

A. Please paste the HK Smart ID Card copies of the student-applicant, the applicant and / or the applicant's spouse and all the family members listed in Part IV of the application form in the appropriate spaces below.

(Please provide a copy of the student-applicant's valid Document of Identity for Visa Purposes or travel document for students whose HK Smart ID Card bear the symbol "C" (Conditional Stay).)

(If any of the family members is not a holder of the HK Smart ID Card, please provide a copy of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc. of that family member)

Applicant

Copy of the HK Smart ID Card

Applicant

Spouse of the Applicant

Copy of the HK Smart ID Card

Spouse of the Applicant

Student-applicant

Copy of the HK Smart ID Card

Student-applicant

Family Member

Copy of the HK Smart ID Card

Family Member

Family Member

Copy of the HK Smart ID Card

Family Member

Family Member

Copy of the HK Smart ID Card

Family Member

B. Applicant's Mailing Address

Name: _____

Address : _____

Self-prepared Income Breakdown

(For applicants who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner, etc.)

Annex

2

WARNING

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Grantham Scholarships Fund Committee, and possible prosecution. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

(Please fill in all of the following items)

Name of the family member engaged in the following business : _____
(Each Self-prepared Income Breakdown should contain the income information of ONE family member only.)

The relationship between this family member and the applicant : # Applicant / Spouse / Child (# please circle the appropriate item)

Nature of Industry (e.g. Construction) : _____

Position (e.g. Construction Worker) : _____

Actual Income (Please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

Month/Year	Actual Income	Month/Year	Actual Income	Month/Year	Actual Income
4/2025	: HK\$	8/2025	: HK\$	12/2025	: HK\$
5/2025	: HK\$	9/2025	: HK\$	1/2026	: HK\$
6/2025	: HK\$	10/2025	: HK\$	2/2026	: HK\$
7/2025	: HK\$	11/2025	: HK\$	3/2026	: HK\$

Total Annual Income : HK\$ _____

Payment method (Please circle the appropriate box. More than one item may be selected)

☐ A By Cash / Cash Cheque

☐ B By Cheque / Direct Credit

(please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color for verification. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating your family income.)

Reason for not being able to provide income proof (Please circle the appropriate box)

☐ A I have no fixed employer.

☐ B The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.

☐ C Others, please specify: _____

Declaration: I declare that the above information is true and complete.

Signature of family member engaged in the above business (if not the applicant) : _____

Name of Applicant : _____ Signature of Applicant : _____
(The signature should match with that on the application form)

ID No. of Applicant : _____ Date : _____

Income Certificate

Annex

3

(For salaried employed person who cannot provide Salary Statement, Salaries Tax Demand Note,
Bank Statement showing autopayment of salaries or other income proofs)

WARNING

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Grantham Scholarships Fund Committee, and possible prosecution. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Part I Particulars of the Salaried Employed Person concerned

Name: _____

The relationship between the salaried employed person and the applicant: # Applicant / Spouse / Child
(# please circle the appropriate item)

Part II Particulars of Income

Income Certificate

This is to certify that _____ (ID Card No.: _____) is employed by this company as _____. His / Her total salary (including allowance, commission, bonus, double pay, leave pay and other income (including Hong Kong, the Chinese Mainland and overseas), **but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure**) during the period from 1.4.2025 to 31.3.2026 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: from _____ to _____) is *HK\$ _____.

Signature of Employer : _____ Company Chop : _____

Name of Employer : _____ Telephone No. : _____

Company Address : _____

Date : _____

(Note: This certificate must bear the company chop and telephone number of the employer.
Employer's initial is required against any deletion / amendment.)

* Please specify the currency if salary paid is not in Hong Kong dollars.

Name of Applicant : _____ Signature of Applicant : _____
(The signature should match with that on the application form)

ID No. of Applicant : _____ Date : _____

For self-employed taxi driver / lorry driver / minibus driver etc.

Name of family member engaged in the following business : _____

Taxi driver / Lorry driver / Minibus driver (please circle)

Vehicle owner / Vehicle lessee (please circle)

License number (for vehicle owner only) : _____

Profit & Loss Account (From 1.4.2025 to 31.3.2026)**Income (HK\$)**

A1.	Rent (for vehicle owner only)	\$	_____
A2.	Profit from operating business	\$	_____
A3.	Others (please specify all items & breakdown of amounts)	\$	_____
(A)	Total Income (i.e. sum of A1 to A3)	\$	_____

Expenditure (HK\$)

(excluding vehicle mortgages)

(B1 & B2 are applicable to vehicle lessee, B2 to B5 are applicable to vehicle owner)

B1.	Vehicle rental fee	\$	_____
B2.	Fuel charges	\$	_____
B3.	Insurance premium	\$	_____
B4.	Maintenance fee	\$	_____
B5.	Licence fees	\$	_____
B6.	Others (please specify all items & breakdown of amounts)	\$	_____
(B)	Total Expenditure (i.e. sum of B1 to B6)	\$	_____

Net profit [i.e. (A) Total Income – (B) Total Expenditure]	\$	@ _____
---	----	---------

Signature of family member engaged in the above business (if not the applicant) : _____

@ This amount should be filled in Part V of the Application Form. If Total Income is less than Total Expenditure [i.e. (A) – (B) < 0], deficit will not be counted, i.e. business loss cannot be deducted from the gross household income.

Remark (reason for not being able to provide income proof): _____

Name of Applicant : _____

 Signature of Applicant : _____
 (The signature should match with that on the application form)

ID Card No. of Applicant : _____

Date : _____

For person running business (including sole proprietorship / partnership business)

Name of family member running the following company (Owner) : _____

Company name : _____

Nature of business : _____

Company address : _____

Sole proprietorship or partnership : _____ (_____ %)

(if it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

Profit & Loss Account (From 1.4.2025 to 31.3.2026)**(A) Gross Income(HK\$)** \$ _____**Expenditure (HK\$)**

(The following are all running costs of the company and should not cover any household expenses.)

B1. Cost on purchasing merchandise \$ _____

B2. Water charges \$ _____

B3. Electricity charges \$ _____

B4. Gas charges \$ _____

B5. Telephone charges \$ _____

B6. Rent and rates \$ _____

B7. Salary of Employees (other than those marked in C1 & C2 below) \$ _____

B8. Transportation costs \$ _____

B9. Traveling expenses \$ _____

B10. Insurance premium \$ _____

B11. Fees for repair and maintenance of machinery \$ _____

B12. Others (please specify all items & breakdown of amounts) \$ _____

(B) Total Expenditure (i.e. sum of B1 to B12) \$ _____**Other Expenditure (HK\$)**

C1. Salary of owner paid by this company \$ _____

C2. Salary of other family member paid by this company \$ _____
(Name: _____)**Household Income** = [(A) Gross Income – (B) Total Expenditure] + C1 & C2 \$ @ _____

Signature of Owner (if not the applicant) : _____

@ This amount should be filled in Part V of the Application Form. If Total Income is less than Total Expenditure [i.e. (A) – (B) < 0], deficit will not be counted, i.e. business loss cannot be deducted from the gross household income.

Remark (reason for not being able to provide income proof):

Name of Applicant : _____

Signature of Applicant : _____

(The signature should match with that on the application form)

ID Card No. of Applicant : _____

Date : _____