地址證明之實例　Examples of Address Proof

	 **有效地址證明之實例** **Examples of Valid Address Proof**	 **無效地址證明之實例** **Examples of Invalid Address**
香港特區政府 **HKSAR Government Departments**	由政府部門發出的信件/通訊, 如: ➢ 由警務處或食環署郵寄發出之告票 ➢ 選舉事務處之確認信或投票咭 ➢ 稅務局發出之報稅表 ➢ 稅務局發出之評稅及暫繳稅繳納通知書 ➢ 民政事務總署發出之有效聲明書 ➢ 徵收及繳付差餉及/或地租通知書 Official correspondences issued by HKSAR Government, such as: ➢ Penalty statement mailed from the Police or Food & Environmental Hygiene Department ➢ Confirmation letters or poll cards issued by the Registration & Electoral Office ➢ Tax Return Issued by the Inland Revenue Department ➢ Notice of assessment and demand for tax issued by the Inland Revenue Department ➢ Declaration from Home Affairs Department ➢ Demand & Payment for Rates and/or Government Rent	

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	 **有效地址證明之實例** **Examples of Valid Address Proof**	 **無效地址證明之實例** **Examples of Invalid Address**
公用事業機構 Public Utilities	由以下公用事業機構發出的帳戶文件: ➢ 水務署 ➢ 電力供應商 ➢ 煤氣供應商 ➢ 於機電工程處註冊之瓶裝石油氣分銷商發出之石油氣賬單 ➢ 住宅電話通訊供應商 ➢ 寬頻網絡供應商 帳戶文件包括: ➢ 服務合約確認書/續約書 ➢ 結單 ➢ 催交通知書 Account documents issued by the below public utilities service providers: ➢ Water Department ➢ Electricity service providers ➢ Gas service providers ➢ Gas bill from Electrical and Mechanical Services Department (EMSD) registered Liquefied Petroleum Gas (LPG) distributor ➢ Home-telephone service providers ➢ Broadband service providers Account document includes: ➢ Confirmation of service contract/renewal contract ➢ Bill/statement ➢ Bill reminder	由公用事業機構發出的: ➢ 服務终止確認書 ➢ 優惠宣傳信 Document issued by public utilities service providers: ➢ Account Termination Notice ➢ Promotion leaflet/letter

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	 **有效地址證明之實例** **Examples of Valid Address Proof**	 **無效地址證明之實例** **Examples of Invalid Address**
香港金融管理局轄下之金融機構 / 銀行 **Financial Institutions Regulated under HKMA / Bank**	被香港金融管理局認可之金融機構所發出之結單, 如: ➢ 銀行發出作為確認客戶地址之信件 ➢ 銀行結單或銀行信用卡結單(不須遞交帳户交易紀錄部份) ➢ 銀行發出之借貸還款結單 ➢ 銀行信用卡款項催交信 ➢ 銀行自動轉帳指示確認書或還款賬單 ➢ 銀行存入客戶股票户口之現金股息通知書 ➢ 銀行存款通知書 ➢ 銀行保管箱年費通知書 All statements issued from Financial Institutions authorized by HK Monetary Authority (HKMA), such as: ➢ Confirmation letter from bank which is specifically prepared to confirm the address of applicant ➢ Bank statement or Credit Card statement (the transaction part is not required) ➢ Loan repayment account statement from bank ➢ Credit card statement reminder ➢ Bank auto-pay instruction confirmation letter or repayment bill ➢ Bank cash dividend notice deposited to customer's security account ➢ Deposit advice from Bank ➢ Bank Safe Deposit annual fee statement	由銀行發出的其他信件/通訊, 如: ➢ 銀行取消帳戶通知書 ➢ 銀行信用卡、貸款或投資宣傳信 ➢ 銀行資料政策通告 ➢ 信用卡結單而該信用卡公司並不是被香港金融管理局認可之金融機構(如美國運通 /AEON / 安信) Other correspondences issued by Bank, such as: ➢ Bank account termination notice ➢ Bank credit card, loan or investment promotion letter ➢ Bank notice on terms & conditions ➢ Credit card statement which the issued company is not authorized by Hong Kong Monetary Authority (HKMA) (e.g. American Express /AEON / Prime Credit)

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保險公司 / 強積金機構 Insurance Company / MPF Service Provider	➢ 獲授權保險人(即保險公司)發出的結單 ➢ 由申請人簽署確認收妥及填上日期的友邦發 出之「周年通知書」、「保單戶口報告-季度通 知書」、或「保費寬限期到期通知書」, 均可 作為有效的住宅地址證明 ➢ 友邦發出之「保費通知書」亦可接納並無需由 申請人簽署確認收妥 ➢ Policy account statement issued by authorized insurer (i.e. Insurance Company) ➢ 'Annual Statement', 'Policy Account Statement' (Quarterly Statement), ' Grace Period Expiration Notice' issued by AIA and endorsed & dated by the applicant on the statement as valid residential address proof ➢ AIA 'Premium Notice' can be accepted and NO need to endorse by the applicant on the statement	由保險公司發出的其他信件/通訊 如: ➢ 基金認購信 ➢ 自動轉帳拒絕信 ➢ 由營業員發出之保單資料 ➢ 保險公司系統列印出來之保單資料 Other correspondences issued by Insurance Company, such as: ➢ Fund purchase letter ➢ Auto-pay rejection letter ➢ Policy details issued by agent ➢ Copy of policy statement (computer print-out from Insurance Company) ➢ **由強積金機構發出之結單** ➢ **Statements issued by MPF service providers**
郵政信箱 PO Box	➢ 香港圍村之郵政信箱可作為聯絡地址，但必須提交電費、水費或煤氣費結單作住宅地址證明。 請注意, 任何郵政信箱均不接受作為住宅地址 ➢ PO Box of walled village in HK can be served as correspondence address, but still need electricity, water supply or town gas bill as residential address proof Please note that any GPO/PO Box cannot be accepted as residential address proof	

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流動電訊公司或收費電視 **Mobile tele-communication company or Pay-TV service provider**	由流動電訊公司或收費電視供應商所發出至客戶住址的帳戶文件: ➢ 服務合約確認書/續約書 ➢ 結單 ➢ 催交通知書 Documents issued by mobile tele-communication company or pay-TV service providers sent to residential address of the applicant: ➢ Confirmation of service contract/renewal contract ➢ Bill/statement ➢ Bill reminder	由流動電訊公司或收費電視供應商所發出的文件: ➢ 服務终止確認書 ➢ 優惠宣傳信 Document issued by mobile tele-communication company or Pay-TV service providers: ➢ Account Termination Notice ➢ Promotion leaflet/letter

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	 **有效地址證明之實例** **Examples of Valid Address Proof**	 **無效地址證明之實例** **Examples of Invalid Address**
房地產 **Property**	➢ 田土廳查册報告 ➢ 律師發出認購樓宇確定書或確認業權的法律文件 ➢ 若住宅地址是公司宿舍，需由其公司確認或以書 面 證明便可 (需公司代表簽署連同公司蓋印) ➢ 可接受的租務合約, 必須如下: 1/ 該租約需經稅務局蓋章(對於抵港內地人士保單,需由相關區域之「租賃管理所」蓋章); 及 2/ 投保申請日期必須在租約有效期內 ➢ 香港房屋委員會發出之租賃意向書/合約 ➢ Land Registry search Report ➢ A lawyer's confirmation of property purchase, or legal document recognizing title to property ➢ If the applicant's residential address is company's apartment, address proof verified / written confirmation by employer (with official signature & company chop) ➢ Tenancy agreement is acceptable provided that: 1/ tenancy agreement has been duly stamped by the Inland Revenue Department (For MCV case, please make sure it has been stamped by「 租賃管理所」 in respective district); and 2/ the application sign date should fall within the valid period of the tenancy agreement ➢ Tenancy agreement issued by the Hong Kong Housing Authority	➢ 臨時住宿登記表 ➢ 境外人員申報臨時住宿登記憑證 ➢ Registration Form of Temporary Residence ➢ Registration Certificate of Temporary Residence for Visitors

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其他 **Others**	➢ 由香港的護養院, 安老院或殘疾人士護理院發出而令 AIA 信納屬可靠及可證實申請人的居所的信件 ➢ Letter from a HK nursing or residential home for the elderly or disabled, which AIA is satisfied that it can place reliance on, that confirms the residence of the applicant ➢ 由香港的大學或學院發出而令 AIA 信納屬可靠及可證實申請人的居所的信件 ➢ Letter from a HK University or college, which AIA is satisfied that it can place reliance on, that confirms the residence of the applicant ➢ 由合適領事館蓋章的現有有效香港家庭傭工僱傭合約(當中的僱主姓名與申請人護照內的批註所載者相同) ➢ Current HK domestic helper employment contract stamped by an appropriate Consulate (the name of the employer should correspond with the applicant's visa endorsement in his/her passport) ➢ 由香港的僱主發出的信件及受僱證明。有關信件及受僱證明令 AIA 信納屬可靠及可證實申請人的居所的信件 ➢ Letter from a HK employer together with proof of employment, which AIA is satisfied that it can place reliance on, that confirms the residence of the applicant	➢ 上市公司股份證書 ➢ 快易通帳單 ➢ 由私人或公眾之俱樂部發出的會員月結單 ➢ 上市公司發行的現金股利通知書 ➢ Share certificate of listed company ➢ Auto toll account statement ➢ Member statement issued by private or public club ➢ Cash dividend notice issued by bank on behalf of listed company

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其他 **Others (Cont'd)**	➢ 僱主填報的僱主報稅書 ➢ Employer's Return reported by employer	
	➢ 開啟/啟用戶口/銀行服務 ➢ 銀行信用卡的封面信 ➢ 分期付款銀行確認信 ➢ 單位信託基金成交單據銀行（基金購買） ➢ 銀行新信用卡的補發確認信 ➢ 匯入退票通知書 ➢ 信用卡逾期通知書 ➢ 銀行現金紅利發放通知 ➢ 出生證明書 ➢ 銀行未經授權的透支賬戶建議信 ➢ 銀行股配額的建議公開發售信 ➢ 結婚證書 ➢ 香港房屋委員會發出的租賃收據 ➢ 酒店的確認長期居留證明（如一年以上） ➢ 雇主確認的地址證明 ➢ 銀行發出的人壽保險續約確認信 (不包括一般保險) ➢ Creation/activation of account/service of bank ➢ A covering letter from bank attached with the credit card to client ➢ Installment confirmation from bank ➢ Unit trust contract note from bank (fund purchasing) ➢ Confirmation for reissue of a new credit card from bank ➢ Inward returned cheque advice ➢ Credit card overdue reminder ➢ Cash dividend payment advice from bank ➢ Birth certificate ➢ Advice for an account with an unauthorized overdraft from bank ➢ Open offer of shares entitlement advice from bank ➢ Marriage Certificate ➢ Tenancy receipt issued by HK housing authority ➢ Hotel confirmation for long term residency (e.g. at least one year) ➢ Confirmation for address from employer ➢ Life insurance renewal confirmation from bank (not include general insurance)	

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中國內地 MCV	➢ Refer to other supplement for MCV	