



Hong Kong General Chamber of Commerce  
香港總商會1861

12 February 2020

To: All Users of Certification Services

**Certification Offices Operate from 10 am to 4 pm, 17 to 28 February**

In order to minimize the risk of novel coronavirus infection during peak traffic hours, HKGCC Certification Offices will condense business hours from 17 to 28 February (Monday to Friday). We shall operate from **10 am to 4 pm** to maintain general services to clients in these two weeks. You are advised to:

- Fully utilize our online platform to submit applications;
- Choose courier services to receive your certified documents; and
- Avoid unnecessary visits to Certification Offices.

Please contact us by phone or email for assistance.

There may be a need to take further measures to safeguard the health of clients and staff without advance notice. Thank you for your understanding and apologies for any inconvenience caused.

致：簽證服務客戶

**簽證辦事處在 2 月 17 日至 28 日上午 10 時至 4 時營業**

為了減低交通繁忙時段感染新型冠狀病毒的風險，本會簽證辦事處將於 2 月 17 日至 28 日（星期一至星期五）期間縮減營業時間，在上午 10 時至下午 4 時維持一般服務。我們建議客戶：

- 充份使用我們的網上平台提交申請；
- 選擇速遞服務來接收您的認證文件；及
- 如無必要，避免親身前往簽證辦事處。

如需協助，請致電或以電郵與我們聯絡。

我們或有需要在未及預先知會客戶的情況下，採取進一步措施，以保障您和員工的健康，敬請理解和體諒！

Thinex Shek  
Director, Certification