

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)

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茲證明\_\_\_\_\_ (香港身份證號碼\_\_\_\_\_) 乃受僱於本公司，職位是\_\_\_\_\_。在2024年4月1日至2025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 2024 to 31 March 2025 (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.