

Supporting Documents Required for
Application for Hong Kong Service Supplier (HKSS) Certificate

Part (I) Documents required for specific sectors

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Accounting, auditing and bookkeeping services	Accounting firms [ACS]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Advertising services [ADS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
After-death services facilities [DEA] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> A copy of confirmation letter issued by Food and Environmental Hygiene Department (FEHD) of the HKSAR certifying that the applicant has been holding a valid Funeral Parlour Licence(s) / Undertaker's Licence(s) issued by FEHD under the Funeral Parlours Regulation (Cap. 132AD) / Undertakers of Burials Regulation (Cap.132CB) of the HKSAR for the past 3 consecutive years or more immediately prior to the date of request to FEHD. Copy of the confirmation letter should be certified by a Designated Professional ^(Note 1) . The confirmation letter should be issued within 90 days prior to the date of lodgement of the application for HKSS certificate.
Air transport services	Airport operation services (excluding cargo handling) [AAM]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> For contract management services , copies of the Aerodrome Licences issued by the Civil Aviation Department (CAD) of the HKSAR under Article 73 of the Air Navigation (Hong Kong) Order 1995 for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by CAD or a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Air transport services (continued)	Air transport ground services [AAG]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of confirmation letter issued by the Airport Authority Hong Kong (AA) certifying that the applicant has engaged in substantive business operations of specified types of air transport ground services at the Hong Kong International Airport for the past 5 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by AA or a Designated Professional ^(Note 1) .
	Computer Reservation System (CRS) services [ACR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Air transport sales agency services – air freight sales agency services [ASF] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Air transport sales agency services – air passenger sales agency services [ASP] (Note 9)	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the related entry in the Register of Travel Agents issued by Travel Agents Registry (TAR) of the HKSAR, certifying that the applicant has obtained a valid Travel Agents Licence to operate as a travel agent in Hong Kong under the Travel Agents Ordinance (Cap 218) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by TAR or a Designated Professional ^(Note 1) .
	Aircraft repair and maintenance services [ARM]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other and/or multiple services * [AMM] <i>(applicable to applicants providing other and/or multiple air transport services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 (if involving air transport ground services , 5) consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND/OR</u> For contract management services , copies of the Aerodrome Licences issued by the Civil Aviation Department (CAD) of the HKSAR under Article 73 of the Air Navigation (Hong Kong) Order 1995 for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by CAD or a Designated Professional ^(Note 1) . For air transport ground services , a copy of confirmation letter issued by the Airport Authority Hong Kong (AA) certifying that the applicant has engaged in substantive business operations of specified types of air transport ground services at the Hong Kong International Airport for the past 5 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by AA or a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Air transport services (continued)	Other and/or multiple services * [AMM] (continued)	For air transport sales agency services – air passenger sales agency services , a copy of the related entry in the Register of Travel Agents issued by Travel Agents Registry (TAR) of the HKSAR, certifying that the applicant has obtained a valid Travel Agents Licence to operate as a travel agent in Hong Kong under the Travel Agents Ordinance (Cap 218) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by TAR or a Designated Professional ^(Note 1) .
All insurance and insurance-related services	Insurance companies [INS]	General documents listed in Part (II) of this Appendix. <u>AND</u> A confirmation letter issued by the Insurance Authority of HKSAR certifying that the applicant is an insurer authorised under the Insurance Ordinance (Cap 41) of the HKSAR for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate.
	Insurance agency companies [INA]	General documents listed in Part (II) of this Appendix. <u>AND</u> A confirmation letter issued by the Insurance Authority of HKSAR certifying that the applicant has engaged in substantive business operations of an insurance agency for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The content of the confirmation letter should include the years of registration of the applicant as well as the records of misconduct and disciplinary action of the applicant for the past 3 years, if any.
	Insurance brokerage companies [INB]	General documents listed in Part (II) of this Appendix. <u>AND</u> A confirmation letter ^(Note 2) issued by the Insurance Authority of HKSAR 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. The content of the confirmation letter should include the years of registration of the applicant as well as the records of misconduct and disciplinary action of the applicant for the past 3 years, if any.
	Insurance loss adjusting companies [INL]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Construction professional services	Architectural services [ARS] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Engineering services [ENS] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Integrated engineering services [IES] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Urban planning and landscape architectural services (except general urban planning) [ULS]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Construction engineering cost consulting services [CCS]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other and/or multiple construction professional services* [BMM] <i>(applicable to applicants providing other and/or multiple construction professional services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Audiovisual services	Videos, sound recording products related services [AVV]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Cinema theatre services [AVC]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Chinese language motion pictures produced in Hong Kong ^(Note 3) [AVM]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Motion pictures distribution services [AMD] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Professional technical services for cable television networks [ATC]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid Unified Carrier Licence issued by the Office of the Communications Authority (OFCA) (or the former Telecommunications Authority) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by OFCA or a Designated Professional ^(Note 1) .
	Motion pictures post-production [AMO]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Motion picture or video tape production services [APO] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Audiovisual services (continued)	Other and/or multiple services* [VMM] <i>(applicable to applicants providing other and/or multiple audiovisual services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND/OR</u> For professional technical services for cable television networks , a copy of the valid Unified Carrier Licence issued by the Office of the Communications Authority (OFCA) (or the former Telecommunications Authority) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by OFCA or a Designated Professional ^(Note 1) .
Banking and other financial services (excluding insurance and securities) [BKS]		General documents listed in Part (II) of this Appendix. Application (with all forms and documents) should be furnished to the Trade and Industry Department (TID) through the Banking Supervision Department of Hong Kong Monetary Authority (HKMA). When passing the forms and documents to TID, HKMA will issue a confirmation letter certifying that the applicant has, after having granted the relevant licence by the Monetary Authority 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.
Building – cleaning services [BCS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Computer and related services [COS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Construction and related engineering services [CRS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Convention services and exhibition services [CES] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Cultural services (Note 9)	Performance agencies, performing arts agencies and performing arts groups (excluding audiovisual services) [CPA]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other than performance agencies, performing arts agencies and performing arts groups (excluding audiovisual services) [CUR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other and/or multiple services* [CMM] <i>(applicable to applicants providing other and/or multiple cultural services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Distribution services	Franchising [DFR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Retailing services, commission agents' services and wholesale trade services (including external trading companies) [DRW] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other and/or multiple services* [DMM] <i>(applicable to applicants providing other and/or multiple distribution services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Duplicating services [DUP] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Education services [EDU]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND, if applicable,</u> Record on registration in accordance with any of the following Ordinances of the applicant shall be provided: <ul style="list-style-type: none"> - The Education Ordinance (Cap 279); - The Post Secondary Colleges Ordinance (Cap 320); - Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493) - The Hong Kong Institute of Education Ordinance (Cap 444); - The University of Hong Kong Ordinance (Cap 1053); - The Hong Kong Polytechnic University Ordinance (Cap 1075); - The Chinese University of Hong Kong Ordinance (Cap 1109); - The Hong Kong Baptist University Ordinance (Cap 1126); - The Vocational Training Council Ordinance (Cap 1130); - The City University of Hong Kong Ordinance (Cap 1132); - The Hong Kong Academy for Performing Arts Ordinance (Cap 1135); - The Hong Kong University of Science and Technology Ordinance (Cap 1141); - The Open University of Hong Kong Ordinance (Cap 1145); - The Lingnan University Ordinance (Cap 1165); and - Hong Kong Council For Accreditation of Academic and Vocational Qualifications Ordinance (Cap 1150).

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Environmental services (excluding environmental quality monitoring and pollution source investigation) [EVS] (Note 9)		<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, where applicable</u></p> <p>A copy of the licence or certificate issued by the Environmental Protection Department (EPD) of the HKSAR to prove that the applicant has been holding one of the valid licences or certificates as listed below issued under the relevant ordinance of the HKSAR for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate:</p> <ul style="list-style-type: none"> (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); (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); (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>Copy of the above licence or certificate shall be certified by EPD or a Designated Professional ^(Note 1).</p> <p>[Environmental services (excluding environmental quality monitoring and pollution source investigation) (EVS) refer to sewage services, refuse disposal services, cleaning services of exhaust gases, noise abatement services, nature and landscape protection services, other environmental protection services or sanitation services.]</p>
Factoring services [FAC]		<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, if applicable</u></p> <p>A copy of the money lenders licence granted by the Licensing Court for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate.</p>
Interdisciplinary research and experimental development services [RED]		<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p>

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Legal services [LES]	Law firms (offices)	(a) A certified true copy of the valid Business Registration Certificate pertaining to the applicant, certified by the Business Registration Office (BRO) of the Inland Revenue Department of the Hong Kong Special Administrative Region (HKSAR) or a China Appointed Attesting Officer ^(Note 4) ; as well as a certified copy of Extract of Information on the Business Register issued by the BRO within 90 days prior to the date of lodgement of the application for HKSS certificate; (b) A copy each of the annual Profits Tax Returns furnished by the applicant to the Inland Revenue Department (IRD) of the HKSAR, as well as a copy each of the Notice of Assessment and Demand for Tax issued annually by IRD in the past 3 consecutive years prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a China Appointed Attesting Officer ^(Note 4) . In the event of loss, applicant should provide a copy each of its annual Profits Tax Returns furnished to IRD in the past 3 consecutive years prior to the date of lodgement of the application for HKSS certificate, respective Statement(s) of Losses or correspondence issued by IRD in the same period to the applicant stating that annual lodgement of Profits Tax Returns was not required. Copies of the above documents should also be certified by a China Appointed Attesting Officer ^(Note 4) ; (c) Copy of a Certificate of Standing issued by the Law Society of Hong Kong, duly certified by a China Appointed Attesting Officer ^(Note 4) , which certifies: (i) the date of the establishment of the applicant; (ii) the name(s) of the sole proprietor or all of the partners of the applicant (as the case may be) as at the issue date of the above Certificate; (iii) that the sole proprietor or all of the partners of the applicant (as the case may be) referred to in item (ii) above are Hong Kong legal practitioners each holding a valid practising certificate and are not suspended from the practice; (iv) whether the sole proprietor or any of the partners of the applicant (as the case may be) has any record of disciplinary proceedings; (v) the addresses of the applicant's main office and branch offices (if any) in Hong Kong, for the past 3 consecutive years prior to the date of issue of the above Certificate; and (d) A certified true copy of the Computerized Land Register (or any other supporting document) pertaining to the premises owned and engaged by the applicant for its substantive business operations in Hong Kong. The copy of the Computerized Land Register should be certified by the Land Registry of the HKSAR or by a China Appointed Attesting Officer ^(Note 4) ; <u>or</u> a copy of the valid lease (or any other supporting documents) certified by a China Appointed Attesting Officer ^(Note 4) , to substantiate that the premises concerned is rented and engaged by the applicant for its substantive business operations in Hong Kong.
Library, museum and other cultural services [LMC]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Logistics services [LOS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Management consulting services [MCS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Market research services [MRS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Medical and dental services [MDS]		<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, if applicable,</u></p> <p><u>Hospitals (Note 9)/Convalescent Hospitals</u></p> <p>A copy of the valid Certificate of Registration of a Hospital issued by Department of Health of the HKSAR under section 3 of the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap 165) of the HKSAR, certifying that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1).</p> <p><u>Medical clinic/Outpatient clinic</u></p> <p>- Copies of the following documents, certified by a Designated Professional ^(Note 1), which are issued to persons practising medicine, surgery or midwifery in the concerned medical/outpatient clinic:</p> <ul style="list-style-type: none"> ◆ Valid Licence of Registration issued by the Medical Council of Hong Kong in accordance with section 14(3) of the Medical Registration Ordinance (Cap 161) of the HKSAR; and ◆ <u>Either one of the following:</u> <ul style="list-style-type: none"> ● Valid Practising Certificate issued annually by the Registrar of Medical Practitioners in accordance with section 20A of the Medical Registration Ordinance (Cap 161) of the HKSAR; or ● Valid Retention Certificate issued by the Registrar of Medical Practitioners in accordance with section 19A of the Medical Registration Ordinance (Cap 161) of the HKSAR. <p><u>Dental clinic</u></p> <p>- For each director who claims to be a registered dentist and for all persons practising dentistry in the concerned dental clinic, a copy of their valid Certificates of Registration issued by the Dental Council of Hong Kong in accordance with section 10 of the Dentists Registration Ordinance (Cap 156) of the HKSAR and a copy of their valid Practising Certificate issued by the Dental Council of Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Such copies have to be certified by a Designated Professional ^(Note 1).</p>

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Medical and dental services [MDS] (continued)		<p><u>Chinese medicine clinic</u></p> <p>- Copies of the following documents, certified by a Designated Professional ^(Note 1), which are issued to persons practising Chinese medicine in the concerned Chinese medicine clinic:</p> <ul style="list-style-type: none"> ◆ Valid Certificate verifying Registration as Registered Chinese Medicine Practitioner issued by the Practitioners Board of the Chinese Medicine Council of Hong Kong in accordance with section 73(1)(a) of the Chinese Medicine Ordinance (Cap 549) of the HKSAR, or the valid Certified True Copy of an Entry in the Register of Chinese Medicine Practitioners issued by the Registrar of Chinese Medicine Practitioners in accordance with section 4(2) of the Chinese Medicine Practitioners (Registration) Regulation under the Chinese Medicine Ordinance (Cap. 549) of the HKSAR; and ◆ Valid Practising Certificate for Registered Chinese Medicine Practitioner issued by the Registrar of Chinese Medicine Practitioners in accordance with sections 76 or 77 of the Chinese Medicine Ordinance (Cap 549) of HKSAR.
Other business services* [OBS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Photographic services [PHS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Placement and supply services of personnel	Job intermediary services [JIS]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid Licence to Operate An Employment Agency issued by the Labour Department (LD) of the HKSAR under section 52 of the Employment Ordinance (Cap 57) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by LD or a Designated Professional ^(Note 1) .
	Job intermediary services (with less than 3 years relevant experience) [JIY]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> A copy of the valid Licence to Operate An Employment Agency issued by the Labour Department (LD) of the HKSAR under section 52 of the Employment Ordinance (Cap 57) of the HKSAR, certified by LD or a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Placement and supply services of personnel (continued)	Job referral agency services [JRS]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid Licence to Operate An Employment Agency issued by the Labour Department (LD) of the HKSAR under section 52 of the Employment Ordinance (Cap 57) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by LD or a Designated Professional ^(Note 1) .
	Job referral agency services (with less than 3 years relevant experience) [JRY]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid Licence to Operate An Employment Agency issued by the Labour Department (LD) of the HKSAR under section 52 of the Employment Ordinance (Cap 57) of the HKSAR, certified by LD or a Designated Professional ^(Note 1) .
	Job intermediary and job referral agency services [JMM] <i>(applicable to applicants providing multiple placement and supply services of personnel in Hong Kong)</i>	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid Licence to Operate An Employment Agency issued by the Labour Department (LD) of the HKSAR under section 52 of the Employment Ordinance (Cap 57) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate / a copy of the valid Licence to Operate An Employment Agency (if applicable), certified by LD or a Designated Professional ^(Note 1) .
Printing services (including printing and binding of packaging materials) [PRS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Public utility services	Registered Gas Supply Company [PUG]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of Certificate of Registration of Gas Supply Company (RGSC) issued by the Gas Authority of the HKSAR Government under Regulation 8 of Gas Safety (Registration of Gas Supply Company) Regulations (Cap 51 sub. Leg. E) and letter from the Gas Authority indicating that the scope of business operations of the said company includes reticulated fuel gas network for verifying that it has engaged in substantive business operations of a registered gas supply company in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other than Registered Gas Supply Company [PUS]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Publication-related services [PBK]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Real estate services [RES] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant is engaging in substantive business operations in Hong Kong. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> <u>For applicants engaging in real estate agency business operations (the following document is not relevant to applicants engaging in provision of property management services):</u> a copy of the valid Estate Agent's Licence (Company) or Statement of Particulars of Business , if applicable, granted by the Estate Agents Authority (EAA) of the HKSAR under the Estate Agents Ordinance (Cap 511) of the HKSAR, certified by the EAA or a Designated Professional ^(Note 1) . [Real estate services (RES) refer to property management services or real estate agency.]
Related scientific and technical consulting services	Prospecting and Surveying Services [PSO]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgment of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Research and experimental development services on natural sciences and engineering [RNE]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgment of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Securities and futures services	Futures brokerage companies [SSF]	General documents listed in Part (II) of this Appendix. <u>AND</u> a copy of the licence issued by the Securities and Futures Commission for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or A letter issued by the Securities and Futures Commission certifying the licence status of the applicant for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate ^(Note 5) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Securities and futures services (continued)	Securities investment advisory companies [SSS]	General documents listed in Part (II) of this Appendix. <u>AND</u> a copy of the licence issued by the Securities and Futures Commission for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or A letter issued by the Securities and Futures Commission certifying the licence status of the applicant for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate ^(Note 6) .
	Fund management companies [FUN]	General documents listed in Part (II) of this Appendix. <u>AND</u> a copy of the licence issued by the Securities and Futures Commission for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or A letter issued by the Securities and Futures Commission certifying the licence status of the applicant for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate ^(Note 8) .
	Securities companies [SEC]	General documents listed in Part (II) of this Appendix. <u>AND</u> a copy of the licence issued by the Securities and Futures Commission for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or A letter issued by the Securities and Futures Commission certifying the licence status of the applicant for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate ^(Note 8) .
	Other and/or multiple services* [SMM] <i>(applicable to applicants providing other and/or multiple securities and futures services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix. <u>AND</u> a copy of the licence issued by the Securities and Futures Commission for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or A letter issued by the Securities and Futures Commission certifying the licence status of the applicant for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate ^(Notes 5, 6 & 8) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Security and guarding services [SGS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> A copy of Security Company License issued by the Security and Guarding Services Industry Authority of the HKSAR under the Security and Guarding Services Ordinance (Cap 460) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) .
Services incidental to manufacturing [SIM]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Services incidental to mining [MIN]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgment of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Services related to management consulting [MRC]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Social services (Note 9)	Elderly services [ELD]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND, if applicable.</u> For existing operators of residential care homes for the elderly , a copy of the valid licence(s) of residential care home for the elderly issued by the Social Welfare Department (SWD) of the HKSAR under section 8 or 9 of the Residential Care Homes (Elderly Persons) Ordinance (Cap 459) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1) . For existing operators of nursing homes , a letter issued by the Department of Health (DH) of the HKSAR certifying that the applicant has been operating a nursing home registered with DH under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap 165) of the HKSAR for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate.

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Social services (Note 9) (continued)	Welfare services for persons with disabilities [WSD]	<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, if applicable,</u></p> <p>For existing operators of residential care homes for persons with disabilities, a copy of the valid licence or certificate of exemption of the residential care home for persons with disabilities issued by the Social Welfare Department (SWD) of the HKSAR under the Residential Care Homes (Persons with Disabilities) Ordinance (Cap 613) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1).</p>
	Child care services [CDS]	<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, if applicable,</u></p> <p>For existing operators of child care centres, a copy of the certificate of registration of a child care centre issued by the Social Welfare Department (SWD) of the HKSAR under section 7(2)(a) of the Child Care Services Ordinance (Cap 243) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgment of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1).</p>
	Other and/or multiple services* [WMM] <i>(applicable to applicants providing other and/or multiple social services in Hong Kong)</i>	<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND, if applicable,</u></p> <p>For existing operators of residential care homes for the elderly, a copy of the valid licence(s) of residential care home for the elderly issued by the Social Welfare Department (SWD) of the HKSAR under section 8 or 9 of the Residential Care Homes (Elderly Persons) Ordinance (Cap 459) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1).</p> <p>For existing operators of nursing homes, a letter issued by the Department of Health (DH) of the HKSAR certifying that the applicant has been operating a nursing home registered with DH under the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap 165) of the HKSAR for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate.</p>

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Social services (Note 9) (continued)	Other and/or multiple services* [WMM] (continued)	<p>For existing operators of residential care homes for persons with disabilities, a copy of the valid licence or certificate of exemption of the residential care home for persons with disabilities issued by the Social Welfare Department (SWD) of the HKSAR under the Residential Care Homes (Persons with Disabilities) Ordinance (Cap 613) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1).</p> <p>For existing operators of child care centres, a copy of the certificate of registration of a child care centre issued by the Social Welfare Department (SWD) of the HKSAR under section 7(2)(a) of the Child Care Services Ordinance (Cap 243) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. The copy should be certified by a Designated Professional ^(Note 1).</p>
Specialty design services [SDS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Sporting services [SPS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Technical testing and analysis services [TAS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Telecommunication services	Calling card [TTC]	<p>General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p> <p><u>AND</u></p> <p>- Two copies of the valid “Unified Carrier Licence” (under which provision of fixed service, mobile service or external fixed service is authorized) or “Services-based Operator Licence” (under which provision of Mobile Virtual Network Operator Services is authorized) issued by the Communications Authority of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1).</p>

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Tourism and travel related services	Hotels (including apartment buildings) [THA]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid hotel and guesthouse licences for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for Certificate of HKSS, granted under the Hotel and Guesthouse Accommodation Ordinance (Cap 349) of the HKSAR issued by the Office of the Licensing Authority of Home Affairs Department (HAD) of the HKSAR, certifying that the applicant has engaged in substantive business operations of hotel or guesthouse services in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by HAD or a Designated Professional ^(Note 1) .
	Restaurants [TRE]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of confirmation letter issued by the Food and Environmental Hygiene Department (FEHD) of the HKSAR certifying that the applicant has been holding a valid restaurant licence issued under the Food Business Regulation (Cap 132X) of the HKSAR for the past 3 consecutive years or more immediately prior to the date of request to FEHD, certified by a Designated Professional ^(Note 1) .
	Travel agency and tour operator [TTA] (Note 9)	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the related entry in the Register of Travel Agents issued by Travel Agents Registry (TAR) of the HKSAR, certifying that the applicant has obtained a valid Travel Agents Licence to operate as a travel agent in Hong Kong under the Travel Agents Ordinance (Cap 218) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by TAR or a Designated Professional ^(Note 1) .
	Other and/or multiple services* [TMM] <i>(applicable to applicants providing other and/or multiple tourism and travel related services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix. <u>AND/OR</u> For hotels (including apartment buildings) operators : a copy of the valid hotel and guesthouse licences for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for Certificate of HKSS, granted under the Hotel and Guesthouse Accommodation Ordinance (Cap 349) of the HKSAR issued by the Office of the Licensing Authority of Home Affairs Department (HAD) of the HKSAR, certifying that the applicant has engaged in substantive business operations of hotel or guesthouse services in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by HAD or a Designated Professional ^(Note 1) . For restaurant operators : a copy of confirmation letter issued by the Food and Environmental Hygiene Department (FEHD) of the HKSAR certifying that the applicant has been holding a valid restaurant licence issued under the Food Business Regulation (Cap 132X) of the HKSAR for the past 3 consecutive years or more immediately prior to the date of request to FEHD, certified by a Designated Professional ^(Note 1) . For travel agency and tour operators : a copy of the related entry in the Register of Travel Agents issued by Travel Agents Registry (TAR) of the HKSAR, certifying that the applicant has obtained a valid Travel Agents Licence to operate as a travel agent in Hong Kong under the Travel Agents Ordinance (Cap 218) of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for Certificate of HKSS, certified by TAR or a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Trade mark agency services [TMS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Translation and interpretation services [TIS] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Transport services Maritime transport services [Passenger transportation (excluding third party international shipping agency services)] [TMP]		General documents listed in Part (II) of this Appendix. <u>AND, if applicable,</u> <ul style="list-style-type: none"> - A copy of the confirmation letter issued by the Ferry Terminals Section of the Marine Department (MD) of the HKSAR 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, duly certified by MD or a Designated Professional ^(Note 1). - A copy of Declaration on Ultimate Beneficial Ownership of Ships made by an authorized person (i.e. sole-proprietor/ one of the partners/ a responsible officer/director authorized by the Board of Directors) of the applicant on whether 50% or more of the total tonnage of ships, of which the applicant has ultimate beneficial ownership, is registered in Hong Kong (see Section C Item IX of the Application Form in Appendix 3). The above declaration must be completed in Chinese and its copy should be attested by a China Appointed Attesting Officer ^(Note 4); and - A copy of a “Verification of Gross Tonnage of Hong Kong Registered Ships” issued by the Shipping Registry of the MD, and certified by MD. (Application for the document should be made directly to the MD.) [Proforma of Declaration on Ultimate Beneficial Ownership of Ships are in Appendices 9A and 9B (both in Chinese only). Please also refer to Item IX of Section C of the Application Form enclosed in Appendix 3.]

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Transport services (continued)	Maritime transport services [Freight transportation (excluding third party international shipping agency services)] [TMA] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . (The following requirements are applicable only to applicants who intend to apply for providing maritime transport services set out in Item IX(a) of Section C of the Application Form enclosed in Appendix 3.) - A copy of Declaration on Ultimate Beneficial Ownership of Ships made by an authorized person (i.e. sole-proprietor/ one of the partners/ a responsible officer/director authorized by the Board of Directors) of the applicant on whether 50% or more of the total tonnage of ships (not including feeders or tugs), of which the applicant has ultimate beneficial ownership, is registered in Hong Kong (see Section C Item IX of the Application Form in Appendix 3). The above declaration must be completed in Chinese and its copy should be attested by a China Appointed Attesting Officer ^(Note 4) ; and - A copy of a “Verification of Gross Tonnage of Hong Kong Registered Ships” issued by the Shipping Registry of the MD, and certified by MD. (Application for the document should be made directly to the MD.) [Proforma of Declaration on Ultimate Beneficial Ownership of Ships are in Appendices 9A and 9B (both in Chinese only).]
	Maritime transport services [Shipping agency services for routes between Guangdong province and Hong Kong/Macao] [TMR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Maritime transport services [Third party international shipping agency services] [TSA]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 5 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Maritime transport services [port facilities] [POT]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Internal waterways transport [TWT]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Freight transportation by road in trucks or cars [TRF] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Transport services (continued)	Road passenger transportation [road passenger transportation services in the Western Region of the Mainland] [TRP]	General documents listed in Part (II) of this Appendix. <u>AND</u> - A copy of the valid bus franchise document granted by the Chief Executive in Council of the HKSAR under the Public Bus Services Ordinance (Cap 230) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or - A copy of the valid passenger service licence granted by the Transport Department (TD) of the HKSAR under section 27 of the Road Traffic Ordinance (Cap 374) and regulation 7 of the Road Traffic (Public Services Vehicles) Regulations (Cap 374D) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by TD or a Designated Professional ^(Note 1) .
	Road passenger transportation [passenger public transport and hire car services] [TPH]	General documents listed in Part (II) of this Appendix. <u>AND</u> A copy of the valid bus franchise document granted by the Chief Executive in Council of the HKSAR under the Public Bus Services Ordinance (Cap 230) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) .
	Road passenger transportation [direct passenger bus services between Hong Kong and the nine provinces (Guangdong, Guangxi, Hunan, Hainan, Fujian, Jiangxi, Yunnan, Guizhou and Sichuan)] [TIP]	General documents listed in Part (II) of this Appendix. <u>AND</u> - A copy of the valid bus franchise document granted by the Chief Executive in Council of the HKSAR under the Public Bus Services Ordinance (Cap 230) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or - A copy of the valid passenger service licence with International Passenger Service (A05) endorsement granted by the Transport Department (TD) of the HKSAR under section 27 of the Road Traffic Ordinance (Cap 374) and regulation 7 of the Road Traffic (Public Services Vehicles) Regulations (Cap 374D) of the HKSAR, for the past 3 consecutive year immediately prior to the date of lodgement of the application for HKSS certificate, certified by TD or a Designated Professional ^(Note 1) .
	Road passenger transportation [Interurban regular transportation] [TIR] (Note 9)	General documents listed in Part (II) of this Appendix. <u>AND</u> - A copy of the valid bus franchise document granted by the Chief Executive in Council of the HKSAR under the Public Bus Services Ordinance (Cap 230) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by a Designated Professional ^(Note 1) ; or - A copy of the valid passenger service licence granted by the Transport Department (TD) of the HKSAR under section 27 of the Road Traffic Ordinance (Cap 374) and regulation 7 of the Road Traffic (Public Service Vehicles) Regulations (Cap 374D) of the HKSAR, for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate, certified by TD or a Designated Professional ^(Note 1) .

<u>Sector</u> [Service Sector Code]	<u>Sub-Sector</u> [Service Sector Code]	<u>Documents required</u>
Transport services (continued)	Road transport services [Motor vehicle repair] [TRR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Road transport services [road freight transport station (depot)] [TRS] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Road transport services [road passenger transport station (depot)] [RDE] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Rail transport services [TPR]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Storage and warehouse services [TSW]	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Freight forwarding agency services (excluding freight inspection) [TFF] (Note 9)	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
	Other and/or multiple services* [PMM] <i>(applicable to applicants providing other and/or multiple transport services in Hong Kong)</i>	General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years or more immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND/OR</u> For TMP, TMA, TRP, TPH, TIP and TIR : copies of the relevant licences, verifications or declarations. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> <u>[Service Sector Code]</u>	<u>Sub-Sector</u> <u>[Service Sector Code]</u>	<u>Documents required</u>
Value-added telecommunications services [TVA] (Note 9)		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . <u>AND</u> - [applicable to multi-party communications services within the Mainland, store and forward services, Internet access services, Mainland IP-based virtual private network services and online data processing and transaction processing services that are required to hold a telecommunications licence in Hong Kong] Two copies of the valid “ Services-based Operator Licence ” (under which provision of International Value-Added Network Services is authorized) or “ Unified Carrier Licence ” (under which provision of fixed service is authorized) issued by the Communications Authority of the HKSAR for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) . [Value-added telecommunications services (TVA) refer to multi-party communications services within the Mainland, Internet data centre services, store and forward services, call centre services, Internet access services, content services, Mainland IP-based virtual private network services, online data processing and transaction processing services, content delivery network services or code and protocol conversion services.]
Services related to agriculture, forestry and fishing* [AFF]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Administrative and support services* [ADM]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Personal, pet and household services* [PPH]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Other professional services* [OPS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Other research and development services* [ORD]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

<u>Sector</u> [Service Sector Code]	<u>Sub-Sector</u> [Service Sector Code]	<u>Documents required</u>
Rental/Leasing services* [RLS]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Communication services* [COX]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .
Other human health services* [OHH]		General documents listed in Part (II) of this Appendix to demonstrate that the applicant has engaged in substantive business operations in Hong Kong for the past 3 consecutive years immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1) .

* Applicants supplying services **not** being covered by the measures on liberalisation of trade in services under CEPA in Hong Kong may consider declaring one of these service sectors/ sub-sectors in the application form and the Statutory Declaration.

Part (II) General documents (if applicable) ^

- (i) ***For applicants formed and registered under the Companies Ordinance (Cap 622) or a former Companies Ordinance of the Hong Kong Special Administrative Region (HKSAR):*** A copy of the valid **Certificate of Incorporation** (including **Certificate(s) of Change of Name**, if applicable) of the applicant. Copies of these documents should be certified by the Companies Registry of the HKSAR or a Designated Professional ^(Note 1);

For other applicants: a copy of the relevant certificate of registration or other supporting documents as required by TID, certified by a Designated Professional ^(Note 1) ;

- (ii) A copy of the valid **Business Registration Certificate** of the applicant, certified by the Business Registration Office (BRO) of the Inland Revenue Department of the HKSAR or a Designated Professional ^(Note 1); and

A certified copy of **Complete Extract of Information on the Business Register** issued by the BRO within 90 days prior to the date of lodgement of the application for HKSS certificate (or its **copy** certified by a Designated Professional ^(Note 1));

- (iii) ***Applicable to listed companies formed and registered under the Companies Ordinance (Cap 622) or a former Companies Ordinance:***

Original, or copy certified by a Designated Professional ^(Note 1), of each of the applicant's **annual reports**, duly certified by a Director or the Company Secretary of the applicant, issued annually for the past 1/3/5 consecutive financial years ^(Note 7) immediately prior to the date of lodgement of the application for HKSS certificate; or

Applicable to unlisted companies (including private companies) formed and registered under the Companies Ordinance (Cap 622) or a former Companies Ordinance:

Original, or copy certified by a Designated Professional ^(Note 1), of each of the applicant's **audited financial statements** issued annually for the past 1/3/5 consecutive financial years ^(Note 7) immediately prior to the date of lodgement of the application for HKSS certificate;

- (iv) A copy of each of the **annual Profits Tax Returns** furnished by the applicant to the Inland Revenue Department (IRD) of the HKSAR, and a copy of each of the respective **Notices of Assessment and Demand for Tax** issued annually by IRD during the past 1/3/5 consecutive years ^(Note 7) immediately prior to the date of lodgement of the application for HKSS certificate. Copies of these documents should be certified by a Designated Professional ^(Note 1);

In the event of loss, applicant should provide a copy of each of the **annual Profits Tax Returns** furnished to IRD during the past 1/3/5 consecutive years ^(Note 7) immediately prior to the date of lodgement of the application for HKSS certificate of HKSS, respective **Statement(s) of Losses or correspondence** issued by IRD to the applicant in the same period stating that annual lodgement of Profits Tax Returns was not required. Copies of these documents should be certified by a Designated Professional ^(Note 1);

[^] *Applicants who are exempted from tax, obligation of business registration, etc are required to furnish other alternative supplementary documents as requested by TID. Except for applicants for another HKSS Certificate in “Chinese language motion pictures produced in Hong Kong” (AVM), applicants submitting more than one applications on the same day involving different service sectors, while the services provided by the applicants in Hong Kong are covered by the service sectors concerned, are allowed to support their different application with only one set of certified copies of the general documents. Applicants holding a valid HKSS Certificate in AVM, are allowed, during the validity period of the Certificate, to use the same set of certified copies of the general documents which had been submitted to Trade and Industry Department in support of their first AVM application, to support another AVM application. However, each different application should include an application form, a certified statutory declaration for the relevant service sector/Chinese language motion picture, and the certified sector-specific documents (if required). Applicants should also be responsible for payment of all expenses incurred relating to the applications.*

- (v) A copy of the **Computerized Land Register** (or any other supporting documents) pertaining to the premises owned and engaged by the applicant for its substantive business operations in Hong Kong. The copy of the Computerized Land Register should be certified by the Land Registry of the HKSAR or by a Designated Professional ^(Note 1), while copies of other documents should be certified by a Designated Professional ^(Note 1); or

A copy of the valid **lease** (or any other supporting documents) pertaining to the premises rented and engaged by the applicant for its substantive business operations in Hong Kong, certified by a Designated Professional ^(Note 1); and

- (vi) A copy of the latest **Employer's Return of Remuneration and Pensions [BIR 56A]** furnished by the applicant to IRD (or any other supporting documents on the number of employees employed by the applicant), certified by a Designated Professional ^(Note 1).

* * * * *

- Note 1 Professionals specified by TID pursuant to Article 6.1.1 of Annex 3 to the Agreement on Trade in Services as amended (i.e. **Designated Professionals**) include:
- (i) certified public accountants (practising) of Hong Kong (auditors) i.e. certified public accountants registered under the Professional Accountants Ordinance (Cap 50) of the HKSAR and holding a practising certificate. A register of the certified public accountants is available for perusal by the public at the office of the Hong Kong Institute of Certified Public Accountants at Membership Counter, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. The register is also available at the Institute's website at <http://www.hkicpa.org.hk>; and
 - (ii) practising lawyers in Hong Kong registered under the Legal Practitioners Ordinance (Cap 159) of the HKSAR, who are recognized by the Ministry of Justice of the People's Republic of China (i.e. China Appointed Attesting Officers). The relevant list is available at the website of the Association of China-Appointed Attesting Officers Ltd. (<http://www.caa.org.hk>) or the Hong Kong Law Society's website (<http://www.hklawsoc.org.hk>).

For applications covering **legal services [LES]**, the Designated Professionals refer to item (ii) above only.

Attesting authorities/persons should on the relevant documents/reports (a) state the certification result, certification date, full name of the attesting authority/person; and (b) affix the signature of the attesting authority/person. The attested documents/reports should be stamped with the chop of the authority, if possible.

- Note 2 For Hong Kong insurance brokerage companies setting up wholly-owned insurance agency companies in the Mainland, the confirmation letter will be issued to the applicant if the **Insurance Authority** of HKSAR is satisfied that the applicant has been operating insurance brokerage business in Hong Kong for the past **TEN** consecutive years immediately prior to the date of lodgement of the application for HKSS certificate.
- Note 3 The service supplier is required to apply for an HKSS certificate for **each** motion picture to be imported for distribution in the Mainland.
- Note 4 **China Appointed Attesting Officers** refer to practising lawyers in Hong Kong registered under the Legal Practitioners Ordinance (Cap 159), who are recognized by the Ministry of Justice of the People's Republic of China. The relevant list is available at the website of the Association of China-Appointed Attesting Officers' Ltd. (<http://www.caa.org.hk>) or the Law Society of Hong Kong's website (<http://www.hklawsoc.org.hk>).
- Note 5 Applicants should note that according to the requirements set by China Securities Regulatory Commission on setting up joint venture futures brokerage companies in the Mainland, applicants need to provide, apart from the HKSS certificate and other documents, a letter issued by the Securities and Futures Commission certifying, amongst others, the licence status of the applicant within the past **FIVE** years.
- Note 6 Applicants should note that according to the requirements set by China Securities Regulatory Commission on setting up joint venture securities investment advisory companies in the Mainland, applicants need to provide, apart from the HKSS certificate and other documents, a letter issued by the Securities and Futures Commission certifying, amongst others, the licence status of the applicant within the past **FIVE** years.

Note 7 Service suppliers, except for those providing services stated below, should provide relevant supporting documents to substantiate that they have engaged in substantive business operations in Hong Kong for 3 consecutive years (or 3 consecutive financial years as the case may be) or more.

For service suppliers providing **banking and other financial services (excluding insurance and securities) [BKS]**, **construction and related engineering services [CRS]**, **all insurance and insurance-related services [INS/INA/INB/INL]**, **air transport ground services [AAG]** and **third party international shipping agency services [TSA]**, they should provide relevant supporting documents to substantiate that they have engaged in substantive business operations in Hong Kong for 5 consecutive years (or 5 consecutive financial years as the case may be) or more. For service suppliers providing **real estate services [RES]**, there is no limitation on the years of substantive business operations in Hong Kong and they should provide documents for the latest year (or the latest financial year as the case may be).

Note 8 Applicants should also note the relevant requirements set by the China Securities Regulatory Commission.

Note 9 For this sector/sub-sector, “**contractual service providers**” employed by Hong Kong service suppliers are allowed, in the mode of movement of natural persons, to provide temporary service in the Mainland for the performance of the service contract(s) secured in the Mainland by his/her employer. The “**contractual service provider**” should be a natural person holding a HKSAR identity document; whose remuneration during his/her stay in the Mainland will be borne by the employer. The “**contractual service provider**” should possess academic qualification and technical (professional) qualification relevant to the services provided; during his/her stay in the Mainland, he/she should not involve in any service activities irrelevant to the contract. His/her **employer** should be a Hong Kong service supplier without commercial presence in the Mainland. To utilize this liberalization measure, his/her employer should obtain an HKSS certificate.