



Application Form for Property Management Practitioner Licence / Provisional Property Management Practitioner Licence

- Note:**
- (1) Before completing this application form, please read the attached “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” and “Checklist”.
 - (2) Please put a “✓” in the appropriate box , and delete inapplicable items with an “*”.

Part 1 – Type of Licence Applied for

<input type="checkbox"/> PMP (Tier 1) licence			
<input type="checkbox"/> PMP (Tier 2) licence			
<input type="checkbox"/> provisional PMP (Tier 1) licence [#] (for a licence validity period of	<input type="checkbox"/> 36 months	<input type="checkbox"/> 24 months	<input type="checkbox"/> 12 months)
<input type="checkbox"/> provisional PMP (Tier 2) licence [#] (for a licence validity period of	<input type="checkbox"/> 36 months	<input type="checkbox"/> 24 months	<input type="checkbox"/> 12 months)
This section is to be completed by applicant applying for a provisional PMP (Tier 1) licence or a provisional PMP (Tier 2) licence. Please refer to Remark (a) of the “Transitional Arrangements” in Part 2 of the “Relevant Information for Licence Application”.			
<input type="checkbox"/> I apply for a provisional PMP (Tier 1) licence, and I confirm that I do not fulfil the criteria for holding a PMP (Tier 1) licence.			
<input type="checkbox"/> I apply for a provisional PMP (Tier 2) licence, and I confirm that I do not fulfil the criteria for holding a PMP (Tier 2) licence.			

[#] 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.

Part 2 – Personal Particulars

Name in Chinese	Name in English (Surname First)		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (dd/mm/yyyy)		
Hong Kong Identity Card Number (If no Hong Kong Identity Card Number can be provided, please provide a travel document number with written explanation.)			
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.)			
Flat	Floor	Block	Name of Building / Estate
			HK / KLN / NT *
Number and Name of Street or Village		District	
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”).			
Flat	Floor	Block	Name of Building / Estate
			HK / KLN / NT *
Number and Name of Street or Village		District	
Mobile Phone Number	Residential Telephone Number	Office Telephone Number	

Language of Correspondence <input type="checkbox"/> Chinese <input type="checkbox"/> English	Email Address
Licence Collection Method <input type="checkbox"/> By Post <input type="checkbox"/> Collected at PMSA office	

Have you ever held a licence listed below?	
1. PMP (Tier 1) licence:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Licence Number _____
2. PMP (Tier 2) licence:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Licence Number _____
3. provisional PMP (Tier 1) licence:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Licence Number _____
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1)”: _____ (dd/mm/yyyy)	
4. provisional PMP (Tier 2) licence:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Licence Number _____
(If applicable) Date of issuance of Certificate of Completion for “Property Management Services Authority Specified Course (Tier 1/Tier 2*)”: _____ (dd/mm/yyyy)	

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 6” about whether you are or were a director or partner of a licensed PMC and make a declaration in “Part 7”, without filling in “Part 3”, “Part 4” and “Part 5”.

Part 3 – Academic Qualifications (in Chronological Order)

No.	Issuing Institution		Diploma/ Associate Degree/ Bachelor or Higher Degree Obtained	Period of Study (mm/yyyy)		Hong Kong Qualifications Framework (If applicable) %	
	Name	Country/Region		From	To	Level	Credit
1							
2							
3							

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

Part 4 – Recognition of Prior Learning in Property Management under the Qualifications Framework of Hong Kong (Only applicable to applicants for PMP (Tier 2) licence via Route 3. Please refer to Remark (c) of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”).

No.	Clusters of Units of Competency	Level	Qualification Obtained?	Date of Award (dd/mm/yyyy)
1	Management of Security Operational Work	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Management of Cleaning Work	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Management of Gardening Work	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Management of Building Repair and Maintenance Works	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Management of Customer Services	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Management of Leasing Administrative Work	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

No.	Clusters of Units of Competency	Level	Qualification Obtained?	Date of Award (dd/mm/yyyy)
7	Management of Club House Services	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 5 – Professional Qualifications (Only applicable to applicants for PMP (Tier 1) licence. Please refer to Remark (d) of the “Criteria for holding a licence” in Part 1 of the “Relevant Information for Licence Application”).

No.	Name of Recognized Professional Body	Current Membership/ Class of Membership	Is the membership obtained through a mutual recognition mechanism?	Membership valid until (mm/yyyy)	Membership obtained on or before 1 January 2005
1			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 – Full time work experience[@] in the provision of property management services to Hong Kong properties (in chronological order) (Please make a copy of this page for completion if necessary.)
Please fill in the required (but not all) years of work experience according to the type of licence you apply for and the relevant route and licensing criteria below:

- PMP (Tier 1) licence — (Route 1) Minimum 3 years within the 6 years immediately before licence application
(Route 2) Minimum 5 years within the 8 years immediately before licence application
- PMP (Tier 2) licence — (Routes 1 and 2) Minimum 2 years within the 5 years immediately before licence application; or Minimum 1 year (under the supervision of a licensed PMP (Tier 1)) within the 4 years immediately before licence application
(Route 3) Minimum 5 years within the 8 years immediately before licence application
- provisional PMP (Tier 1) licence — From 1 August 2005 to 31 July 2020, minimum 10 years of work experience in assuming a **managerial or supervisory role**
- provisional PMP (Tier 2) licence — From 1 August 2012 to 31 July 2020, minimum 5 years of work experience in assuming a **managerial or supervisory role**

No.	Name of Company	If you were engaged by the same company for different positions, please fill in all the relevant periods and positions			Categories of Property Management Services Involved [^]	Did the property to which property management services were provided involve common parts? ⁺	Did you assume a managerial or supervisory role? ^s
		Position	Employment Period (dd/mm/yyyy)				
			From	To			
1					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: If you apply for a PMP (Tier 2) licence and your accumulated work experience is less than two years, please answer the following question:

Which of the above work experience was obtained under the supervision of a licensed PMP (Tier 1)?

Number above: _____

@ Please refer to Remark (b) in Part 1 and Remark (b) in Part II of the “Relevant Information for Licence Application”.

& Please refer to Part 1 of the “Relevant Information for Licence Application”.

§ Applicable to applicant for provisional PMP (Tier 1) or (Tier 2) licence.

^ Please refer to the “Prescribed Property Management Services” in Part 3 of the “Relevant Information for Licence Application”. For example, if property management services involved categories of “General management services relating to a property” (i.e. category 1) and “Management of the environment of a property” (i.e. category 2), please fill in “1 and 2” in the relevant field above.

+ “Common parts” generally refer to those parts which are not for the exclusive use of an owner. Managing the internal areas of flats does not mean that common parts are managed.

Are or were you a director or partner of a licensed PMC (i.e. property management company)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer “yes”, please fill in the table below.	
Name and licence number of the licensed PMC	As Director or Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner
	<input type="checkbox"/> Director <input type="checkbox"/> Partner

Part 7 - Declaration

Note :

- The questions below are relevant to the Property Management Services Authority’s determination on whether the applicant is a suitable person to hold a licence.
- 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 question no. 5 below even if your conviction is considered “spent” under the said Ordinance. If you are uncertain about the answer, please select “Uncertain”.

	Yes [#]	No	Uncertain [#]
1. 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. 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. 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. 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. Have you been convicted of any criminal offence in Hong Kong or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[#] If you answer “Yes” or “Uncertain” to any of the above questions, please give details using additional sheets and provide relevant documents or records.

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.

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 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 concerned Government authorities, public bodies and/or private organizations, 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.

Applicant’s recent
colour photograph
(Plain white background
40 mm x 50 mm)

Name of Applicant

Signature of Applicant

Date (dd/mm/yyyy)

Application Notes

1. Please read this “Application Notes”, “Personal Information Collection Statement”, “Relevant Information for Licence Application” and “Checklist” before completing the application form.
2. Please complete the application form in BLOCK letters using black or blue pen.
3. Please put a “✓” in an appropriate box and delete inapplicable items with an “*”.
4. As stipulated in section 14(1) of the Property Management Services Ordinance (Cap. 626) (PMSO), 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 (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.

5. Documents Required

Applicants who have never held a PMP licence:

- (a) The original of the completed and duly signed application form;
- (b) Applicant’s recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- (c) 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) The original and a copy of the proof of education (e.g. graduation certificate);
- (e) The original and a copy of the supporting documents for work experience in property management in Hong Kong;
- (f) 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) bills or invoices issued by public utility companies (e.g. utility bills for water, electricity or town gas services);
 - (ii) correspondences from Government departments or the Judiciary;
 - (iii) statements or correspondences issued by banks, insurance companies or Mandatory Provident Fund Approved Trustees;
 - (iv) bills of landline telephone, mobile phone, paid television or internet services;
 - (v) documents or bills issued by local post-secondary institutions;
 - (vi) valid and “stamped” (for stamp duty) tenancy agreement (the term of the tenancy must cover the date of the licence application); or
 - (vii) 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) 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); and
- (h) 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).

Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course:

- (a) The original of the completed and duly signed application form;
- (b) The original Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided; and
- (c) 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)”.

Remarks :

- (a) 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) For submission of application by post, please do not mail the original of the supporting documents.

- (c) 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) to provide the original documents for inspection by the PMSA's staff upon collection of the licence.
- (d) 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.

6. Fees

	Item	Fee (HK\$)
1	Application Fee	\$100
2(i)	Licence Fee (for a period of 36 months) <ul style="list-style-type: none"> ● PMP (Tier 1) licence ● provisional PMP (Tier 1) licence 	\$3,600
2(ii)	Licence Fee (for a period of 36 months) <ul style="list-style-type: none"> ● PMP (Tier 2) licence ● provisional PMP (Tier 2) licence 	\$1,200
2(iii)	Licence Fee (for a period of 24 months) <ul style="list-style-type: none"> ● provisional PMP (Tier 1) licence 	\$2,400
2(iv)	Licence Fee (for a period of 24 months) <ul style="list-style-type: none"> ● provisional PMP (Tier 2) licence 	\$800
2(v)	Licence Fee (for a period of 12 months) <ul style="list-style-type: none"> ● provisional PMP (Tier 1) licence 	\$1,200
2(vi)	Licence Fee (for a period of 12 months) <ul style="list-style-type: none"> ● provisional PMP (Tier 2) licence 	\$400

Remarks :

- (a) Fees must be paid upon submission of the application.
- (b) Payment may be made by cash (please do not send in cash) or a crossed cheque payable to the "Property Management Services Authority". Post-dated cheques will not be accepted.
- (c) Licence fee will be refunded if the application is withdrawn before it is approved or if the application is rejected.
- (d) No application fee will be refunded under any circumstances.
- (e) 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.

7. Application Method

- (a) By appointment (submission in person or by a representative)
- (b) Online application
- (c) By post (Please mark on the envelope "Licence Application")
(Appointment and online application may be made via PMSA's webpage: www.pmsa.org.hk)

Remarks :

- (a) Address: Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong
- (b) Underpaid mail items will not be accepted by the PMSA.
- (c) Please pay sufficient postage and provide a return address before posting to ensure successful delivery.

8. Vetting and Enquiry on Application

- (a) 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) 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) 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) Enquiry on the application status may be made with the Licensing Section of the PMSA:

Telephone Number : 3696 1111

Fax Number : 3696 1100

Email Address : lic@pmsa.org.hk

Personal Information Collection Statement

1. Purposes of collecting personal data
 - (a) The Property Management Services Authority (PMSA) will use the personal data acquired through the application for the following purpose:
 - (i) processing the application and any subsequent applications;
 - (ii) enforcing or complying with the provisions of the Property Management Services Ordinance (Cap. 626), providing appropriate training to licensees and provision of information on matters concerning property management practice; and
 - (iii) facilitating communication with the applicant.
 - (b) Not providing the information required in the application form may result in the PMSA being unable to process the application.

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

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:

Telephone Number : 3696 1111

Fax Number : 3696 1100

Email Address : enquiry@pmsa.org.hk

Relevant Information for Licence Application

Part 1 – Criteria for Holding a Licence

The criteria for holding the relevant licences are as follows:

PMP (Tier 1) Licence	Route 1	Route 2
Academic or other qualifications	Bachelor or higher degree or equivalent academic qualification in property management specified by the Property Management Services Authority (PMSA)	Other bachelor or higher degree or equivalent academic qualification, or qualification considered acceptable by the PMSA
Work experience in property management	Minimum three years within the six years immediately before licence application	Minimum five years within the eight years immediately before licence application
Professional qualifications	Member of a professional body recognized by the PMSA	

PMP (Tier 2) Licence	Route 1	Route 2	Route 3
Academic or other qualifications	Associate degree, diploma or above, or equivalent academic qualification in property management specified by the PMSA	Bachelor or higher degree, or equivalent academic qualification	Other associate degree, diploma or above, or equivalent academic qualification, or qualification considered acceptable by the PMSA
Work experience in property management	Minimum two years within the five years immediately before licence application; or Minimum one year (under the supervision of a licensed PMP (Tier 1)) within the four years immediately before licence application		Minimum four years within the eight years immediately before licence application

Remarks :

- (a) 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 class, 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.
- (b) “Work experience” in property management means full time work experience in property management for Hong Kong properties and involving the provision of services under two or more categories of property management services.
- (c) An applicant holding five or more level 4 clusters of units of competency of Recognition of Prior Learning in Property Management will be regarded as fulfilling the education requirement of criteria for holding a PMP (Tier 2) licence.
- (d) 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).

Part 2 – Transitional Arrangements

1. 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 criteria 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. 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.
2. A person who applies for a provisional PMP licence must possess work experience in assuming a managerial or supervisory role as follows :

Provisional PMP (Tier 1) Licence	Possess at least a total of 10 years of work experience within the 15 years in assuming a managerial or supervisory role in the provision of property management services for properties in Hong Kong, immediately before 1 August 2020.
Provisional PMP (Tier 2) Licence	Possess at least a total of 5 years of work experience within the 8 years in assuming a managerial or supervisory role in the provision of property management services for properties in Hong Kong, immediately before 1 August 2020.

Remarks :

- (a) 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.
- (b) “Work experience” means full time work experience in property management for Hong Kong properties and involving the provision of services under two or more categories of property management services.

Part 3 – Prescribed Property Management Services

Category	Prescribed Property Management Services
1	<p>General management services relating to a property</p> <p>General services relating to property management provided pursuant to a DMC (except those PMS under categories 2 to 7) for owners, residents, tenants, users or visitors.</p> <p>Examples: 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>Management of the environment of a property</p> <p>Services for the cleaning, hygiene, landscaping or safety of the environment of a property.</p> <p>Examples: 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>Repair, maintenance and improvement of a property</p> <p>Services for the repair, replacement, maintenance or improvement of a property including the structure and building services installation.</p> <p>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.</p>
4	<p>Finance and asset management relating to a property</p> <p>Services for the budgeting, or management of finance, accounts or asset relating to a property.</p> <p>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.</p> <p>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 category 4 service.</p>
5	<p>Facility management relating to a property</p> <p>Services for the management of ancillary facilities in a property (except those PMS under category 3).</p> <p>Examples: Management of clubhouses, car parks, sewage treatment and major power generation ancillary facilities (except those property management services corresponding to category 3).</p> <p>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.</p>
6	<p>Human resources management relating to personnel involved in the management of a property</p> <p>Human resources management services in relation to individuals engaged by an owner or owners' organization in the provision of property management services.</p> <p>Examples: Management of human resources engaged by owners or owners' organizations, including manpower planning and deployment, appointment and dismissal, labour insurance arrangements.</p> <p>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.</p>
7	<p>Legal services relating to the management of a property</p> <p>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).</p> <p>Examples: Preparing relevant documents, e.g. form of claim, for tribunal hearings & attending hearings.</p> <p>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.</p>

Remarks :

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.

Checklist

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.

Applicants who have never held a PMP licence:

- The original of the completed and duly signed application form;
- Applicant's recent colour photo (plain white background, 40 mm (W) x 50 mm (L));
- 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;
- The original and a copy of the proof of education (e.g. a graduation certificate);
- The original and a copy of the supporting document for work experience in property management in Hong Kong;
- The original and a copy of the proof for residential address and correspondence address (if applicable) issued within 3 months before submission of application;
- 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);
- 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); and
- Application fee and licence fee (Payment may be made by cash (please do not mail cash) or a crossed cheque payable to the "Property Management Services Authority". Post-dated cheque will not be accepted.).

Applicants who have held a provisional PMP licence and apply for a formal PMP licence after completing the PMSA Specified Course:

- The original of the completed and duly signed application form;
- The original of the Hong Kong identity card, or a travel document with written explanation if no Hong Kong identity card can be provided;
- 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
- Application fee and licence fee (Payment may be made by cash (please do not mail cash) or a crossed cheque payable to the "Property Management Services Authority". Post-dated cheque will not be accepted.).