



持續進修基金
遞交申請的注意事項清單
Continuing Education Fund (CEF)
Checklist for Submission

在填寫申請表格前，請先細閱「持續進修基金申請指引」[SFO 312_C (2022)]。

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

- 1) 你是否已成功修畢持續進修基金課程？
Have you successfully completed the CEF reimbursable course(s) ?
- 2) 你是否已填妥申請表格甲部的
In Part A of the form, have you completed
- 中文及英文姓名、 Name in Chinese and English,
 - 香港智能身份證號碼、 Hong Kong Smart Identity Card No.,
 - 出生日期、 Date of Birth,
 - 通訊地址、 Correspondence Address,
 - 住宅及本地流動電話號碼、 Residential Telephone and Local Mobile Phone Numbers,
 - 銀行帳號及帳戶持有人的英文姓名？ Bank Account No. and account holder name in English ?
- 3) 你是否已填妥申請表格乙部第一節的
In Part B (I) of the form, have you completed
- 院校 / 培訓機構名稱、 Name of Institution / Course Provider,
 - 持續進修基金院校 / 培訓機構編號、 CEF Institution / Course Provider Code,
 - 持續進修基金課程編號、 CEF Course Code ,
 - 持續進修基金課程名稱、 CEF Course Title,
 - 課程開課日期、 Course Commencement Date,
 - 完成課程日期、 Date of Course Completion,
 - 繳交第 1 期學費日期、 Date of 1st Instalment of Tuition Fees Paid,
 - 實際已付學費？ Actual Amount of Tuition Fees Paid ?
- 4) 你的申請表格乙部第二節是否已獲得院校 / 培訓機構的印章證明？
Have you obtained stamp chop from institution / course provider in Part B (II) of the form?
- 5) 假如你修讀的是語文能力課程，你是否已填妥申請表格乙部第三節的
If you studied a language proficiency course, have you completed the following in Part B (III) of the form
- 基準試考試名稱、 Name of Benchmark Test / Examination,
 - 基準試考試日期、 Date of Benchmark Test / Examination,
 - 繳交基準試考試費日期、 Date of Test / Examination Fee Paid,
 - 已付基準試考試費用？ Benchmark Test / Examination Fee Paid ?

* 如你擬就多於一個課程申請發還款項，請填妥課程乙、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.

** 如你擬在同一次申請中就多於三個課程申請發還款項，請於持續進修基金網頁(<https://www.wfsfaa.gov.hk/cef>) 下載多一份「持續進修基金申請表格」[SFO 312_C (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 312_E (2022)] from the CEF website (<https://www.wfsfaa.gov.hk/cef>).

- 6) 你是否已細閱及簽署丁部的聲明書？
Have you read and signed the Declaration in Part D ?
- 7) 你是否已夾附下列文件副本
Have you attached copies of the following documents
- 香港智能身份證、 Hong Kong Smart Identity Card,
 - 單程證 (如適用)、 One-way Permit (if applicable),
 - 繳付學費的證明文件、 Documentary proof of tuition fees paid,
 - 成功修畢課程的證明文件、 Documentary proof of successful completion of the course(s),
 - 基準試成績單 (只適用於修讀語文能力課程並就該課程所指定的基準試中取得指定或更高程度的申請人)、 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)),
 - 繳付基準試考試費的證明文件 (只適用於修讀語文能力課程並就該課程所指定的基準試中取得指定或更高程度的申請人)、 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)),
 - 載有你的姓名、帳戶號碼及銀行名稱 / 銀行編號的銀行存摺首頁或月結單？
Front page of your bank passbook or bank statement showing your name, account number and bank name / bank code ?

持續進修基金辦事處
Office of the Continuing Education Fund

地址	:	新界荃灣青山公路 388 號 中染大廈 25 樓 07-11 室
Address	:	Units 07-11, 25/F., CDW Building 388 Castle Peak Road, Tsuen Wan, New Territories
辦公時間	:	星期一至五 (公眾假期除外)
Opening hours	:	Mondays to Fridays (Except Public Holidays)
網址	:	https://www.wfsfaa.gov.hk/cef
Website	:	
電郵地址	:	cef_sfo@wfsfaa.gov.hk
E-mail address	:	
24 小時專人接聽熱線	:	3142 2277
24-hour manned enquiry hotline	:	(由「1823」職員接聽 Handled by the staff of “1823”)