



物業管理業監管局  
PROPERTY MANAGEMENT  
SERVICES AUTHORITY

15 December 2021

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21 DEC 2021

#2021-419

**By post and email (info@bsomes.org.hk)**

Building Services Operation and Maintenance Executives Society  
PO Box 95872, Tsim Sha Tsui Post Office  
Hong Kong

(Attn: Ir Johnson Lau, President)

Dear Ir Lau,

### **Licensing Criterion Related to Work Experience for Application for PMP Licence**

As you are aware, the Property Management Services Authority (PMSA) is tasked to regulate the provision of property management services by companies and practitioners in Hong Kong, and to promote professional development of the industry. Ever since the drafting of the legislation and the details of the property management industry licensing regime, your organization has been actively involved and providing valuable opinion to the PMSA, which facilitated the successful implementation of the licensing regime with effect from 1 August 2020.

With the support of your organization and the property management industry, the PMSA has already issued over 5,000 property management practitioner (PMP) licences up to now.

Under the Property Management Services (Licensing and Related Matters) Regulation (Cap. 626B), one of the prescribed criteria for holding a PMP licence is possessing the work experience in property management that the PMSA may from time to time specify in respect of properties in Hong Kong. When implementing the licensing regime, the PMSA has already specified the work experience in property management required for applying for various types of licences (please refer to **Annex 1** for details).

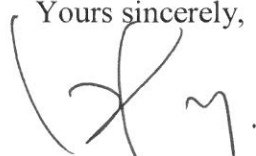
In view of the increasingly frequent exchanges between Hong Kong and the Mainland, many development plans between Hong Kong and the Mainland have been implemented, including the development plan for the Greater Bay Area. It is quite common for some practitioners in the local property management industry to develop their career in different cities within the Mainland. In order to avoid practitioners with sufficient work experience in property management in Hong Kong failing to meet the licensing criterion of work experience under the licensing regime solely due to the fact that they may have worked in the Mainland to provide property management services (to the effect that their experience in property management in Hong Kong is not sufficient within the period

whereby work experience is counted under the licensing regime), the PMSA, after a detailed study, has made appropriate optimization in respect of the licensing criterion related to work experience so that the licensing regime can tie in with the overall development of Hong Kong and the local property management industry.

If an applicant for a PMP licence, before submitting the licence application, was engaged in property management work in places in China other than Hong Kong and had been engaged in property management work in Hong Kong immediately before the aforesaid work, the relevant period in respect of work experience that can be counted for licensing purpose can be extended accordingly. That is, the period that can be counted would be extended according to the years of work experience (whether continuous or intermittent) for providing property management services within places in China other than Hong Kong (for example, if an applicant was engaged in property management work in places in China other than Hong Kong for 2 years, then the period of work experience that can be counted for licensing purpose would be extended by 2 years), subject however to a maximum extension of 4 years. The aforesaid optimization measure applies to applications for formal PMP licences as well as provisional PMP licences and has already come into effect. For details and relevant examples, please refer to **Annex 2** (the revised criterion for work experience (**parts in blue**)) and **Annex 3**.

In case there are members of your organization who may apply for PMP licence and who have been engaged in property management work in places in China other than Hong Kong, please draw their attention to the above optimization measure. We look forward to working closely with your organization with a view to enhancing the professionalism of the property management services industry. If your organization would wish to learn more about the optimization measure for licensing criterion related to work experience in respect of application for PMP licences, please feel free to contact Ms. Winnie Lau, Senior Manager (Licensing), (Tel: 3696 1199 or email: [winnielau@pmsa.org.hk](mailto:winnielau@pmsa.org.hk)) or Mr. Howard Luk, Manager (Licensing), (Tel: 3696 1195 or email: [howardluk@pmsa.org.hk](mailto:howardluk@pmsa.org.hk)) of the PMSA.

Yours sincerely,



Diana Pang

General Manager (Regulatory)  
Property Management Services Authority

Encl.

## Annex 1

### Work Experience Criterion for Holding a PMP (Tier 1) Licence (Original)

	Route 1	Route 2
<b>Academic or other qualifications</b>	Bachelor or higher degree or equivalent academic qualification in property management specified by the PMSA	Other bachelor or higher degree or equivalent academic qualification <sup>Note 1</sup> , or qualification considered acceptable by the PMSA <sup>Note 2</sup>
<b>Work experience in property management</b> <small>Note 3</small>	Minimum <b>3 years</b> within the <b>6 years</b> immediately before licence application	Minimum <b>5 years</b> within the <b>8 years</b> immediately before licence application
<b>Professional qualifications</b>	Member of a professional body recognised by the PMSA	

### Work Experience Criteria for Holding a PMP (Tier 2) Licence (Original)

	Route 1	Route 2	Route 3
<b>Academic or other qualifications</b>	Associate degree, diploma or above, or equivalent academic qualification in property management specified by the PMSA	Bachelor or higher degree, or equivalent academic qualification <sup>Note 1</sup>	Other associate degree, diploma or above, or equivalent academic qualification <sup>Note 4</sup> , or qualification considered acceptable by the PMSA <sup>Note 5</sup>
<b>Work experience in property management</b> <small>Note 3</small>	Minimum <b>2 years</b> within the <b>5 years</b> immediately before licence application; or minimum <b>1 year</b> (under the supervision of a licensed PMP (Tier 1) <sup>Note 6</sup> ) within the <b>4 years</b> immediately before licence application		Minimum <b>4 years</b> within the <b>8 years</b> immediately before licence application

Note 1: In general, a bachelor degree or equivalent qualification must have a minimum of 150 QF credits at Level 5 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 2: 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 classes, 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.

Note 3: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

Note 4: In general, an associate degree, a diploma or an equivalent qualification must have a minimum of 90 QF credits at Level 4 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 5: Qualification considered acceptable by the PMSA includes five statements of attainment for the clusters of units of competency at Level 4 for the property management industry (one of the statements must be on “Management of Customer Services”) obtained through the “Recognition of Prior Learning” mechanism under the Hong Kong Qualifications Framework.

Note 6: A licence applicant should provide the Confirmation of Work Experience Obtained under the Supervision of a Licensed PMP (Tier 1) to prove that he or she possesses the said experience.

**Work Experience Criterion for Holding a PMP (Tier 1) Licence  
(Revised)**

<b>PMP (Tier 1) Licence</b>	<b>Route 1</b>	<b>Route 2</b>
<b>Academic or other qualifications</b>	Bachelor or higher degree or equivalent academic qualification in property management specified by the PMSA	Other bachelor or higher degree or equivalent academic qualification <sup>Note 1</sup> , or qualification considered acceptable by the PMSA <sup>Note 2</sup>
<b>Work experience in property management</b> <sup>Note 3</sup>	<p>(a) Minimum 3 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 6 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 6 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 3 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the period which is the sum <sup>Note 5</sup> of 6 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong <sup>Note 4</sup>, immediately before licence application</p>	<p>(a) Minimum 5 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 8 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the period which is the sum <sup>Note 6</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong <sup>Note 4</sup>, immediately before licence application</p>

PMP (Tier 1) Licence	Route 1	Route 2
Professional qualifications	Member of a professional body recognised by the PMSA	

**Work Experience Criterion for Holding a PMP (Tier 2) Licence  
(Revised)**

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 <sup>Note 7</sup> , or qualification considered acceptable by the PMSA <sup>Note 8</sup>
Work experience in property management <sup>Note 3</sup>	<p>(a) Minimum 2 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 5 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 5 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 2 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the period which is the sum <sup>Note 9</sup> of 5 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong <sup>Note 4</sup>,</p>		<p>(a) Minimum 4 years of work experience in property management in Hong Kong <sup>Note 3</sup> within the 8 years immediately before licence application; or</p> <p>(b) If an applicant has been engaged in property management work in places in China other than Hong Kong <sup>Note 4</sup> (the job) within the 8 years immediately before licence application and was engaged in property management work in Hong Kong <sup>Note 3</sup> immediately before the job, he/she is required to have a minimum of 4 years of work</p>

<b>PMP (Tier 2) Licence</b>	<b>Route 1</b>	<b>Route 2</b>	<b>Route 3</b>
	<p>immediately before licence application; or</p> <p>(c) Minimum 1 year of work experience in property management in Hong Kong<sup>Note 3</sup> (under the supervision of a licensed PMP (Tier 1)<sup>Note 10</sup>) within the 4 years immediately before licence application</p>		<p>experience in property management in Hong Kong<sup>Note 3</sup> within the period which is the sum<sup>Note 11</sup> of 8 years plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong<sup>Note 4</sup>, immediately before licence application</p>

Note 1: In general, a bachelor degree or equivalent qualification must have a minimum of 150 QF credits at Level 5 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 2: 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 classes, 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.

Note 3: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

Note 4: In terms of this criterion and for the avoidance of doubt, places in China other than Hong Kong include the Mainland, Macau and Taiwan.

Note 5: That is, not more than 10 years, whichever is less. Please refer to Annex 3 (Example 1)

Note 6: That is, not more than 12 years, whichever is less. Please refer to Annex 3 (Example 1)

Note 7: In general, an associate degree, a diploma or an equivalent qualification must have a minimum of 90 QF credits at Level 4 or above under the Hong Kong Qualifications Framework. Non-local qualifications that are equivalent may also be considered.

Note 8: Qualification considered acceptable by the PMSA includes five statements of attainment for the clusters of units of competency at Level 4 for the property management



industry (one of the statements must be on “Management of Customer Services”) obtained through the “Recognition of Prior Learning” mechanism under the Hong Kong Qualifications Framework.

Note 9: That is, not more than 9 years, whichever is less. Please refer to Annex 3 (Example 2)

Note 10: A licence applicant should provide the Confirmation of Work Experience Obtained under the Supervision of a Licensed PMP (Tier 1) to prove that he or she possesses the said experience.

Note 11: That is, not more than 12 years, whichever is less. Please refer to Annex 3 (Example 2)

### **Provisional Property Management Practitioner Licence**

The first three years after the implementation of the licensing regime (i.e. from 1 August 2020 to 31 July 2023) is a transitional period during which any person acting as a property management company (PMC) or property management practitioner (PMP) will not be required to be licensed, in order to facilitate the industry to adapt to the new regime.

During the transitional period, those who do not meet the criteria for academic and/or professional qualifications but possess the specified work experience may apply for a provisional licence. A person who applies for a provisional licence must possess work experience in property management<sup>Note 1</sup> in assuming a managerial or supervisory role<sup>Note 2</sup> in the provision of property management services for properties in Hong Kong, as follows:

- For a provisional PMP (Tier 1) licence: at least a total of 10 years of experience within the 15 years immediately before 1 August 2020 (the countable period); or if an applicant has been engaged in property management work in places in China other than Hong Kong<sup>Note 3</sup> (the job) within the countable period and was engaged in property management work in Hong Kong immediately before the job, he/she is required to have at least a total of 10 years of experience in property management in Hong Kong within the period which is a sum<sup>Note 4</sup> of the countable period plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong.
- For a provisional PMP (Tier 2) licence: at least a total of 5 years of experience within the 8 years immediately before 1 August 2020 (the countable period); or if an applicant



has been engaged in property management work in places in China other than Hong Kong <sup>Note 3</sup> (the job) within the countable period and was engaged in property management work in Hong Kong immediately before the job, he/she is required to have at least a total of 5 years of experience in property management in Hong Kong within the period which is a sum <sup>Note 5</sup> of the countable period plus the number of years (subject to a maximum of 4 years) of the aforesaid work experience in property management in places in China other than Hong Kong.

The said experience must have been gained from full-time work and involved the provision of two or more categories of property management services. Applicants are required to provide documentary evidence (e.g. written confirmation from employers) to substantiate their work experience.

If you are a provisional PMP licence applicant, in order to be eligible for applying for a formal PMP licence, you have to complete the PMSA specified course (specified course) designed for provisional licencees before the expiry of the provisional PMP licence. For the sake of prudence, please obtain a provisional PMP licence before enrollment to a specified course. Those having completed a specified course before the expiry of the provisional PMP licence may apply for a formal PMP licence without meeting the academic and/or professional qualifications criteria. <sup>Note 6</sup>

Starting from 1 August 2021, applicants of provisional PMP licence are allowed to choose licence validity period <sup>Note 7</sup> of either 12 months, 24 months or 36 months. There is no mechanism for renewal of a provisional PMP licence.

After the transitional period, any business entity carrying on the business of providing more than one category of property management services must hold a PMC licence, and any individual assuming a managerial or supervisory role in the property management services provided by that PMC to a property must hold a PMP licence.

Note 1: The work experience in property management means full time work experience in property management for properties in Hong Kong and involving the provision of services under two or more categories of property management services.

Note 2: Generally, a person assumes a managerial or supervisory role if he / she has responsibility to manage or supervise subordinates.

Note 3: In terms of this criterion and for the avoidance of doubt, places in China other than Hong Kong include the Mainland, Macau and Taiwan.

Note 4: That is, not more than 19 years, whichever is less.

Note 5: That is, not more than 12 years, whichever is less.

Note 6: After completion of a specified course, an application for a formal licence must be made during the validity of the provisional licence or within three years from the expiry of the provisional licence. A new application accompanied by the relevant fee (i.e. full application and licence fee) must be made, but documentary evidence for work experience is not required.

Note 7: This arrangement also applies to applications for provisional PMP licence which have been submitted before 1 August 2021 and are still being processed.

## Relevant Examples

### Example 1

I submitted an application for a PMP (Tier 1) licence on 1 October 2021. I have been engaging in property management work in Shanghai from 2017 until I submitted the licence application (for a total of 4 years), and I had been engaged in property management work in Hong Kong for the 15 years immediately before working in Shanghai. In terms of the criterion for work experience, do I fulfil the relevant criterion for holding a PMP (Tier 1) licence?

### Countable period for work experience after adapting the optimization measure

If an applicant, before submitting an application, was engaged in property management work in places in China other than Hong Kong (including the Mainland, Macau and Taiwan) and had been engaged in property management work in Hong Kong immediately before the aforesaid work, his/her work experience in providing property management services in places in China other than Hong Kong cannot be counted, but the relevant years of work experience that can be counted can be extended accordingly. That is, the period that can be counted would be extended according to the years of work (whether continuous or intermittent) in providing property management services in places in China other than Hong Kong, subject however to a maximum of 4 years.

If the applicant applies for a PMP (Tier 1) licence through Route 1, the applicant must have a minimum of 3 years of work experience in property management within the 10 years<sup>Note 1</sup> (i.e. 6 years + 4 years) immediately before the licence application. If the applicant submits an application for a PMP (Tier 1) licence on 1 October 2021, the period that could be counted would be from 1 October 2011 to 30 September 2021. Since the applicant was engaged in property management work in Hong Kong from 2011 to 2016, he/she has 3 years or more of work experience in property management in Hong Kong, and therefore fulfils the relevant work experience criterion for holding a PMP (Tier 1) licence.

If the applicant applies for a PMP (Tier 1) licence through Route 2, the applicant must have a minimum of 5 years of work experience in property management within the 12 years<sup>Note 2</sup> (i.e. 8 years + 4 years) immediately prior to the licence application. Similarly, if the applicant submits an application for a PMP (Tier 1) licence on 1 October 2021, the period that could be counted would be from 1 October 2009 to 30 September 2021. Since the applicant was engaged in property management work in Hong Kong from 2009 to 2016, he/she has 5 years or more of work experience in property management in Hong Kong, and therefore fulfils the relevant work experience criterion for holding a PMP (Tier 1) licence.

Please note that the period that can be counted would be extended up to 4 years, that is, if the applicant has been engaged in property management work in places in China other than Hong Kong for 6 years, the period that could be counted would only be extended by 4 years.

The work experience in property management means full time work experience in property management for properties in Hong Kong, and involving provision of services under two or more categories of property management services.

If an applicant, before submitting the application, was engaged in property management work in places in China other than Hong Kong (that is, including the Mainland, Macau and Taiwan) and had been engaged in property management work in Hong Kong immediately before the aforesaid work, the applicant may refer to this example beforehand, and calculate the period that can be counted according to his/her situation. If an applicant has any questions about calculation of work experience, please email the question to [lic@pmsa.org.hk](mailto:lic@pmsa.org.hk) for enquiry.

Note 1: According to the calculation of the relevant criterion (see paragraph 1), the period (i.e. 4 years) of providing property management services in Shanghai (i.e. places in China other than Hong Kong) of the applicant can be added to the calculation of the period of the years of work experience (for application for a PMP (Tier 1) licence through Route 1, i.e. the 6 years immediately before licence application, plus 4 years of work experience in property management in Shanghai, resulting in a total of 10 years).

Note 2: According to the calculation of the relevant criterion (see paragraph 1), the period (i.e. 4 years) of providing property management services in Shanghai (i.e. places in China other than Hong Kong) of the applicant can be added to the calculation of the period of the years of work experience (for application for a PMP (Tier 1) licence through Route 2, i.e. the 8 years immediately before licence application, plus 4 years of work experience in property management in Shanghai, resulting in a total of 12 years).

### Example 2

I submitted an application for a PMP (Tier 2) licence on 1 October 2021. I have been engaging in property management work in Hong Kong since 2011. However, I was relocated to Macau to manage the properties there from 2015 to 2020 (a total of 5 years), and was then transferred back to Hong Kong in 2020. In terms of the criterion for work experience, do I fulfil the relevant criterion for holding a PMP (Tier 2) licence?

### Countable period for work experience after adapting the optimization measure

If an applicant, before submitting an application, was engaged in property management work in places in China other than Hong Kong (including the Mainland, Macau and Taiwan) and had been engaged in property management work in Hong Kong immediately before the aforesaid work, his/her work experience in providing property management services in places in China other than Hong Kong cannot be counted, but the relevant years of work experience that can be counted can be extended accordingly. That is, the period that can be counted would be extended according to the years of work (whether continuous or intermittent) in providing property management services in places in China other than Hong Kong, subject however to a maximum of 4 years.

If the applicant applies for a PMP (Tier 2) licence through Routes 1 or 2, the applicant must have a minimum of 2 years of work experience in property management within the 9 years <sup>Note 1</sup> (i.e. 5years + 4years) immediately before the licence application. If the applicant submits an application for a PMP (Tier 2) licence on 1 October 2021, the period that could be counted would be from 1 October 2012 to 30 September 2021. Since the applicant was engaged in property management work in Hong Kong from 2012 to 2015 and from 2020 to 2021, he/she has 2 years or more of work experience in property management in Hong Kong, and therefore fulfils the relevant work experience criterion for holding a PMP (Tier 2) licence.

If the applicant applies for a PMP (Tier 2) licence through Route 3, the applicant must have a minimum of 4 years of work experience in property management within the 12 years <sup>Note 2</sup> (i.e. 8 years + 4 years) immediately prior to the licence application. Similarly, if the applicant submits an application for a PMP (Tier 2) licence on 1 October 2021, the period that could be counted would be from 1 October 2009 to 30 September 2021. Since the applicant was engaged in property management work in Hong Kong from 2011 to 2015 and from 2020 to 2021, he/she has 4 years or more of work experience in property management in Hong Kong, and therefore fulfils the relevant work experience criterion for holding a PMP (Tier 2) licence.

Please note that the period that can be counted would be extended up to 4 years. As such, although the applicant has been engaged in property management work in places in China other than Hong Kong for 5 years, the period that could be counted would only be extended by 4 years.

The work experience in property management means full time work experience in property management for properties in Hong Kong, and involving provision of services under two or more categories of property management services.

If an applicant, before submitting the application, was engaged in property management work in places in China other than Hong Kong (that is, including the Mainland, Macau and Taiwan) and had been engaged in property management work in Hong Kong immediately before the aforesaid work, the applicant may refer to this example beforehand, and calculate the period that can be counted according to his/her situation. If an applicant has any questions about calculation of work experience, please email the question to [lic@pmsa.org.hk](mailto:lic@pmsa.org.hk) for enquiry.

Note 1: According to the calculation of the relevant criterion (see paragraph 1), the applicant has provided property management services in Macau (i.e. places in China other than Hong Kong) for 5 years, while the countable period can be extended is 4 years (for application for a PMP (Tier 2) licence through Routes 1 or 2, i.e. the 5 years immediately before licence application, plus a maximum of 4 years of work experience in property management in Macau), resulting in a total of 9 years.

Note 2: According to the calculation of the relevant criterion (see paragraph 1), the applicant has provided property management services in Macau (i.e. places in China other than Hong Kong) for 5 years, while the countable period can be extended is 4 years (for application for a PMP (Tier 2) licence through Route 3, i.e. the 8 years immediately before

licence application, plus a maximum of 4 years of work experience in property management in Macau), resulting in a total of 12 years.