

# Confirmation of Hong Kong Property Management Work Experience

- Information provided in this form is used to verify the work experience of the applicant for a PMP licence or provisional PMP licence. This form must be completed by the organization that engaged / engages the Applicant. Part A and Part B of this form may be signed by different persons authorized by the organization to confirm the contents of this form is true and correct.
- Authorized persons must read the declaration in Part C of this form before signing. Under the PMSO, a person commits an offence if the person, in connection with a licence application, provides any information / 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 / document is false or misleading in a material particular. The person who commits the offence is liable to a fine of \$200,000 and to imprisonment for 1 year.
- You may make copies of any parts of this form for completion if necessary.
- Please check the appropriate box , and write on additional sheet or attach relevant supporting documents if necessary.

## Part A — Basic Information

<b>Name of applicant</b>		<b>HK ID card no.</b>		
<b>Name of organization</b>		<b>Type of organization</b>	<input type="checkbox"/> PMC <input type="checkbox"/> Owner's organization <input type="checkbox"/> Others	
<b>Address &amp; tel. no. of organization</b>				
Post no.	If the applicant has held more than one position, state all positions and period.		Mode	Comply with min. working hours? <sup>1</sup>
	Engagement period (dd/mm/yyyy–dd/mm/yyyy)	Position		
1			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
4			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No
5			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No

### I have read the declaration in Part C.

\_\_\_\_\_  
Name of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person<sup>2</sup>

\_\_\_\_\_  
Contact Tel. No. and  
Email Address

\_\_\_\_\_  
Position of Authorized Person

\_\_\_\_\_  
PMP Licence No. (if any)

\_\_\_\_\_  
Date (dd/mm/yyyy)

<sup>1</sup> The minimum number of working hours is 39 hours (excluding meal breaks) in each normal working week (i.e. no statutory holidays).

<sup>2</sup> Authorized persons must read the declaration in Part C of this form before signing.

## Part B — Details of work experience

### (I) Scope of Work of the Applicant

Post no. stated in Part A	Applicant's scope of work in terms of categories of prescribed property management services <sup>3</sup>							(This field is only applicable to application for a provisional PMP licence) Length of experience of assuming managerial or supervisory role in that position <sup>4</sup> before 1 August 2020	
	Category								
	1	2	3	4	5	6	7	year(s)	month(s)
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### (II) Information of the property for which PMS were provided by the Applicant

	Post no. stated in Part A	Name and address of property	Subject to a DMC	(This field is only applicable to application for a provisional PMP licence) Subordinates managed <sup>5</sup>	
				Position	Total number
E.g.	1	Little Prince Building, 100 Prince Edward Road West Whether the common parts of the property were/are managed <sup>6</sup> : <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Property assistants, cleaners, security guards	<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input checked="" type="checkbox"/> 11-30 <input type="checkbox"/> > 30
1		Whether the common parts of the property were/are managed: <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> > 30
2		Whether the common parts of the property were/are managed: <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> > 30
3		Whether the common parts of the property were/are managed: <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> > 30
4		Whether the common parts of the property were/are managed: <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> > 30
5		Whether the common parts of the property were/are managed: <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 0 <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-30 <input type="checkbox"/> > 30

### I have read the declaration in Part C.

_____ Name of Authorized Person	_____ Signature of Authorized Person <sup>7</sup>	_____ Contact Tel. No. and Email Address
_____ Position of Authorized Person	_____ PMP Licence No. (if any)	_____ Date (dd/mm/yyyy)

<sup>3</sup> Please refer to the information of the prescribed property management services attached to this form.

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

<sup>5</sup> Subordinates may include contractors' employees.

<sup>6</sup> "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.

<sup>7</sup> Authorized persons must read the declaration in Part C of this form before signing.

## Part C — Declaration

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 I have been authorized by the Organization to sign this form and that all the information provided in this form is **full, complete and true** to the best of my knowledge and belief.

## Prescribed Property Management Services<sup>8</sup>

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

<sup>8</sup> 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 PMSs under category 2, not category 5. Similarly, maintenance services provided to ancillary facilities are only regarded as PMSs under category 3, not category 5.