

致：房屋署申請分組登記及公務員配額小組  
房屋事務經理(登記及公務員配額小組)  
九龍橫頭磡南道3號  
香港房屋委員會客務中心第二層平台

## 僱員薪金證明書

茲證實\_\_\_\_\_ \*先生/小姐/女士(身份證號碼\_\_\_\_\_ )  
由\_\_\_\_\_ (日期)開始受僱於本公司，其職位為\_\_\_\_\_，  
而其過去六個月的收入(若有強積金/公積金供款，請包括在下列入息內)如下：

月份/年份	底薪	生活津貼	逾時工作 收入	花紅或佣金 (註一)	其他津貼/獎金 (註二)	*強積金/公積金 供款(註三)	扣除強積金/ 公積金後的 淨收入

(如非特別標明，所有金額均以港元計算)

- 註一： 指非年終的花紅或佣金。  
註二： 例如交通費津貼/厭惡性工作津貼/勤工獎等。  
註三： 請填報法定的5%僱員強積金/公積金供款，請不要包括屬自願性質的供款。  
若沒有強積金/公積金，請註明‘沒有’。

除以上各項收入外，在過去一年度，該僱員\*享有/並無享有\*年終雙薪/年終花紅/其他年終酬金  
共\_\_\_\_\_元(請扣除法定的5%僱員強積金/公積金供款)並在\_\_\_\_\_年\_\_\_\_\_月已發放。

本公司\*曾為/不曾為上述僱員向稅務局申報收入。

該員工是否有中途離職：\*有/沒有(如答有，請註明日期：由\_\_\_\_\_至  
\_\_\_\_\_ )。如員工已離職，請註明離職日期：\_\_\_\_\_。

在填寫此證明書時，本人明白，根據房屋條例(第283章)第26(1)(c)條的規定，本人如就  
\_\_\_\_\_ \*先生/小姐/女士(身份證號碼\_\_\_\_\_ )的公共房屋申請，蓄意向  
香港房屋委員會虛報事實，即屬違法，一經定罪，可判罰款五萬元及入獄六個月。

僱主/公司負責人簽名：\_\_\_\_\_

簽署人姓名：\_\_\_\_\_

(請用正楷填寫)

簽署人職位：\_\_\_\_\_

辦公地址：\_\_\_\_\_

(公司蓋章)

公司名稱：\_\_\_\_\_

(請用正楷填寫)

辦公電話：\_\_\_\_\_

\*請將不適用者刪去

日期：\_\_\_\_\_

#如曾塗改，需由僱主加簽及公司蓋章

(請勿使用塗改液或改錯帶，否則此證明書會作廢)。

To: Housing Manager/Registration and Civil Service Unit (Applications)  
 Applications Sub-section, Housing Department  
 Podium Level 2,  
 Hong Kong Housing Authority Customer Service Centre,  
 3 Wang Tau Hom South Road, Kowloon

**Employer Certificate**

\*I/We confirm that \*Mr./Ms./Miss \_\_\_\_\_ (I/C No.: \_\_\_\_\_)  
 is an employee in \*my/our firm since \_\_\_\_\_ (date) holding the post of \_\_\_\_\_.  
 \*His/Her income for the past six months is as follows (please include contribution for Mandatory Provident Fund /  
 Provident Fund , if any) :

Month/Year	Basic Pay	Living Allowance	Overtime Pay	Bonus or Commission (Note 1)	Other Allowances / Incentives (Note 2)	Contribution for *Mandatory Provident Fund / Provident Fund (Note 3)	Net Income after Deducting Contribution for Mandatory Provident Fund / Provident Fund

*(All amounts are declared in Hong Kong Dollars, unless specified otherwise)*

Note 1: Refers to any non-annual bonus or commission.

Note 2: Examples : Travelling Allowance/Obnoxious Allowance/Incentive for good attendance etc.

Note 3: Please declare the statutory 5% employees' contribution for the Mandatory Provident Fund / Provident Fund, but do not include any contribution made on a voluntary basis.

If no contribution to the Mandatory Provident Fund / Provident Fund has been made, please state 'Nil'.

**Other than the above income**, the said employee \*was/was not paid any \*annual double pay / annual bonus / other annual gratuity of \$ \_\_\_\_\_ for the past year on \_\_\_\_\_ (month/year). (Please deduct the statutory 5% employees' contribution for the Mandatory Provident Fund / Provident Fund, if any.)

Our firm \*has/has not furnished Employer's Return in respect of the income of the above-named employee to the Inland Revenue Department.

Any break of service : \*Yes/No (if yes, state the period : from \_\_\_\_\_ to \_\_\_\_\_ .) Date of resignation (if applicable): \_\_\_\_\_.

In completing this certificate, \*I/we understand that under Section 26(1)(c) of the Housing Ordinance (Chapter 283), if \*I/we knowingly make any false statement to the Hong Kong Housing Authority in respect of the application for a public housing lease of \*Mr./Ms./Miss \_\_\_\_\_ (holder of I/C No. \_\_\_\_\_), \*I/we shall be guilty of an offence and shall be liable on conviction to a fine of \$50,000 and to imprisonment for 6 months.

Signature of Employer/Officer i/c : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_  
 (Please use CAPITAL LETTERS)

Designation of Signatory: \_\_\_\_\_

Office Address : \_\_\_\_\_

Name of Office : \_\_\_\_\_  
 (Please use CAPITAL LETTERS)

Office Tel. No. : \_\_\_\_\_

Date : \_\_\_\_\_

\* Delete if inapplicable

#All amendments should be signed by the employer with office chop  
 (Any amendment by correction fluid will make this employer certificate void)  
 HD527R (Rev. 10/2009)

\_\_\_\_\_  
 (Office/Official chop here)