

Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)

Points to Note for Paying Administrative Fee

Points to Note:

- Applicants who have already paid the administrative fee during the application process are **NOT required** to pay the fee again upon submission of loan documents.
- Payment by cheque, online transfer or PPS is **NOT** acceptable.

(A) Administrative Fee for the 2025/26 Academic Year HK\$248

(B) Payment Methods

1. **Paying Online Immediately (Online Payment by Credit Card / Google Pay / Apple Pay or Faster Payment System (“FPS”))**

During the online application, please choose “Pay Online Immediately” under “Payment Method” at “Step 5” and follow the instructions on the webpage to pay the administrative fee by credit card / Google Pay / Apple Pay or FPS.

- Only Visa, MasterCard, China UnionPay, JCB, Google Pay, Apple Pay and FPS are accepted for the online payment (Note: FPS is **different from** online bank transfer. Payment by online bank transfer will **not be accepted**).
- Visa, MasterCard, China UnionPay and JCB offer additional security programs to give their cardholders extra protection when they make online payments. For details, please visit the websites of Visa, MasterCard, China UnionPay and JCB, and check with your credit card issuers.
- For further details regarding online payment, please refer to [FAQs about GovHK Online Services - Online Payment](#).

OR

2. **Through Bank Automated Teller Machines (“ATM”) of the Hongkong and Shanghai Banking Corporation (“HSBC”) or Hang Seng Bank**

Transfer the administrative fee to the bank account of the Student Finance Office (“SFO”) by following the steps below:

- Select “Transfer” and the account from which the transfer is to be made;
- Select “Other Account” and then enter the beneficiary account number “044-171635-001”;
- Enter the transfer amount “HK\$248”;
- Choose “Issue advice” and take the transaction advice (please refer to **Sample 1**).

OR

3. **Paying Cash in Person at Branch of HSBC**

Pay the administrative fee in cash to SFO’s bank account “044-171635-001” at any branch of HSBC, and keep the original transaction advice or account deposit form (please refer to **Samples 2 & 3**).

For payment of administrative fee through ATM or the HSBC branch, please upload the payment proof during online application. For details, please refer to **Part (C)**.

(C) Uploading Administrative Fee Payment Proof

(only applicable to applicants paying administrative fee through ATM or the HSBC branch)

1. After payment of administrative fee, please write down the HKID Card number of the applicant on the concerned original transaction advice, account deposit form or ATM transaction advice (please refer to **Samples 1 to 3**).
2. During the online application, please enter the administrative fee payment details and upload the softcopy of the payment proof in PDF, JPG or JPEG file format at “Step 5” of the online application.
3. **Please keep the original copy of the administrative fee payment proof properly** and consider making a photocopy for record.
4. The SFO may request applicants to submit the administrative fee payment proof in original. In case of any disputes, the decision of the SFO will be final.

Samples of Administrative Fee Payment Proof

Sample 1: ATM Transaction Advice of HSBC or Hang Seng Bank

HSBC 滙豐
Customer Advice 通知書 Hong Kong 香港
戶口號碼: HSBC-DEBIT
日期及時間: 2025年11月9日 09:24
交易類別: 轉賬
入賬戶口: 044-171635-001
戶口名稱: WFSFAA(SFO)-ENLS-AF
金額: 港幣 248.00
交易狀況: 接納
備考: SBA0
備註: 為保安理由, 部份戶口號碼/名稱以*顯示。
A123456(7)
Issued by The Hongkong and Shanghai Banking Corporation Limited 請參閱背面

Transaction Date and Time

Transaction Reference Number

HKID Card Number

Sample 2: Transaction Advice of HSBC

Transaction Advice 交易通知書 Hong Kong 香港
Transaction Type 交易類別: DEPOSIT
Account No. 戶口號碼: 044-171635-001 WFSFAA(SFO)-ENLS-AF
Amount 金額: HK0248.00CR
Remarks 備註: A123456(7)
Reference: 20251033
The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司
09Nov2025 13:33

Transaction Reference Number

HKID Card Number

Transaction Date and Time

Sample 3: Account Deposit Form of HSBC

The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 HKD
HK DOLLAR ACCOUNT DEPOSIT FORM 港幣戶口存款單
Please indicate only ONE option: Cash 現金, Transfer 轉賬, Cheque 支票, Cash and Cheque 現金及支票
Account Number to be Credited 應入賬戶號碼: (7) WFSFAA(SFO)-ENLS-AF
Name of Account to be Credited 應入賬戶名稱: * 248.00CR CCS
Transaction Date: 20E25
Transaction Reference Number: 6987A
Transaction Time: 14:19
A123456(7)
Customer Advice 通知書

Transaction Date

Transaction Time

Transaction Reference Number

HKID Card Number