填妥及簽署的申請表正本；  
The original of the completed and duly signed application form;
- 香港身份證正本；如無法提供香港身份證，請提供旅遊證件及書面解釋；  
The original of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;

- 修畢「物業管理業監管局指明課程（第 1 級）」或「物業管理業監管局指明課程（第 2 級）」的畢業證書正本及複本；及  
The original and a copy of the graduation certificate of the Property Management Services Authority Specified Course (only applicable to applicants who are holding or held a provisional PMP (Tier 1) licence or provisional PMP (Tier 2) licence); and
- 申請費及牌照費（可使用現金（請勿郵寄現金）、劃線支票、轉數快或繳費靈繳付費用，支票抬頭請註明「物業管理業監管局」，期票恕不接納）。  
Application fee and licence fee (Payment may be made by cash (please do not mail cash), a crossed cheque, Faster Payment System (FPS) or PPS. Cheques should be made payable to the “Property Management Services Authority”. Post-dated cheque will not be accepted.).