



Hong Kong General Chamber of Commerce  
香港總商會1861

26 February 2020

To: All Users of Certification Services

**Temporary Arrangements of Service Hours from 10 am to 4 pm until 13 March**

HKGCC Certification Offices are operating from **10 am to 4 pm** (Monday to Friday) **until 13 March** tentatively, in order to minimize the risk of COVID-19 infection during peak traffic hours. 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 without advance notice. Thank you for your understanding and apologies for any inconvenience caused.

致：簽證服務客戶

**服務時間臨時安排：上午 10 時至下午 4 時至 3 月 13 日**

總商會簽證辦事處維持在上午 10 時至下午 4 時（星期一至星期五）提供服務，暫延至 **3 月 13 日**，以減低客戶和員工在交通繁忙時段感染新型冠狀病毒的風險。我們建議您：

- 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。敬請理解和體諒！

Thinex Shek  
Director, Certification