

收入證明書
Income Certificate

(適用於第四部份未能提供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，請填寫上述時段內的實際受僱日期：
年_____月_____日至_____年_____月_____日)，其總薪金(包括津貼、佣金、花紅、雙糧、假期工資
等其他收入(包括香港、內地及海外)，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 (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund / Provident Fund
contribution by employee) during the period from 1 April 2019 to 31 March 2020 (please specify the exact employment period
within the above-mentioned period if it was less than 12 months): _____ to _____ is
*HK\$ _____.

僱主簽名
Signature of Employer : _____

僱主姓名
Name of Employer : _____

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 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.