

防中暑用品資助計劃 2026 證明文件清單

申請機構/工會須要遞交相應的證明文件，詳情如下：

所屬機構類別	證明文件
1 商業機構 (中小企/非中小企)	✓ 「商業登記證」 (遞交申請時，商業登記證須最少有 2 個月有效期。)
2 慈善機構或信託團體	✓ 「慈善機構／信託團體登記證明」《稅務條例》第 88 條 豁免繳稅證明書
3 業主立案法團	✓ 為屋苑／物業提供服務的單位 (例如物業管理、清潔、園藝及保安) 之「僱員補償保險」(勞保) *(如「勞保」無列明僱員人數，請上載「強積金供款紀錄證明書」，惟請於上載前自行遮蓋除僱員姓名以外的個人資料，以保障私隱。)
4 工會	✓ 由登記局局長根據《職工會條例》發出之有效登記證明書 ✗ 不接受工會會員證作為相關證明

證明文件參考樣本

「商業登記證」	「僱員補償保險」(勞保)															
<p style="text-align: center;">「商業登記證」</p> <p style="font-size: small;">請沿虛線剪下並將有效的商業/分行登記證展示在營業地點。 Please cut along the dotted line and display the valid business/branch registration certificate at business address.</p> <p style="text-align: center;">憑條 2 FORM 2 《商業登記條例》(第 310 章) BUSINESS REGISTRATION ORDNANCE (Chapter 310) (商業登記規例) BUSINESS REGISTRATION REGULATIONS 憑條 / 分行登記證 Business / Branch Registration Certificate</p> <p>商號 / 法團名稱 Name of Business/ Corporation X X X 貨運運輸公司 XXX DXX TRANSPORTATION COMPANY</p> <p>商號 / 分行名稱 Business/ Branch Name</p> <p>地址 Address X/F XXX GLOUCESTER ROAD WANCHAI HK</p> <p>業務性質 Nature of Business TRANSPORTATION</p> <p>法律地位 Status INDIVIDUAL</p> <p>生效日期 Date of Commencement 01/04/2017</p> <p>屆滿日期 Date of Expiry 31/03/2018</p> <p>登記證號碼 Certificate No. SXXXXXXXXX</p> <p>登記費及雜費 Fee and Levy \$ 2,250 (登記費: FEE - \$2,000) (雜費: LEVY - \$ 250)</p> <p>請注意下列《商業登記條例》的規定: Please note the following requirements of the Business Registration Ordinance:</p> <p>1. 第 6(4) 條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。 2. 第 12 條規定各業務須將其有效的商業登記證或有效的分行登記證於每一營業地點展示。</p> <p>Section 6(4) provides that the issue of a business registration certificate or a branch registration certificate shall not be deemed to imply that the requirements of any law in relation to such business or to the persons carrying on the same or employed therein have been complied with.</p> <p>Section 12 provides that valid business registration certificate or valid branch registration certificate shall be displayed at every address where business is carried on.</p> <p>機印所示登記費及雜費收位 - RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.</p> <p>20201 02/04/2017 12345678 888888 CHQ \$2,250.00 S</p> <p>HEB101A (1/2020)</p> <p>繳款日期 PAYMENT DATE</p> <p>收據編號 RECEIPT NO.</p> <p>已繳金額 AMOUNT PAID</p>	<p style="text-align: center;">「僱員補償保險」(勞保)</p> <p style="text-align: center;">XX Insurance Company Limited Schedule</p> <p>Policy No. : CBDDAS/18/1 Date : 15 Jan 2021 Insurance Type : Employees' Compensation Insurance Insured Name : XX Trading Company Limited Period of Insurance : 1 Feb 2021 to 31 Jan 2022 Business : Trading Place of employment : 1) 21/F, ECI Building, Hong Kong 2) Anywhere within Hong Kong Limit of Liability : HK\$100 million in respect of any one claim or series of claims resulting from or arising out of one event</p> <table border="1"> <thead> <tr> <th>Description of Employees</th> <th>No. of Employees</th> <th>Wage roll</th> </tr> </thead> <tbody> <tr> <td>Director</td> <td>2</td> <td>HK\$967,200.00</td> </tr> <tr> <td>Manager</td> <td>2</td> <td>HK\$561,600.00</td> </tr> <tr> <td>Assistant</td> <td>1</td> <td>HK\$249,600.00</td> </tr> <tr> <td>Business Partner (Non-manual works)</td> <td>1</td> <td>HK\$400,000.00</td> </tr> </tbody> </table> <p>Condition & Warranty : 1) Extraordinary Weather Clause 2) Meal and lunch time Clause</p> <p>For and on behalf of XX Insurance Company Limited</p> <p style="font-size: x-small;">*勞保保單承保表僅供參考。如有雷同，實屬巧合。</p>	Description of Employees	No. of Employees	Wage roll	Director	2	HK\$967,200.00	Manager	2	HK\$561,600.00	Assistant	1	HK\$249,600.00	Business Partner (Non-manual works)	1	HK\$400,000.00
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來源：稅務局網址 — 有效的商業登記證 https://www.ird.gov.hk/chi/tax/bre_vbr.htm	來源：勞工處刊物 — 「唔買勞保大件事 - 僱主僱員都要知」															