



## ACCEPTABLE ADDRESS PROOF 可接受地址证明

Documents (Statement/ confirmation/ advice are included) 文件 (包括结单/ 确认书/ 通知书)		Issued within 有效日期
1.	Bank Reference letter 银行证明书 Remarks 备注: The letter must specify the customer's name, passport number and residential address. (The letter must specify the permanent address if it is different from residential address.) 银行证明书必须注明客户的姓名、护照号码及住宅地址 (如客户的永久住址与住宅地址不同, 证明书必须说明客户的永久地址)	3 months 三个月
2.	Cable TV bill 有线电视账单	3 months 三个月
3.	Correspondence received from financial institutions including: 由金融机构发出的文件: - Banks 银行 - Credit card companies 信用卡公司 - Insurance companies 保险公司 - Licensed deposit-taking companies 持牌接受存款公司 - Licensed money lender companies 持牌贷款公司 - Mutual funds houses 互惠基金公司 - MPF trustee companies 强积金信托公司 - Stock broker firms 股票经纪公司	3 months 三个月
4.	Correspondence received from professional bodies/ authorized institution/ licensed corporation/ authorised insurer and tertiary institution such as: 由下列专业团体发出的信件例如: - University of Hong Kong 香港大学 - Law Society of Hong Kong 香港律师会 - Hong Kong Institute of Certified Public Accountant 香港会计师公会 - Hong Kong Institute of Chartered Secretaries, etc. 香港特许秘书公会等	3 months 三个月
5.	Driving license issued by oversea countries bearing customer's 由海外国家发出的驾驶执照而附有客户的 - address 住址 - photo 相片	Within validity date 有效期内
6.	Employment contract for domestic helper from Philippines/ Indonesia, etc. and copy of the applicant's visa 家庭佣工的雇佣合约 (菲律宾、印度尼西亚等) 和 申请人签证副本 Remarks 备注: - The contract must bear Consulate's chop for domestic helper's contract 家庭佣工的合约须有领事馆的印章 - The contract must specify the employee name, residential address and permanent address in the home country. 雇佣合约包括雇员的姓名、住宅地址和祖家的永久地址 - The contract should be current and stamped by an appropriate Consulate provided that the name of the employer should correspond with the applicant's visa endorsement in the domestic helper's passport 须为有效的家庭佣工雇佣合约 (当中的雇主的姓名与申请人护照的批注所载者相同)	Within validity date 有效期内
7.	Government rates demand note 政府差饷及地租通知书	3 months 三个月
8.	Management fee demand note 大厦管理费付款通知书	3 months 三个月
9.	Mobile phone statement 流动电话账单	3 months 三个月
10.	National identity card/ ID card/ passport bearing customer's 国民身分证 / 身分证 / 护照而附有客户的 - address 住址 - photo 相片	Within validity date 有效期内
11.	Official document/ letter issued by the government or other public body, e.g.: 由政府或其他公共机构所发出的官方文件 / 信件, 例如: - student loan payment demand note issued by Student Financial Assistance Agency 学生资助办事处所发出的偿还通知书 - residence card issued by Housing Authority 房屋委员会发出的户籍证明	3 months 三个月



12.	Tax demand note 缴税通知书	3 months 三个月
13.	Utility Bill 公共事业账单	3 months 三个月
14.	Letter from a Nursing Department or residential home for the elderly or disabled, which the bank is satisfied that it can place reliance on, confirming the residence of the applicant. 由疗养院 / 安老院发出的地址证明信证明该长者 / 伤残人士居住于该疗养院 / 安老院	3 months 三个月
15.	Lawyer's confirmation of property purchase, or legal document recognizing title to property 由律师发出的楼宇买卖确认或其他法律文件证明楼宇的拥有权	3 months 三个月
16.	Correspondence received from the customer's employer 由雇主发出的信件 Remarks 备注: - The correspondence must show that it is issued by the employer, e.g. with company letterhead, company logo, company chop etc. 为表明信件是由雇主所发出信件须用公司信笺, 包括公司标志、公司印章等 - The correspondence should together with proof of employment, which the bank is satisfied that it can place reliance on and that confirms residence at stated address. 有关的信件须包括受雇证明, 并使金融机构信纳属可靠及可证实申请人报税的居住地址	3 months 三个月
17.	Employer's reference letter 雇主推荐信 Remarks 备注: - The letter must have the company logo and company chop 推荐信必须有公司标志和公司印章 - The letter must specify the employee name, passport number and residential address. (The letter must specify the permanent address if it is different from residential address.) 信中必须列明雇员的姓名、护照号码及住宅地址 (如客户的永久地址与住宅地址不同, 证明书必须注明客户的永久住址) - The letter must not be signed by the same employee who submit the letter as address proof himself 所提交的信件不得由同一雇员签署并为自己的地址作证明	3 months 三个月
18.	Employment's contract (other than domestic helper e.g. specialist/ professional etc.) 雇佣合约 (不适用于家庭佣工, 例如专才、专业人士等) Remarks 备注: - The contract must specify the company logo and company chop 雇佣合约必须有公司印章 - The contract must specify the employee name, passport number and residential address. (The letter must specify the permanent address if it is different from residential address.) 合约必须列明雇员的姓名、护照号码及住宅地址 (如客户的永久地址与住宅地址不同, 证明书必须注明客户的永久住址)	3 months 三个月
19.	Letter issued by tertiary institution to confirm the address of the student who lives in student residence (学生宿舍) 高等院校所发出的确认信以证明学生所居住的学生宿舍地址	3 months 三个月

**Points to Note 注意事项:**

- The acceptable address proof is based on the regulatory requirement and may vary from time to time.

可接受的地址证明会因应监管机构的要求而更改。

- The acceptability of the address proof is subject to bank's final decision.

地址证明的可接受性视乎银行的最终决定而定。

- Customer is required to provide the permanent address proof if permanent address is different from residential address.

如客户的永久地址与住宅地址不同, 须提供永久住址证明。

- If the address are not in English nor Chinese, an English/ Chinese translation of the same document should be obtained. The translator (e.g. CPA, lawyer, notary public, domestic helper agency, translating company etc.) should sign and date the translated copy with his/ her name and position clearly in capitals and stamp the company chop (if applicable).

如客户提供的地址证明并非英文或中文, 须另外提交由注册会计师、律师、公证人、家佣中介所、翻译公司等认证的翻译文本, 并包括认证人的正楷签署姓名、职位、日期及公司印章 (如适用)。