

Organisation / Enterprise's Name

Address

Date

To whom it may concern,

Application for Sexual Conviction Record Check (SCRC)

This is to certify that **(Name of Applicant, HKID Card No.)** *has applied / has been employed and the contract will be renewed for the post of **(Name of post)** in the **(Name of relevant organization / enterprise)** . The usual duties of the aforesaid post holder will involve, or will be likely to involve, frequent or regular contact with children / mentally incapacitated persons.

I confirm that I have read the Notes to Employers of the SCRC Scheme and fully understood the terms and conditions of the service including my responsibilities contained therein.

Yours faithfully,

Organisation /
Enterprise's
Chop

(**Signature of Sender**)

(**Name of Sender**)

Post Title of Sender

* Delete whichever is inapplicable