



持续进修基金
递交申请的注意事项清单
Continuing Education Fund (CEF)
Checklist for Submission

在填写申请表格前，请先细阅「持续进修基金申请指引」[SFO 312_SC (2022)]。

Please read carefully the “CEF Guidance Notes for Application” [SFO 312_E (2022)] before completing the Application Form.

- 1) 你是否已成功修毕持续进修基金课程？
Have you successfully completed the CEF reimbursable course(s) ?
- 2) 你是否已填妥申请表格甲部的
In Part A of the form, have you completed
- 中文及英文姓名、 Name in Chinese and English,
 - 香港智能身份证号码、 Hong Kong Smart Identity Card No.,
 - 出生日期、 Date of Birth,
 - 通讯地址、 Correspondence Address,
 - 住宅及本地流动电话号码、 Residential Telephone and Local Mobile Phone Numbers,
 - 银行账号及账户持有人的英文姓名？ Bank Account No. and account holder name in English ?
- 3) 你是否已填妥申请表格乙部第一节的
In Part B (I) of the form, have you completed
- 院校 / 培训机构名称、 Name of Institution / Course Provider,
 - 持续进修基金院校 / 培训机构编号、 CEF Institution / Course Provider Code,
 - 持续进修基金课程编号、 CEF Course Code ,
 - 持续进修基金课程名称、 CEF Course Title,
 - 课程开课日期、 Course Commencement Date,
 - 完成课程日期、 Date of Course Completion,
 - 缴交第 1 期学费日期、 Date of 1st Instalment of Tuition Fees Paid,
 - 实际已付学费？ Actual Amount of Tuition Fees Paid ?
- 4) 你的申请表格乙部第二节是否已获得院校 / 培训机构的印章证明？
Have you obtained stamp chop from institution / course provider in Part B (II) of the form?
- 5) 假如你修读的是语文能力课程，你是否已填妥申请表格乙部第三节的
If you studied a language proficiency course, have you completed the following in Part B (III) of the form
- 基准试考试名称、 Name of Benchmark Test / Examination,
 - 基准试考试日期、 Date of Benchmark Test / Examination,
 - 缴交基准试考试费日期、 Date of Test / Examination Fee Paid,
 - 已付基准试考试费用？ Benchmark Test / Examination Fee Paid ?

* 如你拟就多于一个课程申请发还款项，请填妥课程乙、丙部份。

If you intend to claim for reimbursement of fees for more than one course, please complete Course 2 and 3 as appropriate.

** 如你拟在同一次申请中就多于三个课程申请发还款项，请于持续进修基金网页 (<https://www.wfsfaa.gov.hk/sc/ce/cef/overview.php>) 下载多一份「持续进修基金申请表格」[SFO 313 (2022)]。

If you intend to claim for reimbursement of fees for more than three courses within one claim, please download an extra copy of the “CEF Application Form” [SFO 313 (2022)] from the CEF website (<https://www.wfsfaa.gov.hk/en/ce/cef/overview.php>).

- 6) 你是否已细阅及签署丁部的声明书？
Have you read and signed the Declaration in Part D ?
- 7) 你是否已夹附下列文件副本
Have you attached copies of the following documents
- 香港智能身份证、 Hong Kong Smart Identity Card,
 - 单程证 (如适用)、 One-way Permit (if applicable),
 - 缴付学费的证明文件、 Documentary proof of tuition fees paid,
 - 成功修毕课程的证明文件、 Documentary proof of successful completion of the course(s),
 - 基准试成绩单 (只适用于修读语文能力课程并就该课程所指定的基准试中取得指定或更高程度的申请人)、 Benchmark test / examination result (only applicable to applicants who have studied language proficiency courses as well as passed a specified benchmark test / examination at the specified (or higher) level in respect of the course(s)),
 - 缴付基准试考试费的证明文件 (只适用于修读语文能力课程并就该课程所指定的基准试中取得指定或更高程度的申请人)、 Documentary proof of benchmark test / examination fee paid (only applicable to applicants who have studied language proficiency courses as well as passed a specified benchmark test / examination at the specified (or higher) level in respect of the course(s)),
 - 载有你的姓名、帐户号码及银行名称 / 银行编号的银行存折首页或月结单？
Front page of your bank passbook or bank statement showing your name, account number and bank name / bank code ?

持续进修基金办事处
Office of the Continuing Education Fund

地址	:	新界荃湾青山公路 388 号 中染大厦 25 楼 07-11 室
Address	:	Units 07-11, 25/F., CDW Building 388 Castle Peak Road, Tsuen Wan, New Territories
办公时间	:	星期一至五 (公众假期除外)
Opening hours	:	Mondays to Fridays (Except Public Holidays)
网址	:	https://www.wfsfaa.gov.hk/sc/ce/cef/overview.php
Website	:	
电邮地址	:	cef_sfo@wfsfaa.gov.hk
E-mail address	:	
24 小时专人接听热线	:	3142 2277
24-hour manned enquiry hotline	:	(由「1823」职员接听 Handled by the staff of “1823”)