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**DEPARTMENTAL
STANDING INSTRUCTIONS**

GOVERNMENT SECRETARIAT

HONG KONG

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CHAPTER VII - ADDRESSES AND TITLES

Demi-official letters to Embassies etc.

225. Demi-official letters to British Embassies and Legations, Consulates-General and Consulates may begin "Dear Chancery" (for Embassy or Legation), "Dear Consulate-General" or "Dear Consulate" and end "Yours ever, Government Secretariat", when it is not known who is the proper person to be addressed. Correspondence of this nature should be initialled by the officer concerned (rather than signed), but the form should be used only where the subject matter is not sufficiently important to justify a formal letter.

Judges.

226. Supreme Court Judges (including the Chief Justice) are addressed in Court as "My Lord" or "Your Lordship", but they should be addressed in correspondence as "The Honourable". District Court Judges are addressed in Court as "Your Honour" but the form of address for correspondence is "His Honour Judge A.M. SMITH".

Executive and Legislative Councils Members.

277. When addressing correspondence or minutes to Members of the Executive and Legislative Councils (whether ex-officio or nominated) by office the prefix "Honourable" will not be used. However, the title "Honourable" will be used when addressing either Unofficial or Official Members of the Executive and Legislative Councils personally by name.

Military, Medical titles etc.

228. In addressing members of Council, professional, e.g. military or medical titles, etc. should be placed before "The Honourable"; titles of rank (honours) should follow "The Honourable" e.g.:-

"Capt. the Honourable F.E. SMITH"

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"Dr. the Honourable G.H. CHOA, C.B.E."

"The Honourable Sir Sidney GORDON, C.B.E."

Council Members outside the Colony.

229. Council members are not addressed as "The Honourable" when they are outside the Colony.

Armed Services.

230. The following rules should be followed in addressing the Armed Services:-

- (a) Correspondence or routine matters will normally be conducted with Joint Secretariat, Headquarters British Forces and not with subordinate formations; it should be in "memorandum" form and signed by the appropriate Secretariat Officer in the normal way. If in doubt officers should consult the Deputy Secretary for Security.
- (b) Correspondence on matters of importance or on questions raised by the Service Commanders personally will be signed by the Governor, Chief Secretary or Secretary for Security and addressed to the Commander rather than to the headquarters concerned, viz.-
 - (i) for joint service matters and single-service matters affecting the defence of the Colony -
Commander British Forces;
 - (ii) for naval, army or air force matters not affecting the defence of the Colony -
 - (1) Captain-in-Charge,
 - (2) Deputy Commander British Forces,
 - (3) Commanding Officer, Royal Air Force, Kai Tak.

Acting Holder of offices.

231. In the absence of the substantive holder of an office, correspondence should be addressed, not to the holder of the

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