

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

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

Agency/Organisation	Relevant Services Provided	Contact Details
Companies Registry	Issue certified true copies of Certificate of Incorporation and Certificate of Incorporation on Change of Name	<u>Public Search Section</u> 13/F, Queenways Government Offices 66 Queensway, Hong Kong Tel: 1823 Website: http://www.cr.gov.hk
Land Registry	Issue certified true copies of printouts from the computerized Land Register	<u>Main Office</u> 19/F, Queenways Government Offices 66 Queensway, Hong Kong Tel: 2867 2871 / 3105 0000 Website: http://www.landreg.gov.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
The Law Society of Hong Kong	Maintain a list of practicing 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
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
Hong Kong Institute of Certified Public Accountants	Maintain a list of certified public accountants for reference by the public	37/F, Wu Chung House, 213, Queen's Road East, Wanchai, Hong Kong Tel: 2287 7228 Website: www.hkicpa.org.hk

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

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
The Law Society of Hong Kong [LES]	Issue a written document upon request of a law firm, certifying the date of commencement of practice, the name of the sole proprietor or all of the partners in the firm and their practicing status, etc	3/F, Wing On House 71 Des Voeux Road Central, Hong Kong Tel: 2846 0500 Website: http://www.hklawsoc.org.hk
Department of Health [MDS]	Issue Certificate of Registration of a Hospital	Office for Registration of Healthcare Institutions 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
The Medical Council of Hong Kong [MDS]	Issue Licence of Registration, Practising Certificate and Retention Certificate respectively to persons practicing medicine, surgery or midwifery in Hong Kong	Central Registration Office 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong Tel: 2961 8648 Fax: 2891 7946 Website: http://www.mchk.org.hk
The Dental Council of Hong Kong [MDS]	Issue Certificate of Registration and Practising Certificate to persons practicing dentistry in Hong Kong	Central Registration Office 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong Tel: 2961 8655 Fax: 2891 7946 Website: http://www.dchk.org.hk/en/index.htm
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 Medical Practitioners	The Secretariat of the Chinese Medicine Council of Hong Kong 37/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong Tel: 2121 1888 Fax: 2121 1898 Website: http://www.cmchk.org.hk/
Estate Agents Authority [RES]	Issue certified true copies of Estate Agent's Licence (Company) or Statement of Particulars of Business	48/F, Hopewell Centre 183 Queen's Road East Wanchai, Hong Kong Tel: 2598 9550 Fax: 2598 9596 Website: http://www.eaa.org.hk

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Electrical & Mechanical Services Department [PUS]	Issue certified copies of Certificate of Registration of Gas Supply Company	<u>Gas Standards Office</u> 7/F, 3 Kai Shing Street, Kowloon Hong Kong Tel: 2808 3683 Website: http://www.emsd.gov.hk
Labour Department [JRS] [JIS]	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
Office of the Telecommunications Authority [TVA]	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 6529 Fax: 2838 5004 E-mail: cepa-enquiry@ofta.gov.hk Website: http://www.ofta.gov.hk
[ATC]	Issue certified true copies of the relevant telecommunications licences upon request of suppliers of professional technical services for cable television network	<u>Advisory and Spectrum Management Division</u> 29/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong Tel: 2961 6639 Fax: 2904 7141 E-mail: cepa-enquiry@ofta.gov.hk Website: http://www.ofta.gov.hk
Hong Kong, Kowloon & New Territories Motion Picture Industry Association Limited [AVM]	Issue certified true copies of Certificate of Royalty or Certificate of Copyright Ownership for individual Chinese language motion pictures produced in Hong Kong	Unit 1201, 12/F New Kowloon Plaza 38 Tai Kok Tsui Road Kowloon Tel: 2311 2692 Fax: 2311 1178 E-mail: info@mpia.org.hk Website: http://www.mpia.org.hk
Movie Producers and Distributors Association of Hong Kong Limited [AVM]	Issue certified true copies of Certificate of Royalty or Certificate of Copyright Ownership for individual Chinese language motion pictures produced in Hong Kong	Room 901, Hart Avenue Plaza 5-9 Hart Avenue Tsim Sha Tsui, Kowloon Tel: 2710 9377 Fax: 2710 8337 E-mail: mpda@biznetvigator.com tonyshu88@hotmail.com

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Environment Protection Department [EVS]</p>	<p>Issue a confirmation letter on request, certifying that the applicant has been holding the following valid licences under the relevant ordinances of the HKSAR for three consecutive years or more immediately prior to the date of request:</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 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 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>Head Office</u> 33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong. Tel: 2824 3773 Fax:2838 2155</p> <p><u>Southorn Centre Office</u> 28/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong. Tel: 2573 7746 Fax: 2114 0139</p> <p><u>Cheung Sha Wan Government Offices</u> 8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. Tel: 2402 5200 Fax: 2402 8272</p> <p><u>Regional Offices :</u></p> <p><u>Regional Office (East)</u> 5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon. 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. 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 Tel: 2417 6116 Fax: 2411 3073</p> <p><u>Regional Office (North)</u> 10/F., Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, NT Tel: 2158 5757 Fax: 2685 1133</p>
<p>Office of the Commissioner of Insurance [INS]</p>	<p>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</p>	<p>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</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
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
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/
Securities and Futures Commission (SFC) [SSF]	Issue a letter certifying the licence status of the applicant within the past three consecutive years	<u>Licensing Department</u> 8th Floor, Chater House 8 Connaught Road Central Hong Kong Tel: 2840 9393 Fax: 2501 0375 Website: www.sfc.hk E-mail: licensing@sfc.hk
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 and notification letter on social welfare subvention	<u>Licensing Office (for RCHE licences)</u> Room 2354, 23/F, Wu Chung House 213 Queen's Road East Wan Chai, Hong Kong Tel: 2961 7224 Fax: 2574 4176 <u>Subventions Section (for notification letters)</u> 38/F, 248 Queen's Road East Wan Chai, Hong Kong Tel: 2832 4339 Fax: 2575 6537

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Department of Health [ELD]	Issue upon request a letter certifying that the applicant has been operating a 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	Office for Registration of Healthcare Institutions Room 3103, 31/F, Hopewell Centre 183 Queen's Road East Wanchai, Hong Kong Tel: 3107 8451 Fax: 2126 7515 Website: http://www.dh.gov.hk
Home Affairs Department [THA]	Issue a confirmation letter or certified true copies thereof on request, certifying that the service supplier has engaged in hotel or guesthouse business operations in Hong Kong for three consecutive years or more immediately prior to the date of submission of the application	<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
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	Website: http://www.fehd.gov.hk Hong Kong & Islands <u>Central/Western District Office</u> 10/F, Sheung Wan Municipal Services Building 345 Queen's Road Central Hong Kong Tel: 2545 0506 Fax: 2851 7653 <u>Eastern District Office</u> 3/F, Quarry Bay Municipal Services Building 38 Quarry Bay Street, Hong Kong Tel: 2563 4340 Fax: 2565 8203 <u>Southern District Office</u> 4/F, Aberdeen Municipal Services Building 203 Aberdeen Main Road Hong Kong Tel: 2552 8406 Fax: 2873 1608 <u>Wanchai District Office</u> 7/F, Lockhart Road Municipal Services Building 225 Hennessy Road Wanchai, Hong Kong Tel: 2507 3364 Fax: 2519 6884

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Food and Environmental Hygiene Department (FEHD) (Cont'd)</p> <p>[TRE]</p>		<p><u>Islands District Office</u> 6/F, Harbour Building 38 Pier Road Central, Hong Kong Tel: 2852 3215 Fax: 2545 2964</p> <p>Kowloon</p> <p><u>Kowloon City District Office</u> 3/F & 4/F, To Kwa Wan Market and Govt Offices 165 Ma Tau Wai Road, Kowloon Tel: 2711 2493 Fax: 2761 0718</p> <p><u>Kwun Tong District Office</u> Level 7, Shui Wo Street Municipal Services Bldg 9 Shui Wo Street Kwun Tong, Kowloon Tel: 3102 7388 Fax: 2343 6734</p> <p><u>Mong Kok District Office</u> 6 & 7/F, Fa Yuen Street Municipal Services Bldg 123A Fa Yuen Street Mong Kok, Kowloon Tel: 2395 2727 Fax: 2391 5572</p> <p><u>Sham Shui Po District Office</u> 8/F-10/F, Un Chau Street Municipal Services Building 59 - 63 Un Chau Street Sham Shui Po, Kowloon Tel: 2748 6959 Fax: 2748 6937</p> <p><u>Wong Tai Sin District Office</u> 3/F, Tai Shing Street Market Building 121 Choi Hung Road Wong Tai Sin, Kowloon Tel: 2328 6531 Fax: 2351 5710</p> <p><u>Yau Tsim District Office</u> 3 & 4/F, Kwun Chung Municipal Services Building 17 Bowring Street Yau Ma Tei, Kowloon Tel: 2302 1299 Fax: 2735 5955</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
<p>Food and Environmental Hygiene Department (Cont'd) [TRE]</p>		<p>Sha Tin, Tai Po, North & Sai Kung</p> <p><u>Sha Tin District Office</u> Units 1201-1207 & 1220-1221 12/F, Tower 1, Grand Central Plaza 138 Shatin Rural Committee Road, Sha Tin, N.T Tel: 2634 0136 Fax: 2634 0442</p> <p><u>Tai Po District Office</u> 3/F, Tai Po Complex No.8 Heung Sze Wui Street, Tai Po, N.T. Tel: 3183 9119 Fax: 2650 1171</p> <p><u>North District Office</u> 4/F, Shek Wu Hui Municipal Services Building 13 Chi Cheong Road, Sheung Shui, N.T. Tel: 2679 2812 Fax: 2679 5695</p> <p><u>Sai Kung District Office</u> 5/F, Sai Kung Government Offices Building 34 Chan Man Street, Sai Kung, N.T. Tel: 2163 9105 Fax: 2792 9937</p> <p>Kwai Tsing, Tsuen Wan, Tuen Mun & Yuen Long</p> <p><u>Kwai Tsing District Office</u> 9/F, Kwai Hing Government Offices Building 166 - 174 Hing Fong Road, Kwai Chung, N.T. Tel: 2420 9204 Fax: 2480 4023</p> <p><u>Tsuen Wan District Office</u> 3/F, Yeung Uk Road Municipal Services Building 45 Yeung Uk Road, Tsuen Wan, N.T. Tel: 2212 9701 Fax: 2414 8809</p> <p><u>Tuen Mun District Office</u> 1/F & 3/F, Tuen Mun Government Offices Bldg 1 Tuen Hi Road, Tuen Mun, N.T. Tel: 2146 8642 Fax: 2452 6559</p> <p><u>Yuen Long District Office</u> 2-5/F, Yuen Long Government Offices and Tai Kiu Market 2 Kiu Lok Square, Yuen Long, N.T. Tel: 2475 3433 Fax: 2477 5099</p>

Agency/Organisation [Service Sector Code]	Relevant Services Provided	Contact Details
Tourism Commission [TTA]	Issue certified true copies of the related entry in the Register of Travel Agents	<u>Travel Agents Registry</u> Room 4901, 49/F, Hopewell Centre 183 Queen's Road East Wanchai, Hong Kong Tel: 3151 7945 Website: http://www.tar.gov.hk/
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/
Transport Department [TRP] [TIP] [TIR]	Issue certified true copies of the relevant Passenger Service Licence upon request by the registered holder	41/F, Immigration Tower 7 Gloucester Road Wanchai, Hong Kong Tel: 2804 2600 Website: http://www.td.gov.hk
Civil Aviation Department [AAM]	Issue certified true copies of the Aerodrome Licence to the licensee	Room 6T067, Passenger Terminal Building Hong Kong International Airport 1 Cheong Hong Road, Lantau, N.T. Tel: 2182 1230 Fax: 2795 8469 Website: http://www.cad.gov.hk/
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 & Secretarial Unit</u> HKIA Tower, 1 Sky Plaza Road, Hong Kong International Airport Lantau, Hong Kong Tel: 2188 7576 Fax: 2802 8550