



## CONTACTLESS CERTIFICATE COLLECTION GUIDELINES

**Registered Agents who wish to collect hard copy certificates from the Hong Kong office are asked to adhere to the following procedures:**

1. Have your company chop on hand.
2. Wait for an employee to issue your certificate signoff sheet.
3. Please write your name, apply your company chop to the signoff sheet and return it to an employee.
4. Do not attempt to enter the building.
5. Wait for an employee to place the certificate in the designated collection point.
6. Remove your labelled package from the collection point.
7. Leave the premises promptly after collection.

Thank you for following our Contactless Certificate Collection Guidelines and helping to keep us safe.