



**Estate Agents Qualifying Examination (EAQE) /
Salespersons Qualifying Examination (SQE)
Reissuance of Receipt Application Form**

EA-203

Candidates should read carefully the Application Details below before completing this form.

☐ Please "✓" the appropriate box

Candidate Particulars		
Name: _____ (English)		(Chinese)
Valid Identification Document No.: _____ (Must match registration details)		Hong Kong Mobile Tel. No.: _____
Reissuance of Receipt		
Qualifying Examination	Examination Date	Fee
☐ Estate Agents Qualifying Examination		☐ HK\$50
☐ Salespersons Qualifying Examination		☐ HK\$50
☐ Administrative Fee for Registered Mail (optional)		☐ HK\$30
Total		
Collection Method		
☐ Collect in person ^① / by a representative ^② at the Exam Centre ^③ ☐ Receive by ordinary mail ^④ ■ Please enclose a self-addressed envelope with sufficient postage, including the recipient's name and valid Hong Kong correspondence address. The envelope size should not exceed 165mm x 245mm. ☐ Receive by registered mail ^④ , an additional administrative fee of HK\$30 will be charged. Please provide valid Hong Kong correspondence address below: 		
Payment Method (Only crossed cheque or cashier's order is accepted for application by post)		
☐ Cash ☐ VISA / MASTER / Union Pay ☐ EPS ☐ Alipay HK / WeChat Pay HK ☐ Cheque or cashier's order (payable to "Vocational Training Council"): No. _____ Bank _____		
Acceptance and Declaration		
I confirm that I have read and agree to all the terms and conditions set forth in this form.		
Date: _____		Candidate's Signature: _____
<i>The personal data provided in this form will be kept confidential and used by the PEAK Exam Centre for purposes directly related to the processing of your application for reissuance of document, including identity verification, record checking, communication with you, and related administrative purposes. Provision of the personal data requested in this form is obligatory unless otherwise specified. Failure to provide the required information may result in the PEAK Exam Centre being unable to process your application. The personal data collected may be disclosed to authorised staff of the PEAK Exam Centre and, where necessary, to EAA or other parties for purposes directly related to this application or where required by law. Personal data will be retained only for as long as necessary to fulfil the above purposes. Under normal circumstances, records relating to this application will be destroyed two months after completion of the application process. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by the PEAK Exam Centre. Such requests should be made in writing using the contact details provided at the bottom of this form.</i>		
Application Details		
1. Application Period	Within 7 years from the date of the exam	
2. Application Method	After completed and signed this form, candidate may: a) bring this form to the Exam Centre in person ^① / by a representative ^② for application; or b) submit the form, together with a copy of the candidate's valid identification document and the fee payable, by post to the Exam Centre for application.	
3. Application Fee	HK\$50 per copy	
4. Processing Time	7 working days after confirmation of the application (excluding the confirmation date)	
5. Collection Method	a) Collect in person ^① /by a representative ^② at the Exam Centre ^③ ; b) Receive by ordinary mail ^④ ; or c) Receive by registered mail ^④ , an additional administrative fee of HK\$30 will be charged	
① Candidate is required to present his/her original and valid identification document (i.e. Hong Kong Identity Card, passport, PRC Resident Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macao). ② The representative is required to present his/her original and valid identification document and to submit an original authorization letter duly signed by the candidate and a copy of the candidate's valid identification document. ③ The reissued Receipt should be collected within one month from the application date. Otherwise, the reissued documents will be disposed and the fees paid are non-refundable. Re-application for the re-issuance is required thereafter. ④ The Exam Centre will not be responsible for the loss of the mail. The fees paid are non-refundable, and re-application for the re-issuance is required thereafter.		
Enquiry		(For Official Use Only)
PEAK Examination Centre, Vocational Training Council 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong Hotline Tel.: 2919 1467 / 2919 1468 / 2919 1478 E-mail: cpdc@vtc.edu.hk Office Hours: Monday to Friday 9:00am – 5:15pm (Hotline) / 7:30pm (Counter) Saturday 9:00am – 12:00noon • Closed on Sundays and Public Holidays		Date of Receipt: _____ Staff: _____