|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **SAMPLE** | | | |
|  | | | | | | | | | |
| This is a standard format of a letter of consent from the landlord / leaseholder for reference purpose. Please request the leaseholder / landlord to reproduce this letter on its standard letterhead. | | | | | | | | | |
|  | | | | | | | | | |
| **Sample Letter of Consent by**  **the Landlord / Leaseholder** | | | | | | | | | |
|  | Date: | | | | | |  | |  |
|  | Department of Policy, Registration and Oversight  Accounting and Financial Reporting Council  24th Floor, Hopewell Centre  183 Queen's Road East  Hong Kong | | | | | | | | |
|  | Dear Sirs, | | | | | | | | |
|  |  | | | | | | | | |
|  | Re: | |  | | | | |  |  |
|  | *(Name of Practice Unit Applicant)* | | | | | | | | |
|  | This is to confirm that our company / practice unit\* being the landlord / leaseholder\* of the following registered office: | | | | | | | |  |
|  | Address: | | | | | | | | |
|  | (in English): |  | | | | | | |  |
|  | (in Chinese): |  | | | | | | |  |
|  |  | | | | | | | | |
|  | has no objection to the use of the premises as the registered office of the said practice unit applicant, and has given permission to the said practice unit applicant to erect a signboard with appropriate description at the entrance to the registered office. | | | | | | | | |
|  | Yours faithfully, | | | | | | | | |
|  |  | | |  | | | | | |
|  | *(Authorized signature)* | | |  | | | | | |
|  |  | | |  | | | | | |
|  | *(Full name in BLOCK letters of the Signatory)* | | |  | | | | | |
|  |  | | |  | | | | | |
|  | *(Position held)* | | |  | | | | | |
|  |  | | |  |  | | | | |
|  | *(Name of company / practice unit\*)* | | |  | *(Company / practice unit\* chop, if any)* | | | | |
|  | \* Please delete as appropriate. | | | | | | | | |