

To: Housing Manager/Sales 1,  
Home Ownership Scheme Sales Unit  
Podium Level 1, Hong Kong Housing Authority,  
Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon.

Annex D (revised)

**Hong Kong Housing Authority**  
**Sale of Home Ownership Scheme Flats 2020**  
**Employee's Income Certificate**

Attention:

- (i) An employee may submit a photocopy of this form to his/ her employer for completion.
- (ii) Please fill in English block letters (and Chinese if applicable) with a black/ blue ball pen.
- (iii) Please do not use correction materials to make any corrections or else this employee's income certificate will be invalidated. Should it be necessary to do so, please cross out the erroneous information and fill in the correct information, which should be countersigned by the signatory of this certificate with the company chop affixed.
- (iv) Please indicate 'Nil' in all columns not applicable to the employee or cross them out.

I/ We confirm that \*Mr./ Miss/ Ms. \_\_\_\_\_ (H.K.I.C. No: \_\_\_\_\_), is an employee in my/ our firm since \_\_\_\_\_ (date) holding the post of \_\_\_\_\_. His/ her income before deduction of contribution for Mandatory Provident Fund (MPF)/ Provident Fund (PF), if any, for the past six months (Note 1) is as follows:

Month/ Year	Basic Salary	Overtime Allowance	Other allowance/ incentives (Note 2)	Non year-end bonuses or commission	Contribution to a MPF/ PF (Note 3)	Net Income after contribution to a MPF/ PF has been deducted
04/2020						
05/2020						
06/2020						
07/2020						
08/2020						
09/2020						

(All amounts are declared in Hong Kong dollars, unless specified otherwise)

Note 1: The employer should declare the employee's income for the period from 04/2020 to 09/2020.

Note 2: Includes but not limited to travelling allowance, hardship allowance (obnoxious duties), housing allowance, food allowance, education allowance etc.

Note 3: Please declare the 5% statutory contribution to a MPF/ PF, but do not include any contribution made voluntarily by the employee.

Other than the above income, in the past 12 months (from 10/2019 to 09/2020), the employee \*was paid/ was not paid as follows:

Other income	HK\$ (After deducting the statutory contribution to MPF/ PF)	Paid Date
*Year-end double pay/ year-end bonus/ other year-end gratuity		
*Year-end double pay/ year-end bonus/ other year-end gratuity		

Our firm \*has/ has not furnished Employer's Return in respect of the income of the above-named employee to the Inland Revenue Department.

\* The employee broke his/ her service (for the period from \_\_\_\_\_ to \_\_\_\_\_) / There is no break of his/ her service.

\* He/ She has resigned (Effective date: \_\_\_\_\_).

I understand that under Section 26(2) of the Housing Ordinance (Chapter 283), if I knowingly make in this certificate any false or provide any misleading information to the Hong Kong Housing Authority in respect of the employee's application under the Home Ownership Scheme, I shall be guilty of an offence and liable on conviction to a fine of HK\$500,000 and imprisonment for one year.

Signature of Employer / Person in charge \_\_\_\_\_

Name of Signatory \_\_\_\_\_  
(in Block Letters)

Designation of Signatory \_\_\_\_\_

Office Address \_\_\_\_\_

(Company Chop)

Name of Company : \_\_\_\_\_ Office Tel. \_\_\_\_\_  
(Please use Block Letters) Date \_\_\_\_\_

\* Please delete as appropriate