

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

**Hong Kong Housing Authority Sale of Home Ownership Scheme Flats 2024
(including Sale of Recovered Flats from Estates under Tenants Purchase Scheme)
Employee's Income Certificate**

(PRH tenants and persons whose eligibility for Civil Service Public Housing Quota has been established and who have been issued valid GFC for purchase of flats under this sale exercise are not required to fill in this part)

- 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 (erasable ball pen should not be used).**
(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)/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s), 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/ Recognised Occupational Retirement Scheme(s) (Note 3) | Net Income after *contribution to a MPF/ Recognised Occupational Retirement Scheme(s) has been deducted |
|----------------|--------------|--------------------|--|--|--|--|
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(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 _____ to _____.

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 statutory contribution to a MPF/ Mandatory Provident Fund Schemes Authority's Recognised Occupational Retirement Scheme(s) (the deductible contribution is statutory rate of 5% or the actual contribution amount, with a cap of HK\$1,500 and whichever is the less (any contribution made voluntarily by the employee is not deductible)).

Other than the above income, in the past 12 months (from _____ to _____), the employee *was paid/ was not paid as follows:

| Other income | HK\$ (After deducting the *contribution to MPF/ Recognised Occupational Retirement Scheme(s) (Note 3)) | 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 (Cap. 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 for purchase of a Home Ownership Scheme flat, 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 : _____
(Please use Block Letters)

Office Tel. _____

Date _____

*Please delete as appropriate