



Salespersons Qualifying Examination Entry Form (Paper-based Examination)

The completed forms together with the relevant documents **MUST** be submitted, whether by post or by hand, to PEAK Examination Centre, Vocational Training Council, M/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong. Otherwise, they will **NOT** be processed.

Examination Session Code	Examination Fee	Question Language	Examination District		
	\$550	<input type="checkbox"/> Chinese (中文) <input type="checkbox"/> English	<input type="checkbox"/> HK Island	<input type="checkbox"/> Kowloon	<input type="checkbox"/> N.T.

Candidate Particulars		~ Form should be written by black or blue ball pen in block letters. Please "✓" the appropriate boxes. ~ Information must be the same as printed on HKID Card or Passport	
Name in English# _____			
HKID Card / Passport No.# _____		Name in Chinese# _____	
Date of Birth (DD/MM/YYYY)	Correspondence Address#		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
Daytime Tel. No.*			
<p># Identification items to be printed on the result slip, please write legibly. * Please provide your mobile no. to receive text message(s) on qualifying examination from the Estate Agents Authority ("EAA") or PEAK Examination Centre ("PEAK Exam Centre").</p>			

Registration / Others	Document Enclosed/Presented	Cut-off Date (Please check the PEAK Exam Centre's website for actual cut-off date)
Registration by post	Enclose a photocopy of your valid HKID Card / Passport (the page with your photograph)	3 weeks before the examination
Registration in person	Present your valid HKID Card / Passport	2 weeks before the examination
Registration by a representative	Present the photocopy / image of candidate's valid HKID Card / Passport (the page with the registrant's photograph)	
Changing question language (Administration fee payable)	----	2 weeks before the examination

Release of Examination Results	
<p>Result slips will be posted to candidates 14 working days after the examination. Candidates can check their results on www.vtc.edu.hk/cpdc starting from the 14th working day after the examination. The results will be posted on the website for 1 month.</p> <p>Please tick "Disagree" if you are unwilling to have your result posted on the website. All results posted on the website are for reference only. They are subject to the result printed on the result slip sent to candidates by post. The result printed on the result slip is final and conclusive.</p>	<input type="checkbox"/> Disagree

The following information is collected for statistical analysis and research relating to the qualifying examinations. Candidates may supply the data voluntarily.			
Attempts at Qualifying Examinations		Current/Past Field of Work ~ Please choose the most appropriate choice	
<input type="checkbox"/> First	<input type="checkbox"/> Fourth	<input type="checkbox"/> Estate Management	<input type="checkbox"/> Insurance
<input type="checkbox"/> Second	<input type="checkbox"/> Fifth	<input type="checkbox"/> Architectural & Surveying	<input type="checkbox"/> Education & Social Services
<input type="checkbox"/> Third	<input type="checkbox"/> Sixth or above	<input type="checkbox"/> Hotel, Food & Beverage	<input type="checkbox"/> Legal
Education Level		<input type="checkbox"/> Tourism	<input type="checkbox"/> Student
<input type="checkbox"/> F.5	<input type="checkbox"/> Post-secondary or University	<input type="checkbox"/> Retail & Wholesale	<input type="checkbox"/> Others
<input type="checkbox"/> F.6 or F.7	<input type="checkbox"/> Post-graduate	<input type="checkbox"/> Banking, Accounting & Investment	Please indicate :
Estate agency work experience (if any)		Have you attended any examination preparatory courses?	
Years	Months	<input type="checkbox"/> Yes	Courses provided by:
(e.g. 3 Years 4 Months)		<input type="checkbox"/> No	<input type="checkbox"/> Self-study reference materials suggested by the EAA <input type="checkbox"/> Others

Payment Method		~ Only cheque or cashier's order is accepted for registration by post.	
<input type="checkbox"/> Cash	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> Cheque or Cashier's Order (Payable to "Vocational Training Council")
<input type="checkbox"/> UnionPay	<input type="checkbox"/> EPS	<input type="checkbox"/> Alipay HK/WeChat Pay HK	No. : _____ Bank : _____

Important Notice

1. Examination fees are **not refundable or transferable** for a later examination or for other purposes.
2. Before registration, please ensure that you satisfy all the licensing requirements, including any documentary evidence requirements, and read the *Application Procedure* and *Instructions to Candidates* supplied.
3. A licence applicant must: (a) be at least 18 years of age; (b) have completed an education level of Form 5 or its equivalent; (c) have passed the relevant qualifying examination within the 12 months prior to making the application; and (d) be considered a fit and proper person to hold a licence.
4. In considering whether an applicant is a fit and proper person, the EAA will consider all relevant factors which include but are not limited to the applicant (a) being a bankrupt; (b) having made a composition or scheme of arrangement with creditors in the past 5 years; (c) having criminal conviction and (d) being a mental patient. **Generally, a licence application will be refused if the applicant (a) is a bankrupt; (b) was convicted in the past 5 years of offences involving dishonesty, fraud and corruption; (c) has been released from imprisonment for less than 3 years; and (d) is currently on probation, bound over (with conviction), remission or suspended sentence.**
5. If you do not apply for a licence within 12 months of passing the examination, your examination result will no longer be valid for licensing purpose.
6. There may be continuing professional development requirements for licence renewal in future.
7. Any person impersonating a candidate at examination (or aiding such act) will be prosecuted.
8. You should not register for this examination if you:
 - (a) have passed an estate agents qualifying examination and/or salespersons qualifying examination within the last 12 months from the date of registration and/or the date of the examination; or
 - (b) are the holder of a valid estate agent's licence (individual) and/or a salesperson's licence on the date of registration and/or the date of the examination; or
 - (c) were the holder of an estate agent's licence (individual) or a salesperson's licence which had not ceased to have effect (whether by reason of its expiration or otherwise) for more than 24 months on the date of registration and/or the date of the examination; or
 - (d) have registered or sat for a salespersons qualifying examination which is to be or was held in the same month (i.e. a candidate may only sit for the salespersons qualifying examination once each month).

Otherwise, you will be disqualified from this examination even if you have registered or sat for this examination, and any fees paid will not be refunded. Neither the EAA nor the PEAK Exam Centre has any obligation to verify and/or inform you whether you belong to the above categories. Hence, please ensure that you do not belong to any of the aforesaid categories before registration.

Details concerning licensing requirements and educational qualification may be found at www.eaa.org.hk. You may also contact the EAA through their hotline at 2111 2777 (press 2-2 after selecting language for licensing matters).

Personal Data

I acknowledge and agree that the PEAK Exam Centre may use the personal data collected or generated for the following purposes:

- (a) administering qualifying examinations and other directly related purposes including but not limited to the release of examination results, posting of examination results on the PEAK Exam Centre website for my own checking (unless I have expressly requested not to do so). Failure to provide all necessary data may affect the administration of the examinations, the processing and/or delivery of the examination results and/or the verification of my identity;
- (b) transferring my personal data and examination results to the EAA for monitoring purpose and the purposes of assisting the EAA to perform and discharge its functions;
- (c) conducting research or statistical analysis; or
- (d) conducting other lawful activities with purposes directly related to the above.

Note: Candidates are entitled to request access to or to request the correction of any data provided, in the manner and subject to the limitations prescribed in the Personal Data (Privacy) Ordinance. Please read the "Notes on Personal Information Collection in Connection with Estate Agents / Salespersons Qualifying Examination" issued by the PEAK Exam Centre for details or contact the PEAK Exam Centre (see contact details at the bottom of this page) for enquiries.

I accept that neither the EAA nor the PEAK Exam Centre will be responsible for any nonperformance of duties where such nonperformance was due to bad weather, an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause or circumstances not reasonably foreseeable and beyond the reasonable control of the EAA or the PEAK Exam Centre.

I confirm that I have read and agree to all the terms and conditions above and in the *Application Procedure* and *Instructions to Candidates*.

I declare that the information given above is correct and complete to the best of my knowledge and that the documents provided by me in connection with this application are true copies.

I understand that if I knowingly supply false information or withhold any material information, the PEAK Exam Centre shall have the right to deny this registration.

Date _____ Candidate's Signature _____

Name of Candidate _____ HKID/Passport No. _____

Examination Enquiry and Registration

PEAK Examination Centre, Vocational Training Council
M/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Tel : 2919 1467 / 2919 1468 / 2919 1478 E-mail : cpdc@vtc.edu.hk
Office Hours:
Monday to Friday 9:00am - 8:00pm ♦ Saturday 9:00am – 12:00noon ♦ Closed on Sunday and Public Holidays

(For Official Use Only)
Candidate No.: