

# 自我證明表格– 個人 填寫指引

## Self-Certification Form – Individual Completion Guidance

# 填寫指引 / Completion Guidance

## 第 1 部 – 客戶資料

### Part 1 - Client Information

1. 賬戶持有人的姓名 Name of Account Holder  
填寫您於身分證明文件上的姓名。  
Complete with your name on your identity document.
2. 帳戶號碼 Account Number  
填寫您的帳戶號碼。  
Complete with your account number
3. 身份證號碼或護照號碼 Identity Card or Passport Number  
填寫您的香港身分證號碼。如你沒有香港身分證，請填寫您的護照號碼或其他同等作用證件的號碼。  
Fill in your HKID number or if you do not have a HKID, please provide your Passport number, or other document number that serves the same purpose.
4. 出生日期 Date of Birth  
按「日 / 月 / 年」格式填寫您的出生日期。  
Fill in your your date of birth using “dd/mm/yyyy” format.
5. 出生地點 Place of Birth  
填寫您的出生地點。  
Fill in your place of birth.

#### Part 1-Client Information 第 1 部 – 客戶資料

Name of Account Holder 帳戶持有人姓名

Account Number 帳戶號碼

Identity Card or Passport Number 身份證號碼或護照號碼

Date of Birth 出生日期

Place of Birth 出生地點

Chan Tai Man

C-1234

A123456(7)

31/10/1980

Hong Kong

**第 2 部 – 居留司法管轄區及稅務編號或具有等同功能的識辨編號 ( 以下簡稱「稅務編號」 )**  
**Part 2 - Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent (“TIN”)**

1. 在第二部填上客戶所屬的

- i. 居留司法管轄區(不限於 5 個)  
Jurisdiction of Residence (Not restricted to five)
- ii. 稅務編號 TIN

此編號視乎您的居留司法管轄區而定。如您是香港稅務居民，稅務編號應為香港身分證號碼。

This number depends on which jurisdiction you are tax resident. If you are the tax resident of Hong Kong, the TIN is the Hong Kong Identity Card Number (HKID).

經合組織已提供若干有關可接受的編號及格式的資料。您可瀏覽以下網站：

The OECD has provided some information on the acceptable numbers and format. You can refer to the following website:

<http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/taxidentification-numbers/#d.en.347759>

Jurisdiction of Residence 居留司法管轄區	TIN 稅務編號	Enter Reason A, B or C if no TIN is available 如沒有提供稅務編號，填寫理由 A、B 或 C	Explain why the account holder is unable to obtain a TIN if you have selected Reason B 如選取理由 B，解釋帳戶持有人不能取得稅務編號的原因	Add / Update 新增 / 更新
(1) Hong Kong	A123456(7)			
(2) USA	999-99-9999			
(3) <b>i</b>	<b>ii</b>			
(4)				
(5)				

### 第 3 部 – 聲明及簽署

#### Part 3 - Declarations and Signature

1. 請簽署表格。

Please sign the form.

2. 請按「日 / 月 / 年」格式在表格上填寫日期。

Please date the form using the “dd/mm/yyyy” format.

如您對您的稅務狀況有任何進一步疑問，我們建議您諮詢專業稅務 / 法律顧問，本公司無法提供任何稅務建議。

If you have any questions regarding your tax position, please consult your professional tax and/or legal advisor as we are unable to provide any tax advice.

Signature 簽署 \_\_\_\_\_

Date (dd/mm/yyyy) 日期(日/月/年) \_\_\_\_\_

WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. \$10,000).  
警告：根據《稅務條例》第 80(2E)條，如任何人在作出自我證明時，在明知一項陳述在要項上屬具誤導性、虛假或不正確，或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下，作出該項陳述，即屬犯罪。一經定罪，可處第 3 級（即 \$10,000）罰款。  
If there is any inconsistency between the English version and the Chinese version, the English version shall prevail.  
如中、英文兩個版本有任何不相符之處，應以英文版本為準。