

**Guidance Note on Address Proof for Registration's Purpose**

According to Membership Regulation 3.5, the General Committee is issuing this Guidance Note on Address Proof for Registration's Purpose.

**Background**

Both the Application Form for Chief Executive Registration and the Application Form for Technical Representative Registration require the information of the residential address of the applicant and documentary proof of such address.

This information will be used whenever the Confederation is required to communicate direct with the applicant on the application being processed, or direct with registrants, or ex-registrants, e.g. in dealing with a complaint or a non-compliance issue or other registration issue or for serving a notice of de-registration to ex-registrant. This is also to set up appropriate control measures in response to the IA's Guideline on Anti-Money Laundering and Counter-Terrorist Financing.

This information of applicant of Chief Executive registration is also to ascertain compliance with a minimum requirement for Chief Executive, i.e. he/she resides in Hong Kong, hence the residential address of applicant for Chief Executive registration must be one in Hong Kong, whilst that of applicant for Technical Representative registration need not be.

**Acceptable Documentary Proof of Residential Address**

The following list is not meant to be exhaustive and the General Committee may consider on a case-by-case basis to accept other documentary proof:-

- (1) Utility bills, e.g. water, electricity, gas, telephone (fixed line or mobile), internet, pay TV;
- (2) Bank statement or credit card statement (online print-outs may be accepted if it is certified by the relevant bank or verifiable online when necessary);
- (3) Correspondence from a Government department or agency or the judiciary on matters concerning the applicant;
- (4) Correspondence from a bank or a credit card issuer on matters of account maintenance;
- (5) Correspondence from a MPF Scheme provider on matters of membership maintenance;
- (6) Correspondence from a life insurer on matters of policy maintenance or premium payment of a life insurance policy held by the applicant;
- (7) Correspondence from a general insurer on matters of policy maintenance or premium payment of a home insurance policy held by the applicant;
- (8) Correspondence from a recognized tertiary institution on matters of study undertaken;
- (9) A University's written confirmation of Hall of Residence;
- (10) A lawyer's written confirmation of property purchase or legal document recognizing title to property;

- (11) The employer's written confirmation of its employment relation with the applicant and its providing for applicant's accommodation;
- (12) A letter from an immediate family member inhabiting with the applicant, duly countersigned by the applicant, confirming that they reside in the same residential address, setting out the relationship between the applicant and the immediate family member, together with any acceptable documentary proof of residential address of the immediate family member;
- (13) Sworn declaration that the applicant resides at the residential address he provides.  
(The above shall be issued within the last 3 months, with reference to the signed date of the application form by the applicant.)
- (14) Demand for Rates and/or Government Rent issued by the Rating and Valuation Department with an issue date within the last 4 months;
- (15) Tax Return or Demand Note for Individual issued by the Inland Revenue Department with an issue date within the last 12 months;
- (16) In-force tenancy agreement of the Hong Kong Housing Authority or of the Hong Kong Housing Society or which has been duly stamped by the Inland Revenue Department;
- (17) In-force contract for a service apartment, with contract period of not less than one year;
- (18) In-force home insurance policy, where the insured premises is at the residential address;
- (19) In-force Hong Kong domestic helper employment contract stamped by an appropriate Consulate;
- (20) National Identity Card, Passport or Driving Licence of other countries where the address has been officially entered by the issuing authorities, provided that the document remains valid (applicable to applicant for Technical Representative registration only).

**Notes for Incidental Matters**

- (a) An address that is obviously not of a residence will not be accepted.
- (b) The full name (identical to that shown on identity document) and address shall be printed or written onto the documentary proof. Document with the name and/or address affixed onto by a label or other similar manner will not be accepted.
- (c) The residential address written on the application form shall be identical to that printed on the Address Proof (if in English) or be corresponding with that printed (if in Chinese).
- (d) Documentary proof of any language other than Chinese or English shall be accompanied with a certified translation of it in English.
- (e) Sworn declaration can be made at the Public Enquiry Service Centres of the Home Affairs Department, HKSAR. Details of the Centres are available from the Department's website at [http://www.had.gov.hk/public\\_enquiry\\_services/ctec.htm](http://www.had.gov.hk/public_enquiry_services/ctec.htm).

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