Guidance Notes for applying a certificate of discharge

1. The discharged bankrupt (the 'Applicant') shall go to the Office of the Official Receiver or the office of the trustee as the case may be and obtain a letter of "No Objection";
2. The Applicant shall prepare and swear an affidavit before a Commissioner for Oaths (Room LG159, LG1, High Court Building) applying for the discharge certificate; such form of affidavit is available at the Resource Centre for Unrepresented Litigants, High Court;
3. The Applicant shall exhibit the letter of "No Objection" and his Hong Kong Identity Card in the affidavit;
4. The Applicant shall file the affidavit at the High Court Registry Counters as an ex-parte application for the discharge certificate. No charge will be levied for applying a certificate of discharge;
5. A Certificate in Chinese language will be issued to the Applicant. If an English certificate is intended, an affidavit in English should be filed;
6. The Applicant will be advised to return to the Counter of the Masters Clerks Office (Room LG115, LG1) to collect the certificate after 3 weeks during office hours (Mondays to Fridays from 0845 to 1300 and 1400 to 1730). He may also send some one duly authorized by him in writing to collect it on his behalf (the Letter of Authorization (see sample overleaf) must state the name and identity card number of the person so authorized);
7. The Applicant will be contacted by telephone (if one is provided) if his/her application needs further rectification;
8. Please take good care of the certificate. Any request for its replacement will not be entertained.

** Please quote **your court case number** when you collect the certificate of discharge.

申請破產解除證明書須知

1. 已獲解除破產的破產人('申請人')須先往破產管理署或其受託人的辦事處索取不反對申請書;
2. 申請人須往高等法院無律師代表訴訟人資源中心索取誓章表格,填妥誓章後前往宣誓處(低層 1 樓 159 室)宣誓申請破產解除證明書;
3. 申請人須連同誓章呈上"不反對申請書"及其身份證明文件為證物;
4. 申請人須把誓章存檔於高等法院登記處。向法院申請破產解除證明書毋須繳費;
5. 申請人將會獲發給一份用中文書寫的證明書。如欲申請一份英文版的證明書，請用英文誓章申請;
6. 申請人須於三星期後之辦公時間內(星期一至星期五上午 8 時 45 分至下午 1 時及下午 2 時至下午 5 時 30 分)親自前往聆案官書記辦事處(低層 1 樓 115 室)領取破產解除證明書。他亦可用書面授權他人代取，在授權書 (見背頁樣本) 內請列明被授權者之姓名及身份證號碼;
7. 如申請人的申請有任何問題需要另行跟進，如有提供電話者，我們會用電話與他/她聯絡;
8. 請小心保存破產解除證明書，已簽發的證明書一概不接受申請補發。

在領取證明書時，請提供你的法院檔案編號**。

High Court Bankruptcy Proceedings No.
高等法院破產案件編號　　HCB_____/_____

授權書 Letter of Authorization

本人_____，已獲解除破產的破產人，現授權_____先生／太太／女士，香港身份證號碼_____代表我領取及簽收本人之破產解除證明書。本授權書上本人的簽署須與法院紀錄相符方為有效。

I, _____, the discharged bankrupt, hereby authorize Mr/Mrs/Ms _____, HK Identity Card No. _____ to collect and acknowledge receipt of my Certificate of Discharge on my behalf. This authorization is valid only if my signature herein tallies with the court's record.

簽署 Signature ：_____

姓名 Name ：_____

日期 Date ：_____

Certificate of Discharge received by
破產解除證明書已由下述人士收妥

簽署 Signature ：_____

姓名 Name ：_____

日期 Date ：_____