

## **Addendum to ID 522**

### **Item A : New Employer's financial proof (Copy)**

To show the financial capability for employment of a foreign domestic helper (Helper), the salary paid to the Helper(s) should normally not exceed one fourth of the employer's family income, being not less than HK\$180,000 per annum if one helper is employed. Examples of proof of finance are:

If you are an employee of a company

- (a) the latest notice of assessment and demand for tax issued by the Inland Revenue Department ; or
- (b) bank passbook/statement showing auto-payment of your monthly salary for the past 3 months; or
- (c) salary statements/slips issued by the employing company for the past 3 months; or
- (d) evidences showing that you are in control of substantial assets such as recent properties tax assessment, fixed deposits/ bank saving statements for the past 6 months (with an aggregated amount of not less than HK350,000) etc.

If you are self-employed or a company director

- (a) the latest notice of assessment and demand for tax issued by the Inland Revenue Department ; or
- (b) company profit tax assessment return together with evidence to show your connection with the company such as return of share allotment (Form 1(b)); or
- (c) bank reference letter showing banking facilities granted to your company or evidences showing that you are in control of substantial assets such as recent properties tax assessment, fixed deposits/ bank saving statements for the past 6 months (with an aggregated amount of not less than HK350,000) etc.

### **Item B : New Employer's residential proof (Copy)**

Recent proof of residential address as reported in the employment contract such as the latest demand for rates or utility bills including water/electricity/gas/residential telephone/Cable TV which were issued within the past three months. If the contractual address is purchased or rented under the name of a company, please provide:

- (a) a certificate from the company to the effect that the contractual address is provided for the residence of the employer and his/her Helper; and
- (b) residential utility bill in name of the company issued within the past three months.

If the contractual address is managed by the Housing Department/HK Housing Society, please provide:

- (a) letter from the Housing Department/HK Housing Society giving the consent for your prospective Helper to reside in your flat; and
- (b) a full copy (Page 1 to 4) of tenancy agreement with the Housing Department/HK Housing Society showing your address and your family members' personal particulars or
- (c) latest demand for rates proving that the contractual address is a self-owned property.

NB: If the above documents are not in the name of the new employer, please also produce relationship proof with the employer such as copy of marriage certificate, birth certificate etc.