

**Useful Contacts for Making Enquiries Concerning the
Supporting Documents Required in Applying for HKSS Certificate**

I. Concerning the general supporting documents for application of HKSS Certificate

Agency/Organisation	Relevant Services Provided	Contact Details
Association of China-Appointed Attesting Officers Ltd	Maintain a list of China-Appointed Attesting Officers for reference by the public	Room 2603, Bank of America Tower 12 Harcourt Road Central, Hong Kong Tel: 2877 8229 (24-hour hotline) Website: http://www.caa.org.hk
Companies Registry	Issue certified copies of Certificate of Incorporation and Certificate of Change of Name	<u>Cyber Search Centre</u> Website: http://www.icris.cr.gov.hk <u>Public Search Centre</u> 13/F, Queensway Government Offices 66 Queensway, Hong Kong <u>24-hour Help Desk Support Service Team</u> Tel: 8201 8273 Fax: 8300 1004
Hong Kong Institute of Certified Public Accountants	Maintain a register of certified public accountants for reference by the public	Membership Counter 27/F, Wu Chung House 213, Queen's Road East Wanchai, Hong Kong Tel: 2287 7228 Website: http://www.hkicpa.org.hk
Inland Revenue Department	Issue certified true copies of Business Registration Certificate and certified extract of information on the Business Register	<u>Business Registration Office</u> 4/F, Revenue Tower 5 Gloucester Road Wanchai, Hong Kong Tel: 187 8088 Website: http://www.ird.gov.hk/eng/tax/cepa/cepa.htm
Land Registry	Issue certified true copies of printouts from the computerized Land Register	<u>Main Office</u> 19/F, Queensways Government Offices 66 Queensway, Hong Kong Tel: 2867 2871 / 3105 0000 Website: http://www.landreg.gov.hk
The Law Society of Hong Kong	Maintain a list of practising lawyers in Hong Kong, who are also China-Appointed Attesting Officers, for reference by the public	3/F, Wing On House 71 Des Voeux Road Central Hong Kong Tel: 2846 0500 Website: http://www.hklawsoc.org.hk

II. Concerning the sector-specific documents for application of HKSS Certificate

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Airport Authority [AAG]	Issue a confirmation letter or certified true copies thereof on request, certifying that the HKSS Certificate applicant has engaged in the provision of specific types of air transport ground services at the Hong Kong International Airport for the past five consecutive years or more immediately prior to the submission of the application	<u>Legal Department</u> HKIA Tower 1 Sky Plaza Road Hong Kong International Airport Lantau, Hong Kong Tel: 2188 7576 Fax: 2182 7576
Civil Aviation Department [AAM]	Issue certified true copies of the Aerodrome Licence to the licensee	<u>Civil Aviation Department Headquarters</u> 1 Tung Fai Road Hong Kong International Airport Lantau, Hong Kong Tel: 2910 6970 Fax: 2795 8469 Website: http://www.cad.gov.hk/
Companies Registry [FAC]	Process applications for money lenders licences , renewal of licences and endorsement on licences	<u>Companies Registry (Money Lenders Unit)</u> 29/F Queensway Government Offices 66 Queensway Hong Kong Tel: 2867 2634 Fax: 2530 9001
Department of Health [ELD] [MDS]	Issue upon request a letter certifying that the applicant has been operating a hospital or nursing home registered with the Department of Health under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap 165) of the HKSAR for three consecutive years or more immediately prior to the date of lodgement of the application for the HKSS Certificate	<u>Office for Registration of Healthcare Institutions</u> Rm 3101, Hopewell Centre 183 Queen's Road East Wan Chai, Hong Kong Tel: 3107 8451 Fax: 2126 7515 Website: http://www.dh.gov.hk
Education Bureau [EDU]	Enquiries related to record on school/college registration in accordance with the Education Ordinance (Cap 279) or Post Secondary Colleges Ordinance (Cap 320)	<u>School Registration & Compliance Section</u> 14/F, Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong Tel : 2892 6342 Fax : 2573 3459

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Education Bureau [EDU] (continued)	Enquiries related to record on registration in accordance with the Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493)	<p><u>Non-local Courses Registry</u> Room 3601, Hopewell Centre 183 Queen's Road East Wan Chai, Hong Kong</p> <p>Tel : 2520 0255 / 2520 0559 Fax : 2520 0061</p>
Electrical & Mechanical Services Department [PUG]	Issue upon request a letter certifying that the applicant has been holding a Certificate of Registration of Gas Supply Company issued by the Gas Authority under the Gas Safety (Registration of Gas Supply Company) Regulations (Cap.51 sub. Leg. E)	<p><u>Gas Standards Office</u> 7/F, 3 Kai Shing Street Kowloon, Hong Kong</p> <p>Tel: 2808 3683 Website: http://www.emsd.gov.hk</p>
Environmental Protection Department [EVS]	<p>Issue certified true copies of licence or certificate, to prove that the applicant has been holding the following valid licences or certificates under the relevant ordinances of the HKSAR for three consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate:</p> <p>(a) Waste Collection Licence issued under the Waste Disposal Ordinance (Cap 354) (applicable to provision of services for the collection or removal of chemical waste or clinical waste under the solid waste disposal service);</p> <p>(b) Waste Disposal Licence issued under the Waste Disposal Ordinance (Cap.354) (applicable to provision of services for the disposal of chemical waste or clinical waste under the solid waste disposal service);</p> <p>(c) Certificate of Registration issued under the Air Pollution Control Ordinance (Cap.311) (applicable to registered asbestos consultants, registered asbestos contractors, registered asbestos supervisors and registered asbestos laboratories)</p>	<p><u>Revenue Tower Office</u> 33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong</p> <p>Tel: 2824 3773 Fax: 2838 2155</p> <p><u>Cheung Sha Wan Government Offices</u> 8/F., Cheung Sha Wan Government Offices 303 Cheung Sha Wan Road, Kowloon</p> <p>Tel: 2402 5200 Fax: 2402 8272</p> <p><u>Regional Offices :</u> <u>Regional Office (East)</u> 5/F., Nan Fung Commercial Centre 19 Lam Lok Street Kowloon Bay, Kowloon.</p> <p>Tel: 2755 5518 Fax: 2756 8588</p> <p><u>Regional Office (South)</u> 2/F., Chinachem Exchange Square 1 Hoi Wan Street, Quarry Bay Hong Kong.</p> <p>Tel: 2516 1718 Fax: 2960 1760</p> <p><u>Regional Office (West)</u> 8/F., Tsuen Wan Government Offices 38 Sai Lau Kok Road, Tsuen Wan, NT</p> <p>Tel: 2417 6116 Fax: 2411 3073</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Environment Protection Department [EVS] (continued)		<p><u>Regional Office (North)</u> 10/F., Sha Tin Government Offices No.1 Sheung Wo Che Road, Sha Tin, NT</p> <p>Tel: 2158 5757 Fax: 2685 1133</p>
Estate Agents Authority [RES]	Issue certified true copies of Estate Agent's Licence (Company) or Statement of Particulars of Business (<i>The document concerned is only relevant to applicants in the real estate agency business.</i>)	<p><u>Licensing Section</u> 48/F ,Hopewell Centre 183 Queen's Road East Wanchai, Hong Kong</p> <p>Tel: 2111 2777 Fax: 2119 9077 Website: http://www.eaa.org.hk</p>
Food and Environmental Hygiene Department (FEHD) [TRE]	Issue a confirmation letter on request, certifying that the applicant has been holding a valid restaurant licence under the Food Business Regulation (Cap 132X) of the HKSAR for three consecutive years or more immediately prior to the date of request to FEHD	<p>Website: http://www.fehd.gov.hk</p> <p>Hong Kong & Islands</p> <p><u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building 345 Queen's Road Central Hong Kong</p> <p>Tel: 2545 0506 Fax: 2851 7653</p> <p><u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building 38 Quarry Bay Street, Hong Kong</p> <p>Tel: 2563 4340 Fax: 2565 8203</p> <p><u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building 203 Aberdeen Main Road Hong Kong</p> <p>Tel: 2552 8406 Fax: 2873 1608</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Food and Environmental Hygiene Department [TRE] (continued)</p>		<p><u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building 225 Hennessy Road Wanchai, Hong Kong</p> <p>Tel: 2507 3364 Fax: 2519 6884</p> <p><u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building 38 Pier Road Central, Hong Kong</p> <p>Tel: 2852 3215 Fax: 2545 2964</p> <p>Kowloon</p> <p><u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Govt Offices 165 Ma Tau Wai Road, Kowloon</p> <p>Tel: 2711 2493 Fax: 2761 0718</p> <p><u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Bldg 9 Shui Wo Street Kwun Tong, Kowloon</p> <p>Tel: 3102 7388 Fax: 2343 6734</p> <p><u>Mong Kok District Environmental Hygiene Office</u> 6 & 7/F, Fa Yuen Street Municipal Services Building 123A Fa Yuen Street Mong Kok, Kowloon</p> <p>Tel: 2395 2727 Fax: 2391 5572</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Food and Environmental Hygiene Department [TRE] (continued)</p>		<p><u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building 59 - 63 Un Chau Street Sham Shui Po, Kowloon</p> <p>Tel: 2748 6959 Fax: 2748 6937</p> <p><u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building 121 Choi Hung Road Wong Tai Sin, Kowloon</p> <p>Tel: 2328 6531 Fax: 2351 5710</p> <p><u>Yau Tsim District Environmental Hygiene Office</u> 3 & 4/F, Kwun Chung Municipal Services Building 17 Bowring Street Yau Ma Tei, Kowloon</p> <p>Tel: 2302 1299 Fax: 2735 5955</p> <p>Sha Tin, Tai Po, North & Sai Kung</p> <p><u>Sha Tin District Environmental Hygiene Office</u> Units 1201-1207 & 1220-1221 12/F, Tower 1, Grand Central Plaza 138 Shatin Rural Committee Road, Sha Tin, N.T</p> <p>Tel: 2634 0136 Fax: 2634 0442</p> <p><u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex No.8 Heung Sze Wui Street Tai Po, N.T.</p> <p>Tel: 3183 9119 Fax: 2650 1171</p> <p><u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building 13 Chi Cheong Road, Sheung Shui, N.T.</p> <p>Tel: 2679 2812 Fax: 2679 5695</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Food and Environmental Hygiene Department [TRE] (continued)</p>		<p><u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex 38 Pui Shing Road, Tseung Kwan O, N.T.</p> <p>Tel: 3740 5100 Fax: 2792 9937</p> <p>Kwai Tsing, Tsuen Wan, Tuen Mun & Yuen Long</p> <p><u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building 166 - 174 Hing Fong Road, Kwai Chung, N.T.</p> <p>Tel: 2420 9204 Fax: 2480 4023</p> <p><u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building 45 Yeung Uk Road, Tsuen Wan, N.T.</p> <p>Tel: 2212 9701 Fax: 2414 8809</p> <p><u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building 1 Tuen Hi Road, Tuen Mun, N.T.</p> <p>Tel: 2146 8642 Fax: 2452 6559</p> <p><u>Yuen Long District Environmental Hygiene Office</u> 2-5/F, Yuen Long Government Offices and Tai Kiu Market 2 Kiu Lok Square, Yuen Long, N.T.</p> <p>Tel: 2475 3433 Fax: 2477 5099</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Food and Environmental Hygiene Department [DEA]	Issue a confirmation letter on request, certifying that the applicant has been holding a valid Funeral Parlour Licence(s) / Undertaker's Licence(s) under the Funeral Parlours Regulation (Cap. 132AD) / Undertakers of Burials Regulation (Cap.132CB) of the HKSAR for three consecutive years or more immediately prior to the date of request to FEHD	same as those for "TRE"
Home Affairs Department [THA]	Issue certified true copies of licence issued under the Hotel and Guesthouse Accommodation Ordinance (Cap.349) upon request	<u>Office of the Licensing Authority</u> 14/F, Cornwall House, Taikoo Place 979 King's Road Quarry Bay, Hong Kong Tel: 2881 7034 Website: http://www.hadla.gov.hk
Hong Kong Monetary Authority [BKS]	Issue a confirmation letter to suppliers of banking services, certifying that they have, after having granted the relevant licence pursuant to the Banking Ordinance (Cap 155) of the HKSAR, engaged in substantive business operations either (i) as an incorporated entity for 5 years or more in Hong Kong, or (ii) as a branch for 2 years and as an incorporated entity for 3 years or more in Hong Kong	55/F, Two International Finance Centre 8 Finance Street Central, Hong Kong Tel: 2878 8196 Fax: 2878 8197 Website: http://www.hkma.gov.hk/
Insurance Agents Registration Board [INA]	Issue a confirmation letter upon request, certifying the years of registration of the HKSS Certificate applicant as well as the records of misconduct and disciplinary action of the applicant, if any, for the past 3 years	29/F, Sunshine Plaza 353 Lockhart Road Wanchai, Hong Kong Tel: 2520 1868 Fax: 2520 1967 E-mail: hkfi@hkfi.org.hk Website: http://www.hkfi.org.hk
Labour Department [JRS] [JIS] [JIY] [JRY] [JMM]	Issue certified true copies of Licence to Operate An Employment Agency to applicants applying for HKSS Certificate in job referral agency/job intermediary services	<u>Employment Agencies Administration</u> 12/F, Harbour Building 38 Pier Road Central, Hong Kong Tel: 2852 3535 Website: http://www.labour.gov.hk

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Marine Department [TMA]	Issue Verification of Gross Tonnage of Hong Kong Registered Ships to maritime transport service suppliers (other than those providing feeder transport services) who own or possess ships that are not feeders	<u>Shipping Registry</u> 3/F, Harbour Building 38 Pier Road Central, Hong Kong Tel: 2852 4383 Website: http://www.mardep.gov.hk/
Marine Department [TMP]	Issue a confirmation letter or certified true copies thereof on request, certifying that the applicant has provided cross-boundary passenger ferry services at a terminal declared under the Shipping and Port Control (Ferry Terminals) Regulations (Cap. 313H) for the past 3 consecutive years immediately prior to the date of issue of the confirmation letter	<u>Ferry Terminals Section</u> 21/F, Harbour Building 38 Pier Road Central, Hong Kong Tel : 2547 4026 Fax: 2559 4976 Website: http://www.mardep.gov.hk/
Office of the Commissioner of Insurance [INS]	Issue a confirmation letter upon request, certifying that the HKSS Certificate applicant is an insurer authorized under the Insurance Companies Ordinance (Cap 41) of the HKSAR for the past 5 consecutive years	21/F, Queensway Government Offices 66 Queensway, Hong Kong Tel: 2867 2565 Fax : 2869 0252 E-mail: iamail@oci.gov.hk Website: http://www.oci.gov.hk
Office of the Communications Authority [TVA] [TTC] [TOC]	Issue licences to service providers for the provision of various types of public telecommunication services	<u>Development Division</u> 29/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong Tel: 2961 6299 Fax: 2838 5004 E-mail: cepa-enquiry@ofca.gov.hk Website: http://www.ofca.gov.hk
Office of the Communications Authority [ATC]	Issue certified true copies of the relevant telecommunications licences upon request of suppliers of professional technical services for cable television network	<u>Development Division</u> 29/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong Tel: 2961 6770 Fax: 2904 7141 E-mail: cepa-enquiry@ofca.gov.hk Website: http://www.ofca.gov.hk

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Professional Insurance Brokers Association [INB]	Issue a confirmation letter upon request, certifying that the applicant has engaged in substantive business operations of an insurance broker for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate	Room 2507-08 25/F, China Insurance Group Building 141 Des Voeux Road Central Central, Hong Kong Tel: 2869 8515 Fax: 2770 2372 Email: info@piba.org.hk Website: http://www.piba.org.hk
Securities and Futures Commission (SFC) [SSF] [SSS] [FUN] [SEC] [SMM]	Issue a letter certifying the licence status of the applicant within the past three consecutive years	<u>Licensing Department</u> 35th Floor, Cheung Kong Center 2 Queen's Road Central Hong Kong Tel: 2231 1222 Fax: 2501 0375 E-mail: licensing@sfc.hk Website: http://www.sfc.hk
Security and Guarding Services Industry Authority [SGS]	Issue a Security Company Licence under the Security and Guarding Services Ordinance (Cap. 460) of the HKSAR	<u>The Secretariat of Security and Guarding Services Industry Authority</u> Room 813 8/F, Kowloon East Government Offices 12 Lei Yue Mun Road, Kwun Tong Hong Kong Tel: 2801 6181 Fax: 2537 5118 Email: sbenq@sb.gov.hk Website: http://www.sb.gov.hk/eng/links/sgsia/index.htm
Social Welfare Department [ELD]	Issue licence of residential care home for the elderly (RCHE) under the Residential Care Homes (Elderly Persons) Ordinance (Cap 459) of the HKSAR	<u>Licensing Office of Residential Care Homes for the Elderly</u> Room 2354, 23/F, Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong Tel: 2961 7211 Fax: 2574 4176
The Chinese Medicine Council of Hong Kong [MDS]	Issue Certificate Verifying Registration as Registered Chinese Medicine Practitioner , and issue certified true copies respectively of an Entry in the Register of Chinese Medicine Practitioners , and Practising Certificate for Registered Chinese Medicine Practitioners	<u>The Secretariat of the Chinese Medicine Council of Hong Kong</u> Room 2201, 22/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong Tel: 2121 1888 Fax: 2121 1898 Website: http://www.cmchk.org.hk/

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
The Dental Council of Hong Kong [MDS]	Issue Certificate of Registration and Practising Certificate to persons practising dentistry in Hong Kong	<p><u>Central Registration Office</u> 17/F, Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong</p> <p>Tel: 2961 8655 Fax: 2891 7946 Website: http://www.dchk.org.hk/en/index.html</p>
The Hong Kong Confederation of Insurance Brokers [INB]	Issue a confirmation letter upon request, certifying that the applicant has engaged in substantive business operations of an insurance broker for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate	<p>Room 3407, AIA Tower 183 Electric Road Fortress Hill, Hong Kong</p> <p>Tel: 2882 9943 Fax: 2890 2137 Email: info@hkcib.org Website: http://www.hkcib.org</p>
The Law Society of Hong Kong [LES]	Issue a Certificate of Standing upon request of a law firm, certifying the date of establishment of the firm, the name(s) of the sole proprietor or of all the partners of the firm and their practising status, etc	<p>3/F, Wing On House 71 Des Voeux Road Central, Hong Kong</p> <p>Tel: 2846 0500 Website: http://www.hklawsoc.org.hk</p>
The Medical Council of Hong Kong [MDS]	Issue Licence of Registration, Practising Certificate and Retention Certificate respectively to persons practising medicine, surgery or midwifery in Hong Kong	<p><u>Central Registration Office</u> 17/F, Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong</p> <p>Tel: 2961 8648 Fax: 2891 7946 Website: http://www.mchk.org.hk</p>
Tourism Commission [TTA] [ASP]	Issue certified true copies of the related entry in the Register of Travel Agents	<p><u>Travel Agents Registry</u> Room 4901, 49/F, Hopewell Centre 183 Queen's Road East Wanchai, Hong Kong</p> <p>Tel: 3151 7945 Website: http://www.tar.gov.hk/</p>
Transport Department [TRP] [TIP] [TIR]	Issue certified true copies of the relevant Passenger Service Licence upon request by the registered holder	<p><u>Public Vehicles Unit</u> 3/F, United Centre 95 Queensway, Hong Kong</p> <p>Tel: 2804 2574 Website: http://www.td.gov.hk</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Welfare services for persons with disabilities [WSD]	Issue licence or certificate of exemption of residential care home for persons with disabilities (RCHD) under the Residential Care Homes (Persons with Disabilities) Ordinance (Cap 613) of the HKSAR	<u>Licensing Office of Residential Care Homes for Persons with Disabilities</u> Room 1508, 15/F 248 Queen's Road East Wan Chai, Hong Kong Tel: 2891 6379 Fax: 2153 0071