

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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Income Certificate

茲證明 _____ (香港身份證號碼 _____) 乃受僱於本公司，職位是 _____。在 2025 年 4 月 1 日至 2026 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 2025 to 31 March 2026 (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.