

Applicant No: _____

**Proofs of Work Experience for Application for Trade Test & Intermediate Trade
Test – Reference for Requirements of Oath Contents**

**Enquiry : 2100 9000/
WhatsApp: 5720 0072**

Note:

1. Please fill in this form and read out the contents of this form as a reference for an affidavit when taking an oath at a Home Affairs Enquiry Centre under the Home Affairs Department;
2. This form is not the official declaration document and shall be used solely as a reference for oath-taking, or as an attachment to the affirmation which is declared or confirmed upon oath by the applicant in person that such an attachment is the true and accurate copy of the original document;
3. Please fill in all information accurately. Any omission of information may impact the legal effect of the statutory declaration;
4. Upon completion of the declaration, please submit the official statutory declaration along with the application form;
5. *Please delete where appropriate.

AFFIDAVIT

I _____ (name), [HKID Card No.: _____ ()],
of _____
_____ (address), make an oath and
say to affirm as follows:

I, _____ (name),

[please read out the following in order]

1	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
2	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
3	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>

4	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>
5	<p>From _____ (year) _____ (month) to _____ (year) _____ (month),</p> <p>was employed by _____ (name of company / employer*) for the post of _____ (trade – same as the trade test that you are going to apply).</p> <p>The aforementioned works took place in _____ (work location).</p>

(submit extra information if necessary)

I possess the work experience related to the aforementioned trade, and truthfully possess the work experience and qualifications required for applying for Trade Test (TT) / Intermediate Trade Test (ITT) by the Construction Industry Council.

And I make an oath and say that the contents of this affidavit are true.

Attention: Anyone who under oath supplies false information or misrepresentations, the application shall be deemed void and he/she will be disqualified for applying for the same test hereafter. The person may also be liable for a criminal offence.

Administration of Oaths in Home Affairs Department

There is a free service available at Home Affairs Enquiry Centres of the Home Affairs Department for workers seeking the administration of oaths. It is advisable for the workers to arrive 15 minutes earlier for preparatory work, e.g. complete the necessary procedures.

The following information is for reference only; and you are strongly advised to consult the relevant Office in advance to confirm.

Office	Address	Telephone	Oath Timeslot
Central & Western Home Affairs Enquiry Centre	G/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2189 2819	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Eastern Home Affairs Enquiry Centre	G/F, Eastern Law Courts Bldg, 29 Tai On Street, Sai Wan Ho, Hong Kong	2886 6531	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Southern Home Affairs Enquiry Centre	G/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong	2814 5720	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Wan Chai Home Affairs Enquiry Centre	G/F, 2 O'Brien Road, Wan Chai, Hong Kong	2575 2477	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kowloon City Home Affairs Enquiry Centre	LG/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon	2621 3401	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kwun Tong Home Affairs Enquiry Centre	G/F, Eastcore, 398 Kwun Tong Road, Kwun Tong, Kowloon	2342 3431	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sham Shui Po Home Affairs Enquiry Centre	G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	2728 0781	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Wong Tai Sin Home Affairs Enquiry Centre	Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	2322 9701	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Yau Tsim Mong Home Affairs Enquiry Centre	G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	2399 2111	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Cheung Chau)	G/F, 22 San Hing Street, Cheung Chau	2981 1060	Mon - Fri: 8:45 am - 6:45 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Mui Wo)	G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Rd, Mui Wo, Lantau Island	2984 7231	Mon, Wed & Fri: 9:00 am - 6:00 pm (except public holidays)
Islands Home Affairs Enquiry Centre (Tung Chung)	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island	2109 4953	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Kwai Tsing Home Affairs Enquiry Centre	2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Rd, Kwai Chung, New Territories	2425 4602	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)

Office	Address	Telephone	Oath Timeslot
North Home Affairs Enquiry Centre	G/F, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2683 2913	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sai Kung Home Affairs Enquiry Centre	G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O, New Territories	3740 5347	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Sha Tin Home Affairs Enquiry Centre	G/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2606 5456	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tai Po Home Affairs Enquiry Centre	G/F, Tai Po Government Offices Building, 1 Ting Kok Rd, Tai Po, New Territories	2654 1262	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tsuen Wan Home Affairs Enquiry Centre	1/F, Tsuen Wan Multi-Storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan, New Territories	2492 5096	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Tuen Mun Home Affairs Enquiry Centre	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2451 1151	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)
Yuen Long Home Affairs Enquiry Centre	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, New Territories	2474 0324	Mon - Fri: 9:00 am - 7:00 pm (except public holidays)