

Sample Official Receipt

The OC should issue an Official Receipt (OR) to the owner / tenant upon collection of income in cash or by cheque / autopay (**Sub-section 3.3.3**).

The Official Receipt is prepared in a set of three copies :

- customer's copy
- OC's record – copy to be filed in sequential order
- OC's record – copy attached to the Receipt Voucher

The Owners Incorporation of XXX Building Address : Tel. No.				
				No. _____
OFFICIAL RECEIPT				
Received from: _____			Date: _____	
Particulars				Amount HK\$
TOTAL				
Cash	Cheque			Total in Cash and Cheque
Amount	Bank	Cheque No.	Amount	
Receiver : _____				
Official Stamp :				