

## Advance Maternity Deposit Reminder

(With effect from 1 January 2019 for all bookings)

<b>Payment Address and Office Hours</b>	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident (NEP 1 and NEP 1.5)*</b>
	Admission and Cashier Office, G/F 9:00am – 10:00pm (Monday to Sunday)		<b>Please go to the Labour Ward on 2/F, Tower B with the required documents for verification, then pay the deposit at the Admission and Cashier Office on G/F</b> 9:00am – 5:00pm (Monday to Friday)
<b>Deadline for Paying Deposit</b>	Within one month after the booking is confirmed by obstetrician (Booking will be canceled without prior notice if the deposit is not settled by deadline)		
<b>Advance Deposit Amount</b>	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident</b>
	HK\$10,000		HK\$20,000
	Please settle the payment by cash, EPS or credit card		
<b>Procedures for Deposit Payment</b>	<b>Documents required:</b>		
	<ul style="list-style-type: none"> <li>Maternity bed booking form (stating the personal particulars of the expectant mother and the expected date of confinement)</li> <li>Valid identification document of the expectant mother (original copy) as listed below:</li> </ul>		
	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident</b>
Hong Kong identity card	Overseas passport	<ul style="list-style-type: none"> <li>Exit/Entry Permit for Travelling to and from Hong Kong and Macao</li> <li>The People's Republic of China Passport</li> <li>Marriage Certificate: <ul style="list-style-type: none"> <li>Certificate of Marriage issued by the Marriage Registry of Hong Kong; <u>OR</u></li> <li>Marriage Certificate issued by the People's Republic of China (PLUS a corresponding notarised document issued by a notary public in the Mainland China, stating the names and identification document numbers of the husband and wife); <u>OR</u></li> <li>Marriage Certificate issued in overseas (PLUS a notarised document issued by the respective Consulate-General of the People's Republic of China)</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>• Declaration obtained from the Home Affairs Department (for certification of the genuine marital status between the expectant mother and her husband)</li> <li>• Identification document of the husband <ul style="list-style-type: none"> <li>▪ NEP 1: Hong Kong permanent identity card</li> <li>▪ NEP 1.5: Hong Kong identity card <b>AND</b> Permit for Proceeding to Hong Kong and Macao (One-way Permit)</li> </ul> </li> </ul>
<b>Payment by Authorised Representative</b>	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident</b>
	Payment can be settled by authorised representative		<ul style="list-style-type: none"> <li>• Payment cannot be settled by authorised representative</li> <li>• Expectant mother and the husband must settle the payment in persons</li> </ul>
<b>Booking Cancellation and Refund Arrangement</b>	<ul style="list-style-type: none"> <li>• Full refund is applicable for the following cases: <ul style="list-style-type: none"> <li>▪ Less than 34 weeks delivery at hospital under the Hospital Authority</li> <li>▪ Miscarriage</li> </ul> </li> </ul> <p>For refund under other circumstances, 10% administration fee will be levied from the admission deposit:</p> <ul style="list-style-type: none"> <li>▪ Hong Kong Resident/Overseas Passport Holder: HK\$1,000</li> <li>▪ Mainland China Resident: HK\$2,000</li> </ul>		
	<ul style="list-style-type: none"> <li>• All refund application must be submitted within one month after the expected date of confinement (Overdue application will not be accepted)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Documents required for refund arrangement: <ul style="list-style-type: none"> <li>▪ Supporting letter by attending obstetrician registered in Hong Kong</li> <li>▪ Medical certificate issued by hospital under the Hospital Authority</li> <li>▪ Original deposit receipt (Missing receipt will not be reissued)</li> <li>▪ Written authorisation letter and supporting identification document of the authorised representative (if applicable)</li> <li>▪ If the deposit was settled by credit card, the refund will be reimbursed to the same credit card account</li> <li>▪ Identification document (of the authorised representative) as follows:</li> </ul> </li> </ul>		
	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident</b>
	Copy of Hong Kong identity card	Copy of Overseas passport	<ul style="list-style-type: none"> <li>• Original copy of Confirmation Certificate on Delivery Booking (Missing copy will not be reissued)</li> <li>• Copy of identification document of the expectant mother</li> </ul>

<b>Admission Reminder</b>	<b>Documents required:</b>		
	<ul style="list-style-type: none"> <li>• Original copy of the deposit receipt</li> <li>• Admission letter</li> <li>• Antenatal check-up and blood test reports</li> <li>• Identification document as follows:</li> </ul>		
	<b>Hong Kong Resident</b>	<b>Overseas Passport Holder</b>	<b>Mainland China Resident</b>
	Hong Kong identity card	Overseas passport	<ul style="list-style-type: none"> <li>• Confirmation Certificate on Delivery Booking</li> <li>• Exit/Entry Permit for Travelling to and from Hong Kong and Macao</li> </ul>

**\*Remarks:**

- NEP 1 – Husband who holds a Hong Kong permanent identity card
- NEP 1.5 – Husband who holds a Hong Kong identity card and the Permit for Proceeding to Hong Kong and Macao (One-way Permit)

## 產科預約按金備忘

(2019 年 1 月 1 日起生效 適用於所有預約)

繳費地點 及 辦公時間	香港居民	持海外護照人士	內地居民 (NEP 1 及 NEP 1.5)*
	地下大堂出入院登記及繳費處 上午 9:00 至晚上 10:00 (星期一至星期日)		請先到 <b>B 座二樓產房</b> 核對所須文件， 再前往地下大堂出入院登記及繳費處繳交按金 上午 9:00 至下午 5:00 (星期一至星期五)
繳付按金 期限	由產科醫生預訂產科床位後之一個月內 (未如期繳付按金者，將被視為自願取消本院之產科床位，恕不另行通知)		
預約按金 金額	香港居民	持海外護照人士	內地居民
	HK\$10,000		HK\$20,000
請以現金、EPS 或信用卡付款			
繳付按金 程序	所須文件： <ul style="list-style-type: none"> <li>產科預約床位表格 (註明孕婦的個人資料及預產期)</li> <li>孕婦之有效身份證明文件 (正本) 如下：</li> </ul>		
	香港居民	持海外護照人士	內地居民
	香港身份證	海外護照	<ul style="list-style-type: none"> <li>往來港澳通行證</li> <li>中華人民共和國護照</li> <li>結婚證書： <ul style="list-style-type: none"> <li>由香港婚姻註冊處發出之結婚證書；或</li> <li>國內註冊之結婚證書 (必須出示國內公證婚姻證明，列出丈夫及孕婦二人的姓名和證件號碼)；或</li> <li>其他國家註冊之結婚證書 (必須出示註冊當地中國領事館發出的公證婚姻證明/認證)</li> </ul> </li> <li>香港民政處簽發之宣誓紙 (證明孕婦與丈夫的合法夫妻關係)</li> <li>丈夫身份證明文件： <ul style="list-style-type: none"> <li>NEP 1: 香港永久性居民身份證</li> <li>NEP 1.5: 香港居民身份證 及 前往港澳通行證 (單程證)</li> </ul> </li> </ul>

授權代表 繳費	香港居民	持海外護照人士	內地居民
	費用可由授權代表繳付		<ul style="list-style-type: none"> <li>費用不可由授權代表繳付</li> <li>所有孕婦必須親身與丈夫前往本院繳交按金</li> </ul>
取消預訂 及 退款安排	<ul style="list-style-type: none"> <li>按金可於以下情況獲全數發還： <ul style="list-style-type: none"> <li>少於 34 週並在醫院管理局轄下醫院分娩</li> <li>流產</li> </ul> </li> <li>除上述情況外，所有退款申請將收取按金中 10%作行政費： <ul style="list-style-type: none"> <li>香港居民/持海外護照人士：HK\$1,000</li> <li>內地居民：HK\$2,000</li> </ul> </li> <li>所有退款申請必須在預產期後的一個月內提交 (逾期申請將不獲受理)</li> <li>申請退款所須文件： <ul style="list-style-type: none"> <li>香港註冊產科醫生發出之證明信</li> <li>醫院管理局轄下醫院發出之證明信</li> <li>按金收據正本 (如遺失將不獲補發)</li> <li>書面授權信及授權代表的身份證明文件 (如適用)</li> <li>如以信用卡繳付按金，按金將退回該信用卡帳戶</li> <li>(授權代表) 身份證明文件如下：</li> </ul> </li> </ul>		
	香港居民	持海外護照人士	內地居民
	香港身份證副本	海外護照副本	<ul style="list-style-type: none"> <li>預約分娩服務確認書正本 (如遺失將不獲補發)</li> <li>產婦身份證明文件副本</li> </ul>
入院提示	<p>所須文件：</p> <ul style="list-style-type: none"> <li>按金收據正本</li> <li>入院信</li> <li>產前檢查及驗血報告</li> <li>身份證明文件如下：</li> </ul>		
	香港居民	持海外護照人士	內地居民
	香港身份證	海外護照	<ul style="list-style-type: none"> <li>預約分娩服務確認書</li> <li>往來港澳通行證</li> </ul>

**\*備註：**

- NEP 1 – 丈夫持有香港永久性居民身份證
- NEP 1.5 – 丈夫持有香港居民身份證，並同時持有前往港澳通行證(單程證)，但不包括投資或工作簽證