



## 《法定聲明填寫指引》 Guidelines for Making Statutory Declaration

社會工作者註冊條例(第 505 章)(“條例”) Social Workers Registration Ordinance (Chapter 505)(“Ordinance”)

### 1. 指明表格：

- 1.1 在香港政府民政事務處監誓員面前作出的聲明，請使用民政事務總署編號“HAD 5”表格。
- 1.2 在香港的執業律師或太平紳士面前作出的聲明，使用背頁所示的表格。切勿以此表格作為“HAD 5”表格的附件使用。
- 1.3 用於註冊申請的聲明，有效期為一個月。
- 1.4 於香港以外地區所作出的聲明，須由當地的中華人民共和國領事館官員加簽；若當地沒有設置領事館，可由當地具同等職權及獲香港法庭接納的機構加簽。

### 2. 聲明中需包括以下資料:-

- 2.1 申請者的姓名；
- 2.2 申請者的香港身份證號碼；
- 2.3 申請者的住址；
- 2.4 關乎申請者有否在香港或其他地方被裁定犯任何罪行的聲明；

#### (若聲稱曾被裁定犯任何罪行)

- 2.5 檢控紙影印本 及 審訊證明書 或 裁決陳述書的影印本。
- 2.6 當被裁定的罪行屬香港以外地方的司法制度，即使實際刑罰不是監禁，犯者是否可被判處監禁的資料。

就上述第 2.4 點，可選用以下其中一個段落：  
(除第 1 段外，申請者需自行加上詳細資料)

- 本人在香港或香港以外的其他地方均不曾被裁定觸犯罪行。
- 本人不曾在香港以外的其他地方被裁定觸犯罪行，惟本人曾在香港被裁定觸犯罪行，詳情(被控及被裁定的罪行與刑罰)如下。
- 本人不曾在香港被裁定觸犯罪行，惟本人曾在香港以外的其他地方被裁定觸犯罪行，詳情(被控及被裁定的罪行與刑罰)如下。
- 本人曾在香港及香港以外的其他地方被裁定觸犯罪行，詳情(被控及被裁定的罪行與刑罰)如下。

### 1. The Forms:

- 1.1 Use the form no. “HAD 5” of the Home Affairs Department of the Hong Kong Government to make the declaration before the Commissioner for Oaths at its District Office.
- 1.2 Use the form shown overleaf to make the declaration before a practicing solicitor or a Justice of Peace in Hong Kong. **DO NOT use it as attachment to the “HAD 5” form.**
- 1.3 The Declaration once made is valid for a period of one month to support an application for registration.
- 1.4 Declaration made elsewhere outside Hong Kong should be authenticated before a consular officer of the Peoples’ Republic of China in the foreign countries, or in their absence before an equivalent authority deemed acceptable to the courts in Hong Kong.

### 2. The Declaration shall include the following information:-

- 2.1 Name of the applicant;
- 2.2 Hong Kong Identity Card number of the applicant;
- 2.3 Residential address of the applicant;
- 2.4 A statement on any conviction (or not) in Hong Kong or elsewhere of the applicant;

#### (If any conviction is stated)

- 2.5 A copy of the Charge Sheet, and a copy of the Certificate of Trial or Court’s judgement;
- 2.6 When a conviction is of jurisdiction elsewhere outside Hong Kong, information on whether the offence is punishable with imprisonment even the actual penalty is not.

**Optional clauses for adoption under point 2.4 above:**  
(Applicant should add own details for any option except the first clause)

- I have not been convicted of any offence in Hong Kong or elsewhere outside Hong Kong.
- I have not been convicted elsewhere outside Hong Kong, but I have been convicted of offence(s) in Hong Kong, with details (offence, conviction and penalty) as follows.
- I have not been convicted in Hong Kong, but I have been convicted of offence(s) elsewhere outside Hong Kong, with details (offence, conviction and penalty) as follows.
- I have been convicted of offences both in Hong Kong and elsewhere outside Hong Kong, with details (offence, conviction and penalty) as follows.

此表格只適用於在執業律師 / 太平紳士面前所作出聲明的附件使用，不應作為於香港政府民政事務處監誓員面前所作出聲明的附件使用

This form shall be used as attachment to Declaration made before solicitor or JP, shall NOT be used before Commissioner for Oaths at the Home Affairs Department of the Hong Kong Government

## 聲明 DECLARATION

本人

I,

(姓名正寫 name in print)

所持有的香港身份證號碼為：

holder of HK Identity Card No.:

(號碼 The number)

現 居 於  
residing at

(住址 Residential address)

謹根據《社會工作者註冊條例》第 37(5)條的規定，以至誠鄭重聲明：

in accordance with Section 37(5) of the Social Workers Registration Ordinance, solemnly and sincerely declare that

(please insert the statement to be made in the space below 請在下設空位寫上聲明內容)

本人謹憑藉《宣誓及聲明條例》表誠作出此項鄭重聲明，並確信其為真確無訛。

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

作出聲明所在地：

Declared in:

(請註明國家或地區 Please specify the country or region)

地址：

At:

日期：

On:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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(日 day)

(月 month)

(年 year)

在本人面前作出 Before me,

聲明人簽署

Signature of the Declarant

\*執業律師 / 太平紳士簽署 Signature of

\*Solicitor/Justice of the Peace

請刪去不適用者 \*Please delete as appropriate

(姓名全寫 Name in print)