

## 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\$
<b>TOTAL</b>	

Cash	Cheque			Total in Cash and Cheque
Amount	Bank	Cheque No.	Amount	

Receiver : \_\_\_\_\_

Official Stamp :