



**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 (2024)]。

**Please read carefully the “CEF Guidance Notes for Application” [SFO 312\_E (2024)] 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, ☐
  - 香港身份证号码、 Hong Kong 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、 Course Completion Date, ☐
  - 缴交第一期学费日期、 Date of 1<sup>st</sup> Instalment of Tuition Fees Paid, ☐
  - 实际已付学费？ Actual Amount of Tuition Fees Paid ? ☐
- 4) 你是否已于申请表格乙部第二节就拟申领发还款项课程已 / 将会获得双重资助作出申报（如适用）？  
Have you declared in Part B (II) of the form that you have obtained / will obtain double subsidies in respect of the course you are applying for fees reimbursement (if applicable)? ☐
- 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 ? ☐

\* 如你拟就多于一项课程申请发还款项，请视乎需要填写发还款项课程二及三部份。

*If you intend to claim for reimbursement of fees for more than one course, please complete the 2<sup>nd</sup> and 3<sup>rd</sup> course for reimbursement as appropriate.*

\*\* 如你在递交申请后，需要为额外课程提交发还款项申请，请填写并递交另一份申请表格。

*If you wish to submit an additional course for reimbursement after submitting an application, you are required to submit another application separately.*

- 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
- 单程证 (如适用)、 One-way Permit (if applicable), ☐
  - 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)
网页	:	www.wfsfaa.gov.hk/tc/ce/cef/overview.php
Website	:	
电邮	:	cef_sfo@wfsfaa.gov.hk
Email	:	
24 小时热线	:	3142 2277
24-hr hotline	:	(由「1823」代为接听 Handled by the “1823”)