

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 Certificate of Exemption

Part A is to be completed for application made by the applicant. Part B is to be completed for application made through a representative.

Part A: Application made by the Applicant	Part B: Application made through a Representative
<p>I, (applicant's name) _____, holder of Hong Kong identity card number _____, declare that I am residing in Hong Kong. Being an *aged / infirm / blind / (if others, please specify) _____ person, I am unfit to attend the Registration of Persons office to apply for a Hong Kong identity card. I hereby apply for a Certificate of Exemption.</p>	<p>I (representative's name) _____, holder of Hong Kong identity card number _____, representing (applicant's name) _____, holder of Hong Kong identity card number _____, declare that the applicant is residing in Hong Kong. Being an *aged / infirm / blind / (if others, please specify) _____ person, the applicant is unfit to attend the Registration of Persons office in person to apply for a Hong Kong identity card. I hereby apply for a Certificate of Exemption on behalf of the applicant.</p>

Supporting documents

I attach herewith the following documents:

- (i) A supporting document on the present health condition of the applicant (not required if the applicant is aged 70 or over);
- (ii) A copy of the applicant's identity card or other identity document;
 (The identity card must be returned upon collection of the Certificate of Exemption; if the current identity card is lost, please specify: _____)
- (iii) A recent photograph of the applicant;
- (iv) A copy of identity document of the representative (if applicable);
- (v) Relationship proof between the applicant and the representative (if applicable).

Contact

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

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

Please refer to Annex for "Arrangement for Collection of Certificate of Exemption".

Signature of *applicant / representative : _____
 Name of *applicant / representative (in Block Letter) : _____
 Name of Organisation and Post Title (if applicable) : _____
 Date : _____



* please delete where inappropriate

檔案編號 Case reference number

領取豁免登記證明書安排
Arrangement for Collection of Certificate of Exemption

1. 獲授權領取豁免登記證明書人士資料

Authorised Person for Collection of Certificate of Exemption

中文姓名 Name in Chinese	姓(英文) Surname	<input type="text"/>
香港身份證號碼 HK identity card no.	名(英文) Given names	<input type="text"/>
聯絡電話號碼 Contact telephone no.	地址 Address	<input type="text"/>

2. 領取豁免登記證明書安排

Arrangement for Collection of Certificate of Exemption

如申請獲得批准，本人擬於以下選擇的辦事處領取豁免登記證明書*：

If the application(s) is/are approved, I wish to collect the Certificate(s) of Exemption at the office chosen below*:

- 人事登記處 – 港島辦事處
Registration of Persons – Hong Kong Office
灣仔告士打道 7 號入境事務大樓 8 樓 (港鐵灣仔站 A5 出口)
8/F, Immigration Tower, 7 Gloucester Road, Wan Chai (MTR Wan Chai Station – Exit A5)
- 人事登記處 – 九龍辦事處
Registration of Persons – Kowloon Office
長沙灣道 303 號長沙灣政府合署 3 樓 (港鐵深水埗站 C1 出口)
3/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road (MTR Sham Shui Po Station – Exit C1)
- 人事登記處 – 觀塘辦事處
Registration of Persons – Kwun Tong Office
觀塘偉業街 223 至 231 號宏利金融中心 2 樓 3 號舖位 (港鐵觀塘站 B1 出口)
Office 3, 2/F, Manulife Financial Centre, 223-231 Wai Yip Street, Kwun Tong (MTR Kwun Tong Station – Exit B1)
- 入境事務及人事登記 – 火炭辦事處
Immigration and Registration of Persons – Fo Tan Office
火炭樂景街 2 至 18 號銀禧薈 4 樓 405 至 407 號舖位 (港鐵火炭站 C 出口)
Shops 405-407, 4/F, Jubilee Square, 2-18 Lok King Street, Fo Tan (MTR Fo Tan Station – Exit C)
- 人事登記處 – 屯門辦事處
Registration of Persons – Tuen Mun Office
屯門兆麟街 19 號屯門兆麟政府綜合大樓 3 樓 (輕鐵三聖站)
3/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun (Light Rail Sam Shing Stop)
- 入境事務及人事登記 – 元朗辦事處
Immigration and Registration of Persons – Yuen Long Office
元朗橋樂坊 2 號元朗政府合署 1 樓 (港鐵朗屏站 E 出口) (輕鐵康樂路站)
1/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long (MTR Long Ping Station – Exit E)
(Light Rail Hong Lok Road Stop)
- *擬領取時間
collection hours preferred
- 上午 9 時至
下午 12 時 45 分
9:00 a.m. – 12:45 p.m.
- 下午 2 時至
4 時 30 分
2:00 p.m. – 4:30 p.m.
- 只限星期一至星期五 Monday to Friday only
(星期六不設領證服務。星期日及公眾假期休息)
(Collection service is not available on Saturday. Offices are closed on Sunday and public holiday.)

日期 Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	申請人 / 申請人代表簽署 Signature of applicant / applicant's representative
	日 dd	月 mm	年 yyyy	