

To: Applications Sub-section, Housing Department
(Registration & Civil Service Unit / Waiting List Unit),
Podium Level 2, HKHA Customer Service Centre,
3 Wang Tau Hom South Road, Kowloon

Public Rental Housing Application No. (if applicable):

G/U: _____

Employer Certificate

*I / We confirm that *Mr. / Ms. / Miss _____ (H.K.I.C. No.: _____)
is an employee in *my / our firm since _____ (date) holding the post of _____. *His / Her
income for the past six months ^{Note 1} is as follows (please state in the table below the employee's mandatory contribution to the
Mandatory Provident Fund (MPF)/ Recognized Occupational Retirement Scheme(s), if any):

Assessment Period (Month/Year)	Basic Salary Before Any Deduction (i.e. Employee's Contribution to MPF/ Recognized Occupational Retirement Scheme(s))	Overtime Pay	Bonus or Commission (Note 2)	Other Allowances / Incentives (Note 3)	Contribution to *MPF / Recognized Occupational Retirement Scheme(s) (Note 4)	Net Income after Deducting Contribution to *MPF/Recognized Occupational Retirement Scheme(s)

(All amounts are declared in Hong Kong Dollars, unless specified otherwise. For adopting irregular income of the past 12 calendar months, please use an additional Employer Certificate and submit both certificates together.)

Note 1: If the monthly income exceeds the PRH income limit after taking the average of the irregular income received in the past six months before the date of declaration, the monthly irregular income base on the average of the past 12 calendar months before the date of declaration will be adopted.

Note 2: It refers to any non-annual bonus or commission.

Note 3: The allowances include but not limited to living allowance/travelling allowance/obnoxious allowance/incentive for good attendance etc.

Note 4: Please declare the employee's mandatory contribution to MPF / Recognized Occupational Retirement Scheme(s), but do not include any contribution made on a voluntary basis. If no employee's mandatory contribution to the MPF / Recognized Occupational Retirement Scheme(s) has been made, please state 'Nil'.

- (1) Our firm confirms that the said employee works (Please put a "✓" in the box as appropriate) -
 on regular basic salary basis. The basic salary of this employee for the last calendar month of the assessment period (i.e. _____ (month/year)) is \$ _____.
 on irregular basic salary basis (i.e. on *hourly / daily / piece-rate / commission basis).
- (2) **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 one year in _____ (month/year). (Please deduct the employee's mandatory contribution to the MPF/Recognized Occupational Retirement Scheme(s), if any.)
- (3) Any break of service : *Yes / No (if yes, please state the period : from _____ to _____).
Date of resignation (if applicable): _____.

Signature of Employer/Officer i/c : _____

Name of Signatory : _____
(Please use BLOCK LETTERS)

Company/

Office Chop: _____

Designation of Signatory: _____

Office Address : _____

Name of

Company/Office : _____
(Please use BLOCK LETTERS)

Office Tel. No. : _____

Date : _____

Note: Please be reminded that under Section 26(1)(c) of the Housing Ordinance (Chapter 283), any person who knowingly makes any false statement to the Hong Kong Housing Authority in respect of an application for a public housing lease shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK\$50,000 and to imprisonment for 6 months.

➤ Amendments, if any, should be signed by the employer with company/office chop.

➤ Please complete the employer certificate in English block letters and Chinese (if applicable) with a black or blue ball pen (erasable ball pen should not be used)

➤ Any amendment by using correction materials such as correction fluid or tapes for obliteration will make this employer certificate void.

* Please delete if inapplicable