

根據保險業監理處於2012年4月發出之「打擊洗錢及恐怖分子資金籌集指引」，有效之地址證明包括以下文件：

1. 在最近3個月內發出的公用事業帳單
2. 最近由政府部門或機構發出的通訊 (即最近3個月內發出的)
3. 最近3個月內由認可機構、持牌法團或獲授權保險人發出的結單
4. 由金融機構發出之住址證明紀錄
5. 客戶就金融機構寄往客戶所提供的住址的信件簽署的認收信
6. 與有關個人同住的直系家庭成員發出的信件，證實申請人居於該香港地址、列示該直系家庭成員與申請人之間的關係，並且連同該成員居於同一地址的證據 (適用於無法提供用其本身姓名的住址證明的人士，例如學生及家庭主婦)
7. 最近3個月內發出的流動電話或收費電視之結單 (寄往客戶所提供的地址)
8. 由香港的護養院、安老院或殘疾人士護理院發出而令金融機構信納屬可靠及證實申請人居所的信件
9. 由香港的大學或學院發出而令金融機構信納屬可靠及證實申請人居所的信件
10. 由稅務局適當加蓋釐印的香港租約
11. 由合適領事館蓋章的現有有效香港家庭僱工僱傭合約 (當中的僱主姓名與申請人護照內的批註所載者相同)
12. 由香港的僱主發出的信件及受僱證明。有關信件及證明令金融機構信納屬可靠及證實申請人報稱的香港居所地址
13. 律師的認購樓宇確定書或確認業權的法律文件；或
14. 非香港居民：由政府發出的附有照片的駕駛執照或載有目前居住地址的國民身份證或對等司法管轄區的銀行發出而令金融機構信納當中的地址已獲核實的銀行結單

According to the Guideline on Anti-Money Laundering and Counter Terrorist Financing issued by Office of the Commissioner of Insurance (Apr, 2012), documents for valid address proof may include the following:

1. recent utility bill issued within the last 3 months
2. recent correspondence from a Government department or agency (i.e. issued within the last 3 months)
3. a statement, issued by an authorized institution, a licensed corporation or an authorized insurer within the last 3 months
4. a record of a visit to the residential address by the Financial institution (FI)
5. an acknowledgement of receipt duly signed by the customer in response to a letter sent by the FI to the address provided by the customer
6. a letter from an immediate family member at which the individual resides confirming that the applicant lives at the address in Hong Kong, setting out the relationship between the applicant and that immediate family member, together with evidence that the immediate family member resides at the same address (for persons such as students and housewives who are unable to provide proof of address of their own name);
7. mobile phone or pay TV statement (sent to the address provided by the customer) issued within the last 3 months
8. a letter from a Hong Kong nursing or residential home for the elderly or disabled, which an FI is satisfied that it can place reliance on, confirming the residence of the applicant
9. a letter from a Hong Kong university or college, which an FI is satisfied that it can place reliance on, that confirms residence at a stated address
10. a Hong Kong tenancy agreement which has been duly stamped by the Inland Revenue Department
11. a current Hong Kong domestic helper employment contract stamped by an appropriate Consulate (the name of the employer should correspond with the applicant's visa endorsement in their passport)
12. a letter from a Hong Kong employer together with proof of employment, which an FI is satisfied that it can place reliance on and that confirms residence at a stated address in Hong Kong
13. a lawyer's confirmation of property purchase, or legal document recognizing title to property; and
14. for non-Hong Kong residents, a government-issued photographic driving license or national identity card containing the current residential address or bank statements issued by a bank in an equivalent jurisdiction where the FI is satisfied that the address has been verified