

Trade Test & Intermediate Trade Test

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

Enquiry No.: 2100 9000

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

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

The table below shows the address, telephone numbers and the oath service timeslots of the office providing service on administration of oaths. Please note that the service timeslots may be subject to change without further notice, and you are strongly advised to consult the relevant Office in advance to confirm. Generally, you are required to arrive 15 minutes before the timeslot for preparatory work.

Office	Address	Telephone	Oath Timeslot (Except Public Holidays)
Central & Western Home Affairs Enquiry Centre	G/F, Harbour Building, 38 Pier Road, Central	2189 2819	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:45 pm
Eastern Home Affairs Enquiry Centre	G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho	2886 6531	9:30 am, 10:00 am, 10:30 am, 11:00 am, 11:30 am, 12:00 noon, 12:30 pm, 1:30 pm, 2:30 pm, 3:00 pm, 3:30 pm, 4:00 pm, 4:30 pm, 5:00 pm, 5:30 pm, 6:00 pm, 6:45 pm
Southern Home Affairs Enquiry Centre	G/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen	2814 5720	10:00 am, 11:30 am, 2:45 pm, 4:45 pm, 6:45 pm
Wan Chai Home Affairs Enquiry Centre	G/F, 2 O'Brien Road, Wan Cha	2575 2477	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:45 pm
Kowloon City Home Affairs Enquiry Centre	LG/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom	2621 3401	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:45 pm
Kwun Tong Home Affairs Enquiry Centre	G/F, The Grande Building, 398 Kwun Tong Road, Kwun Tong	2342 3431	10:00 am, 11:00 am, 12:00 noon, 1:30 pm, 3:00 pm, 4:00 pm, 5:00 pm, 6:00 pm, 6:45 pm
Sham Shui Po Home Affairs Enquiry Centre	G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	2728 0781	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 3:00 pm, 4:00 pm, 5:00 pm, 6:00 pm, 6:45 pm
Wong Tai Sin Home Affairs Enquiry Centre	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	2322 9701	9:45 am, 10:45 am, 11:45 am, 12:45 pm, 1:45 pm, 2:45 pm, 3:45 pm, 4:45 pm, 5:45 pm, 6:45 pm
Yau Tsim Mong Home Affairs Enquiry Centre	G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok	2399 2111	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:15 pm, 3:00 pm, 3:45 pm, 4:30 pm, 5:15 pm, 6:00 pm, 6:45 pm
Islands District Office Main Office	20/F, Harbour Building, 38 Pier Road, Central	2852 4332	By appointment only
Home Affairs Enquiry Centre (Cheung Chau)	G/F, 22 San Hing Street, Cheung Chau	2981 1060	By appointment only
Home Affairs Enquiry Centre (Mui Wo)	G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau	2984 7231	By appointment only

Office	Address	Telephone	Oath Timeslot (Except Public Holidays)
Home Affairs Enquiry Centre (Tung Chung)	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau	2109 4953	Wed:10:00 am, 11:00 am Fri: 3:00 pm (Please contact our staff in advance for appointments)
Kwai Tsing Home Affairs Enquiry Centre	2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung	2425 4602	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:30 pm
Tsing Yi Sub-office	Room 108, 1/F, Cheung Fat Estate Community Centre, 6 Tam Kon Shan Road, Tsing Yi	2497 0047	Mon, Tue, Thu & Fri., 11:30 am, 4:00 pm (If you wish to make oaths in respect of burials of Tsing Yi indigenous residents outside the above timeslots, please contact our staff in advance for appointments)
North Home Affairs Enquiry Centre	G/F, North District Government Offices, 3 Pik Fung Road, Fanling	2683 2913	9:30 am, 10:30 am, 11:30 am, 1:30 pm, 3:30 pm, 6:45 pm
Sai Kung Home Affairs Enquiry Centre	G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O	3740 5347	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:30 pm
Office of Sai Kung and Pak Sha Wan Liaison Teams	2/F, Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung	2701 3218	Tue & Thu (Except Public Holidays)
Sha Tin Home Affairs Enquiry Centre	G/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	2606 5456	10:00 am, 11:00 am, 12:00 noon, 2:30 pm, 4:30 pm, 6:45 pm
Ma On Shan Sub-office	Unit 1, G/F, MOSTown, No.18 On Luk Street, Ma On Shan	2633 9964	Mon & Fri: 10:00 am, 11:00 am, 12:00 noon Wed: 3:00 pm, 4:00 pm, 5:00 pm
Tai Po Home Affairs Enquiry Centre	G/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	2492 5096	11:00 am, 1:45 pm, 3:45 pm, 6:45 pm
Tsuen Wan Home Affairs Enquiry Centre	1/F, Tsuen Wan Multi-Storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan	2492 5096	9:45 am, 10:45 am, 11:45 am, 12:45 pm, 1:45 pm, 2:45 pm, 3:45 pm, 4:45 pm, 5:45 pm, 6:45 pm
Tuen Mun Home Affairs Enquiry Centre	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	2451 1151	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:45 pm, 6:45 pm
Yuen Long Home Affairs Enquiry Centre	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long	2474 0324	9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm, 6:45 pm