

收入證明書 Income Certificate

(適用於未能提供第四部份收入證明的受薪人士)

(For salaried employed person who cannot provide income proof as listed in Part 4)

收入證明書

Income Certificate

茲證明 \_\_\_\_\_ (香港身份證號碼 \_\_\_\_\_) 乃受僱於本公司，職位是 \_\_\_\_\_。  
在 2019 年 4 月 1 日至 2020 年 3 月 31 日期間 (如不足十二個月，請刪除及填上實際受僱日期)，其總薪金 (包括津貼、佣金、花紅、雙糧、假期工資等其他收入，但不包括僱員強積金/公積金供款) 的全年總和為港幣 \_\_\_\_\_\*。

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_.  
His / Her total salary (including allowance, bonus, double pay, leave pay and other income, but excluding Mandatory Provident Fund / Provident Fund Contribution by employee, in actual figure) during the period from 1 April 2019 to 31 March 2020 (please amend and specify the exact employment period if it was less than 12 months) is \*HK\$ \_\_\_\_\_.

僱主簽名： \_\_\_\_\_  
Signature of Employee

僱主姓名： \_\_\_\_\_  
Name of Employee

公司蓋章： \_\_\_\_\_  
Company chop

聯絡電話： \_\_\_\_\_  
Telephone No

公司地址： \_\_\_\_\_  
Company Address

日期： \_\_\_\_\_  
Date

(注意：本證明書必須是正本，並備有公司蓋章及僱主聯絡電話。如有刪改 / 塗改，請僱主在旁加簽。)  
(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\*如此職員支取薪金非港幣，請註明貨幣種類。

\* Please specify the currency if salary paid is not in Hong Kong dollars.

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