



地產代理監管局  
ESTATE AGENTS AUTHORITY

# 傑出地產代理獎 Outstanding Estate Agent Award 報名表格 Application Form

截止報名時間: 2017年3月31日下午四時正  
Application Deadline: 4:00 pm, 31 March 2017

1. 參加者須以中文或英文填妥此表格並於2017年3月31日下午四時正或之前，將包括所有部分的整份報名表格，連同所需簽名及推薦信遞交至傑出地產代理獎秘書處。秘書處聯絡方式如下：  
Applicants must complete the application form in Chinese or English and submit the whole application form including all parts thereof (with signatures as required) together with the testimonials to the Award Secretariat Office on or before 4:00pm of 31 March 2017. The contact details of the Award Secretariat Office are as follow:

#### 傑出地產代理獎秘書處 Outstanding Estate Agent Award Secretariat Office

地址Address: 香港灣仔軒尼詩道139號中國海外大廈10樓A室  
Suite A, 10/F, China Overseas Building, 139 Hennessy Road, Wanchai, Hong Kong  
聯絡人Contact: 張燕珊女士 Ms. Yvonne Cheung  
查詢電話Enquiry tel: (852) 3752-6863  
傳真Fax Number: (852) 2110-0851  
電郵Email: eaa@id-exhibits.com  
辦公時間Office hours: 星期一至星期五 上午十時至下午一時 及 下午二時半至下午五時半  
Mon to Fri 10:00am - 1:00pm 2:30pm - 5:30pm

2. 參加者在遞交報名表格前，須先閱讀載於地產代理監管局之傑出地產代理獎網站 (<http://award.eaa.org.hk/2017>) 內的所有資料。  
Before submitting application, applicants should have read all information posted in the website of the EAA on “Outstanding Estate Agent Award” (<http://award.eaa.org.hk/2017>).

#### 3. 收集個人資料聲明 Personal Information Collection Statement

本報名表格內所收集的一切個人資料，只供作以下用途：  
The personal data collected in the application form will only be used for the following purposes:

- (i) 登記參加項目及核實參加者的參賽資格； registration of entry and verification of the eligibility of the applicants;
- (ii) 與參加者 / 提名人 / 推薦人通訊； correspondence with the applicants / nominators / referees;
- (iii) 公布比賽結果及頒發獎項； announcement of the results and award of the prizes of the Outstanding Estate Agent Award;
- (iv) 在有關監管局的出版、刊印、宣傳事宜上；以及 publishing, printing and promotion for the EAA; and
- (v) 與比賽有關的其他用途。 other purposes related to the Outstanding Estate Agent Award.

## 參加者資料 Applicant's Particulars

### A. 參加獎項類別 AWARD CATEGORY TO PARTICIPATE

請選擇有意參與之獎項組別（只可選一項）  
Please select the award category to participate in (choose one only):

- 傑出地產代理獎 Outstanding Estate Agent Award<sup>①</sup>  
 傑出新人獎 Outstanding Newcomer Award<sup>②</sup>

### B. 個人資料 PERSONAL PARTICULARS

參加者姓名 Name of applicant:	(中文) [REDACTED]	(English) [REDACTED]
稱呼 Title:	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms <input type="checkbox"/> 其他（請註明） Others (please specify): [REDACTED]	
現時持有牌照類型 Type of licence currently held:	<input type="checkbox"/> 地產代理（個人）牌照 Estate agent's licence (individual) <input type="checkbox"/> 營業員牌照 Salesperson's licence	
牌照號碼 Licence number:	[REDACTED]	
現時工作之公司名稱（如有） Name of company currently working for (if any):	[REDACTED]	
公司牌照號碼（如有） Company licence number (if any):	[REDACTED]	
公司地址（如有） Company address (if any):	[REDACTED]	
營業詳情說明書號碼（如有） SPOB number (if any):	[REDACTED]	
所屬分行地址（如有） Branch office address (if any):	[REDACTED]	
所屬分行電話號碼（如有） Branch office tel (if any):	[REDACTED]	
職位（如有） Position (if any):	[REDACTED]	
辦公室電話號碼（如有） Office tel (if any):	[REDACTED]	
手提電話號碼 Mobile number.:	[REDACTED]	電郵地址 Email address: [REDACTED]

- ① 參加者須為地產代理（個人）牌照或營業員牌照持有人，並於截至2016年12月31日持牌兩年或以上。  
Applicants must be holders of estate agent's licence (individual) or salesperson's licence who have been licensed for two years or above as at 31 December 2016.
- ② 參加者須為地產代理（個人）牌照或營業員牌照持有人，並於截至2016年12月31日持牌少於兩年。  
Applicants must be holders of estate agent's licence (individual) or salesperson's licence who have been licensed for less than two years as at 31 December 2016.



**C. 工作詳情 EMPLOYMENT DETAILS**

過去兩年內曾任職之工作（按日期順序列出）

Employment record in the past two years (in chronological order):  
(倘有需要，請另紙書寫 Please use separate sheets if necessary)

公司名稱 Company name	全職 Full-time	兼職 Part-time	職位 Position	日期（日 / 月 / 年） Date (DD/MM/YYYY)	
				由 From	至 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"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

過去兩年內促成之物業交易宗數（包括物業買賣及租賃）（大約）  
Number of property transactions (including sales & purchase and tenancy) completed in the past two years (approximate)

**D. 學歷及進修紀錄 EDUCATIONAL AND TRAINING RECORD**

最高教育程度 Highest Education Level Achieved:

- 中五程度 Form 5  
 中六或中七程度 Form 6 or 7  
 專上（包括副學位/ 文憑/ 證書） Post-Secondary (including Associate degree / diploma / certificate)  
 大學 University  
 研究院 Postgraduate degree or above  
 其他（請註明） Others (Please specify) :

學歷 / 專業資格 / 獎項（請順序列出）

Educational Qualification / Professional Qualification / Award (in chronological order):  
(倘有需要，請另紙書寫 Please use separate sheets if necessary)

學歷 / 專業資格 / 獎項 Educational qualification / Professional qualification / Award	頒授機構 Issuing authority	頒發日期（日 / 月 / 年） Date of award (DD/MM/YYYY)

監管局之持續專業進修計劃（CPD）參與紀錄

Record of Participation in EAA's Continuing Professional Development (CPD) Scheme

於2015年10月1日至2016年9月30日的專業持續進修時段內累積的CPD學分：  
CPD Points accumulated in the CPD period of 1 October 2015 to 30 September 2016:

於2014年10月1日至2015年9月30日的專業持續進修時段內累積的CPD學分：  
CPD Points accumulated in the CPD period of 1 October 2014 to 30 September 2015:

**E. 參與地產代理業界商會工作 PARTICIPATION IN THE WORK OF ESTATE AGENCY TRADE ASSOCIATION**

(倘有需要，請另紙書寫 Please use separate sheets if necessary)

所屬商會名稱 Name of estate agency trade association participated	職位 (如有) Position (if any)	日期 (日 / 月 / 年) Date (DD/MM/YYYY)	
		由 From	至 To

**F. 個人陳述 PERSONAL STATEMENT**

參加者須遞交一篇不多於500字 (以中文或英文撰寫) 有關其成就的個人陳述 (例如：能顯示本人熟悉地產代理條例以及其他規例、對客戶保持誠信及避免涉及利益衝突、能為客戶提供良好及額外服務，及積極推動業界發展及自我增值等。)

Applicants must submit an article of not more than 500 words (in either Chinese or English) on his / her achievements (e.g. covering his / her conversancy with the Estate Agents Ordinance and other regulations; his / her honesty to clients and avoidance of any conflict of interest; his / her provision of good and extra services to clients; his / her proactiveness in the trade's development and his / her self-enhancement efforts made etc.)

(倘有需要，請另紙書寫 Please use separate sheets if necessary)

## 提名人資料 Nominator's Particulars

參加者須由一位提名人提名；提名人須是參加者的僱主、上司、客戶或其他持牌人。  
The application must be supported by a nomination. The nominator must be the applicant's employer, supervisor, client or other licensees.

### 由提名人填寫 TO BE COMPLETED BY NOMINATOR

本人已閱讀及接受本報名表格之收集個人資料聲明，並同意地產代理監管局會就此表格所提供的個人資料與本人聯絡。  
I have read and accept the Personal Information Collection Statement listed in this application form, and I agree that the EAA may contact me by using the personal data collected in this form.

提名人姓名 Name of nominator:	(中文) <input type="text"/>	(English) <input type="text"/>
稱呼 Title:	<input type="checkbox"/> 先生Mr <input type="checkbox"/> 女士Ms <input type="checkbox"/> 其他（請註明）Others (please specify): <input type="text"/>	
與參加者關係 Relationship with applicant:	<input type="checkbox"/> 僱主Employer <input type="checkbox"/> 上司Supervisor <input type="checkbox"/> 客戶Client <sup>③</sup> <input type="checkbox"/> 其他持牌人Other licensees	
公司名稱（如有） Company name (if any):	<input type="text"/>	
職位（如有） Position (if any):	<input type="text"/>	
聯絡電話 Contact tel:	<input type="text"/>	
電郵地址 Email address:	<input type="text"/>	
提名原因 Reason(s) for nominating applicant: (倘有需要，請另紙書寫 Please use separate sheets if necessary)	<input type="text"/>	

提名人簽署 Signature of nominator:

日期 Date:



公司蓋章（如有） Company chop (if any):

③ 如提名人為參加者之客戶，參加者需提供文件證明提名人與參加者的客戶關係，如地產代理協議、臨時買賣合約或佣金收據的影印本等。  
Should the nominator be the applicant's client, the applicant should submit documentary evidence(s) to prove the existence of his/her relationship with the client (e.g., photocopy of estate agency agreement, provisional agreement for sales and purchase or commission receipts, etc.).



## 推薦人 Referees

1. 參加者需有最少三名但不多於五名推薦人。  
Applicants should have at least three but not more than five referees.
2. 提名人不可同時擔任推薦人。  
The nominator cannot be a referee at the same time.
3. 每名推薦人必須提供一封推薦信。  
Each referee must submit one testimonial.
4. 推薦人須屬以下類別：包括參加者之僱主、上司、客戶或其他持牌人，如可以的話，各推薦人應分別來自上述不同類別，並各提供一封支持參加者之推薦信。  
The referees must belong to the following category of persons, namely, the applicant's employers, supervisors, clients or other licensees. Where possible, each referee should be from a different category of persons aforementioned. Each referee shall submit one testimonial to support the applicant.
5. 每名推薦人必須提供一封支持參加者之推薦信並連同已簽署的推薦人同意書（附件A）一同遞交。  
Each referee must submit one testimonial to support the applicant together with a signed Consent Letter of Referee (at Appendix A).

推薦人資料 Referees' particulars:

	推薦人姓名 Referee's name	推薦人公司（如有） Referee's company (if any)	推薦人職位（如有） Referee's position (if any)	與參加者關係（請於適用者填上剔號） Relationship with applicant (please tick as appropriate)			
				僱主 Employer	上司 Supervisor	客戶 <sup>④</sup> Client <sup>④</sup>	其他持牌人 Other licensees
1.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ④ 如推薦人為參加者之客戶，參加者需提供文件證明推薦人與參加者的客戶關係，如地產代理協議、臨時買賣合約或佣金收據的影印本等。  
Should the referee be the applicant's client, the testimonial(s) from the client should be submitted together with documentary evidence(s) to prove the existence of his/her client-relationship(s) with the applicant (e.g., photocopy of estate agency agreement, provisional agreement for sales and purchase or commission receipts, etc.).

### 條款及細則 Terms and Conditions

#### 1. 參賽資格 Entries Eligibility :

##### a. 獎項類別：傑出地產代理獎

參加傑出地產代理獎的參加者須為地產代理（個人）牌照或營業員牌照持有人，並於2016年12月31日當日持牌兩年或以上。

For Entries of the Outstanding Estate Agent Award:

Applicants of Outstanding Estate Agent Award must be holders of estate agent's licence (individual) or salesperson's licence who have been licensed for two years or above as at 31 December 2016.

##### b. 獎項類別：傑出新人獎

參加傑出新人獎的參加者須為地產代理（個人）牌照或營業員牌照持有人，並於2016年12月31日當日持牌少於兩年。

For Entries of the Outstanding Newcomer Award:

Applicants of Outstanding Newcomer Award must be holders of estate agent's licence (individual) or salesperson's licence who have been licensed for less than two years as at 31 December 2016.

#### 2. 參加者需透過以下兩個途徑之其中一個途徑，遞交一份包括所有部分（5個部分連同附件A）的整份報名表格，連同所需簽名及推薦信，如有補充附件（例如地產代理協議、臨時買賣合約或佣金收據的影印本），一併按以下方法遞交至傑出地產代理獎秘書處：

##### i. 親身：於2017年3月31日（星期五）下午4時或之前呈交，或

##### ii. 郵寄：於2017年3月31日（星期五）下午4時或之前送抵地產代理獎秘書處

（註：只需把文件夾好（但無需釘裝）放置公文袋內，封面註明「傑出地產代理獎報名表格」或「傑出新人獎報名表格」即可。）

One printed copy of the whole application form including all parts thereof (five parts plus Appendix A) with signatures as required, testimonials and any other supplementary documents (e.g. photocopy of estate agency agreement, provisional agreement for sales and purchase or commission receipts) should be submitted to the Award Secretariat Office:

##### i. In person: on or before 31 March 2017 (Friday) no later than 4:00pm, or

##### ii. By post: delivered to the Award Secretariat Office on or before 31 March 2017 (Friday) no later than 4:00pm

(Note: Simply CLIP (but DO NOT STAPLE) the documents together and put them in an envelope marked "Application of Outstanding Estate Agent Award" or "Application of Outstanding Newcomer Award" .)

#### 3. 所有參賽資料及補充附件將不會發還予參加者，請勿提交補充附件（例如地產代理協議、臨時買賣合約或佣金收據）的正本。

All submitted materials will not be returned to the applicants. Do not submit the original copies of supplementary documents (e.g. estate agency agreement, provisional agreement for sales and purchase or commission receipts).

#### 4. 如參賽者的報名參賽資料不符合主辦機構規定的格式及要求，評審小組有權取消其參賽資格。評審小組將就參加者提交的所有參賽資料進行評審，並對整個評審工作擁有最終決定權。評審小組將從中選出傑出地產代理獎及傑出新人獎的最終入圍者。最終入圍者將獲邀出席面試。監管局會查證最終入圍者有否任何刑事定罪記錄以供終選評審小組考慮。

The panel of judges shall have the absolute right to disqualify any entry that does not comply with the requirements or prescribed format of the organiser. The entries will be adjudicated by the panel of judges at its sole discretion, based on all the information submitted by the applicant. The panel of judges will shortlist the finalists for the Outstanding Estate Agent Award and the Outstanding Newcomer Award. Each finalist will be invited to an individual interview session. The EAA will check whether the finalists have any criminal conviction records for the Final Selection Panel's consideration.

#### 5. 評審小組的評審結果為最終定案，任何參加者不得異議。如參加者的水平未能符合評審要求，評審小組保留不選出任何獎項得獎者的權利。

The results adjudicated by the panel of judges are final and no objection from any applicants will be entertained. The panel of judges reserves the right not to shortlist/ award any entry if the standard of submissions is considered unsatisfactory.

#### 6. 一經提交報名表格，參加者即授予主辦機構不可撤銷的權利，將所有或部份由參加者呈交的參賽資料發佈予媒體作宣傳用途，或地產代理監管局的定期刊物作個案研究，或於地產代理監管局的其他刊物或宣傳中發表，而毋須事前取得參加者或任何其他機構或人士的同意，或就此繳付任何費用。

By submitting an entry, each applicant agrees to grant an irrevocable right to the organiser to publish all entries wholly or in part in the media for publicity purposes, or as case studies in the EAA's newsletter or any other publications or promotions of the EAA, without the prior consent of, or payment of any fees to, the applicant or any other party.

#### 7. 參加者可於敏感資料加上「保密」字樣，有關資料將不會發佈，唯上述要求不應過份使用。

Applicants may mark various sensitive parts of their submission as "Confidential" and such information will not be published, provided that these requests are not to be regarded by the organiser as excessive.

#### 8. 參加者可於2017年3月31日（星期五）或之前，以書面要求退出比賽。

Entries may be withdrawn on or before Friday, 31 March 2017 upon written request.



### 參加者聲明 Applicant's Declaration

參加者須填寫報名表格此部分及簽署。

Applicant must complete and sign this part of application form.

本人謹此聲明

I hereby declare that

1. 盡本人所知所信，在本報名表格內所填報的各項資料均屬正確、完備和真實。  
All information given in this application form is correct, complete and true to the best of my knowledge and belief.
2. 本人同意及接受本報名表格內之收集個人資料聲明。  
I agree and accept the Personal Information Collection Statement in this application form.
3. 本人同意地產代理監管局可能查證本人有否任何刑事定罪記錄。  
I agree that the EAA may check whether I have any record of criminal convictions.
4. 本人同意地產代理監管局及 / 或評審小組全權擁有就傑出地產代理獎及傑出新人獎之所有最終評審決定，地產代理監管局及 / 或評審小組並不需要透露最終評審決定之原因。本人在此聲明，不會經司法或行政方式申請上訴或復審上述提及之決定。  
I agree that the EAA and/or the panel of judges have full authority to make final & binding decisions on all matters relating to the Outstanding Estate Agent Award and the Outstanding Newcomer Award, without their obligations to disclose or account for the reasons of their decisions. I hereby absolutely waive my rights, if any, to apply, appeal or review against any such aforesaid decisions through judicial or administrative proceedings.
5. 本人已細閱並同意附於本表格的條款及細則。  
I have read and agree to be bound by the Terms and Conditions contained in this form.

參加者簽署 Signature of applicant :

姓名 Name :

日期 Date :



參加者須將此附件交予每一位推薦人填寫及簽署。如有需要，請自行複印。  
 Applicant must give this appendix to each referee for their completion and signature.  
 Please make photocopies of this appendix if necessary.

## 推薦人同意書 Consent Letter of Referee

<b>由推薦人填寫 TO BE COMPLETED BY REFEREE</b>		
本人已閱讀及接受本報名表格之收集個人資料聲明，並同意地產代理監管局會就此表格所提供的個人資料與本人聯絡。 I have read and accept the Personal Information Collection Statement listed in this application form, and I agree that the EAA may contact me by using the personal data collected in this form.		
推薦人姓名 Name of referee:	(中文) <input type="text"/>	(English) <input type="text"/>
稱呼 Title:	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms <input type="checkbox"/> 其他 (請註明) Others (please specify): <input type="text"/>	
與參加者關係 Relationship with applicant:	<input type="checkbox"/> 僱主 Employer <input type="checkbox"/> 上司 Supervisor <input type="checkbox"/> 客戶 Client <sup>⑤</sup> <input type="checkbox"/> 其他持牌人 Other licensees	
公司名稱 (如有) Company name (if any):	<input type="text"/>	
職位 (如有) Position (if any):	<input type="text"/>	
聯絡電話 Contact tel:	<input type="text"/>	
電郵地址 Email address:	<input type="text"/>	

推薦人簽署 Signature of Referee:

日期 Date:



公司蓋章 (如有) Company Chop (if any):

⑤ 如推薦人為參加者之客戶，參加者需提供文件證明推薦人與參加者的客戶關係，如地產代理協議、臨時買賣合約或佣金收據的影印本等。  
 Should the referee be the applicant's clients, the testimonial(s) from the client should be submitted together with documentary evidence(s) which may prove the existence of his/her client-relationship(s) with the applicant (e.g., photocopy of estate agency agreement, provisional agreement for sales and purchase or commission receipts, etc.).