

Sample

Commissioner of Registration
ROP General & Statistics Unit
Room 1201, Immigration Tower
7 Gloucester Road
Wanchai, Hong Kong
[Attn: Executive Officer (Registration of Persons) Support]

Dear Sir / Madam,

Application for a Certificate of Exemption

I, _____, holder of Hong Kong identity card no. _____ hereby apply for a Certificate of Exemption * for myself / on behalf of _____ (name of applicant), holder of Hong Kong identity card no. _____.

* I / _____ (name of applicant), being an * aged[@] / infirm[#] / blind[#] / (if others, please specify) [#] _____ person, * am / is unfit to attend the Registration of Persons office to apply for a Hong Kong identity card.

I hereby attach the following documents in respect of * myself / the applicant:

- (i) a recent photograph;
- (ii) * a copy of present identity card;
- (iii) * supporting documents: _____

For any further information or advice for collection of the certificate, you may reach me through:

- (i) Correspondence address : _____
- (ii) E-mail address: _____
- (iii) Telephone number : _____

Signature _____

Name in Block Letter _____

* Relationship with the applicant /

Name of Organisation and Post Title _____

Date _____

* please delete where inappropriate

[@] an aged person of 70 or above does not need to produce supporting documents other than a copy of present identity card.

[#] for persons who claimed to be infirmed, blind or suffering from health problem, a certificate issued by a Hong Kong registered medical practitioner on the health condition or other relevant supporting documents is/are required.

Mailing Label 郵寄標籤

為方便本處日後與你以書信聯絡，請填寫下列的郵寄標籤，然後連同申請書，一併交回本處。

In order to facilitate our subsequent correspondence with you, please complete the following mailing labels and return this sheet with your application.

姓名
Name _____

地址
Address _____

姓名
Name _____

地址
Address _____

姓名
Name _____

地址
Address _____

姓名
Name _____

地址
Address _____

