

## Financial Assistance Scheme for Post-secondary Students (2024/25)

### Self-written Income Statement

- If you worked for more than one job from 1 Apr.2023 to 31 Mar.2024, please specify the post, employer, working place and working period of each job;
- Salary includes payment in lieu of notice, but excludes MPF contribution and severance payment. Please fill “\$0” or indicate unemployed if you do not have income for the month.
- In general, salary of the month will be credited to your bank account by the end of the month or early next month. Hence, salary credited in early May should be salary for April. Please carefully check the salary records in your bank account or in other documents when completing the form.

Name of family member:

Job post:

Full / part-time:

Employer:

Working Place:

Working Period:

Month	Cash	Direct Credit#	Cheque#/ Cash cheque	Month	Cash	Direct Credit#	Cheque#/ Cash cheque
4/2023				10/2023			
5/2023				11/2023			
6/2023				12/2023			
7/2023				1/2024			
8/2023				2/2024			
9/2023				3/2024			

# If you receive salary by Direct Credit / Cheque to account, please specify your Bank and Account No.:

If you have other incomes, please specify: Double pay/Bonus/Subsidy \*:

**Total Annual Income**

**(From 1 Apr 2023 to 31 Mar 2024):**

**HK\$** \_\_\_\_\_

**HK\$** \_\_\_\_\_

Signature of the family member :

Date :

\* Please delete where inapplicable

## **SAMPLE**

### **Financial Assistance Scheme for Post-secondary Students (2024/25)**

#### **Self-written Income Statement**

- If you worked for more than one job from 1 Apr.2023 to 31 Mar.2024, please specify the post, employer, working place and working period of each job;
- Salary includes payment in lieu of notice, but excludes MPF contribution and severance payment. Please fill “\$0” or indicate unemployed if you do not have income for the month.
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Name of family member: **TIN Biu-yi**

Job post:                      **A : Shop Asst.                      B : Cleaner                      C : Post-natal Care Worker**

Full / part-time:            **A : FT                      B : PT                      C : FT**

Employer:                    **A : Ka Lok Building                      B : Shing Kung Building Owners' Corporation                      C : Mrs FONG**

Working Place:            **A : Sai Yeung Choi Shop                      B : 100 Mongkok Road, Shing Kung Building,                      C : Fu Kwai Building, Kwun Tong**

Working Period:            **A : 1/4/2023-20/10/2023                      B : 8/6/2023-31/10/2023                      C : 6/12/2023-31/3/2024**

Month	Cash	Direct Credit#	Cheque#/Cash cheque	Month	Cash	Direct Credit#	Cheque#/Cash cheque
4/2023		5,335.2 (A)		10/2023	1,000 (B)	3,888 (A)	
5/2023		5,335.2 (A)		11/2023		Unemployed	
6/2023	850 (B)	5,335.2 (A)		12/2023			6,980 (C)
7/2023	1,000 (B)	5,745.6 (A)		1/2024			7,095 (C)
8/2023	1,000 (B)	5,745.6 (A)		2/2024			5,750 (C)
9/2023	1,000 (B)	5,130 (A)		3/2024			6,980 (C)

# If you receive salary by Direct Credit / Cheque to account, please specify your Bank and Account No.:

BOC a/c: 0123066501988

If you have other incomes, please specify: Double pay/Bonus/Subsidy \*:

**HK\$**      1,500 (meal allowances)

**Total Annual Income**

69,669.8 (A)+(B)+(C)+

**(From 1 Apr 2023 to 31 Mar 2024):**

**HK\$**      (meal allowances)

Signature of the family \_\_\_\_\_

Date :      17.7.2023

## **Financial Assistance Scheme for Post-secondary Students (2024/25)**

### **Profit & Loss Account (from 1.4.2023 to 31.3.2024)**

#### **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

:

Business Registration Certificate No. (if applicable)

:

Sole proprietorship / Partnership

☐

Sole proprietorship

(please tick as appropriate)

:

☐

Partnership (Percentage of ownership : \_\_\_\_\_%)

**(A) Gross Income / Sales (HK\$)**

\$

**Expenditure\* (HK\$)**

(\*The following is the running cost of the company and should not cover any household expenses)

Cost on purchasing merchandise

\$

Business registration fee

\$

Water charges

\$

Electricity charges

\$

Gas charges

\$

Telephone charges

\$

Rent and rates

\$

Salary of employees other than those marked '#' below

\$

Transportation costs

\$

Travelling expenses

\$

Insurance premium

\$

Fees for repair and maintenance of machinery

\$

Others (please specify all items & breakdown of amounts^)

\$

Other Expenditure

# Salary of owner paid by this company

\$

# Salary of other family member(s)^ paid by this company

(Name of family member(s) : \_\_\_\_\_)

\$

**(B) Total Expenditure (HK\$)**

\$

**(C) Net Profit [(A) - (B)] (HK\$)**

\$

**Signature of Owner:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**SAMPLE**

**Financial Assistance Scheme for Post-secondary Students (2024/25)**

**Profit & Loss Account (from 1.4.2023 to 31.3.2024) (Sample)**

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

Name of family member running the following company [Owner] : Tin Biu Yi

Company name : XX Company

Nature of business : Garment manufacture

Company address : Rm6A, 123 Street, Kwun Tong, Kowloon

Business Registration Certificate No. (if applicable) : XXX

Sole proprietorship / Partnership : ☐ Sole proprietorship  
(please tick as appropriate) : ☒ Partnership (Percentage of ownership : 50 %)

**(A) Gross Income / Sales (HK\$)** \$ 2,000,000

**Expenditure\* (HK\$)**

(\*The following is the running cost of the company and should not cover any household expenses)

Cost on purchasing merchandise \$ 200,000

Business registration fee \$ 1,500

Water charges \$ 30,000

Electricity charges \$ 30,000

Gas charges \$ 10,000

Telephone charges \$ 6,000

Rent and rates \$ 100,000

Salary of employees other than those marked '#' below \$ 150,000

Transportation costs \$ 40,000

Travelling expenses \$ 10,000

Insurance premium \$ 60,000

Fees for repair and maintenance of machinery \$ 80,000

Others (please specify all items & breakdown of amounts^ ) \$ 0

Other Expenditure

# Salary of owner paid by this company \$ 150,000

# Salary of other family member(s)^ paid by this company

(Name of family member(s) : ) \$ 150,000

**(B) Total Expenditure (HK\$)** \$ 1,017,500

**(C) Net Profit [(A) - (B)] (HK\$)** \$ 982,500

**Signature of Owner:** \_\_\_\_\_

**Date :** 17.7.2024

**Financial Assistance Scheme for Post-secondary Students (2024/25)**

**Profit & Loss Account (from 1.4.2023 to 31.3.2024)**

**For self-employed driver of taxi/ lorry/ minibus/ other commercial vehicle**

Name of family member engaged :  
in the following business

Type of driver \* : ☐ Taxi driver    ☐ Lorry driver    ☐ Minibus driver  
☐ Other commercial vehicle driver  
(Please specify: \_\_\_\_\_ )

Vehicle Owner/ Vehicle Lessee \* : ☐ Vehicle Owner  
(Vehicle Registration Mark: \_\_\_\_\_ )  
☐ Vehicle Lessee

*\* Please tick as appropriate*

**Income (HK\$)**

1. Rent (for vehicle owner only)	\$ _____
2. Profit from operating business	\$ _____
3. Others (please specify all items & breakdown of amounts^)	\$ _____
<b>(A) Total Income (HK\$)</b>	<b>\$ _____</b>

**Expenditure (excluding vehicle mortgages) (HK\$)**

(Items 1 & 2 are applicable to vehicle lessee ; items 2 to 5 are applicable to vehicle owner)

1. Vehicle rental fee	\$ _____
2. Fuel charges	\$ _____
3. Insurance premium	\$ _____
4. Maintenance fee	\$ _____
5. Licence fees	\$ _____
6. Others (please specify all items & breakdown of amounts^)	\$ _____
<b>(B) Total Expenditure (HK\$)</b>	<b>\$ _____</b>
<b>(C) Net Profit [(A) - (B)] (HK\$)</b>	<b>\$ _____</b>

**Signature of the family member  
engaged in the above business:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SAMPLE**

**Financial Assistance Scheme for Post-secondary Students (2024/25)**

**Profit & Loss Account (from 1.4.2023 to 31.3.2024)**

**For self-employed driver of taxi/ lorry/ minibus/ other commercial vehicle**

Name of family member engaged :

in the following business

Tin Biu Yi

Type of driver \* : ☒ Taxi driver    ☐ Lorry driver    ☐ Minibus driver  
☐ Other commercial vehicle driver

(Please specify: \_\_\_\_\_ )

Vehicle Owner/ Vehicle Lessee \* : ☐ Vehicle Owner

(Vehicle Registration Mark: \_\_\_\_\_ )

☒ Vehicle Lessee

*\* Please tick as appropriate*

**Income (HK\$)**

1. Rent (for vehicle owner only)	\$
2. Profit from operating business	\$ 360,000
3. Others (please specify all items & breakdown of amounts^)	\$
<b>(A) Total Income (HK\$)</b>	<b>\$ 360,000</b>

**Expenditure (excluding vehicle mortgages) (HK\$)**

(Items 1 & 2 are applicable to vehicle lessee ; items 2 to 5 are applicable to vehicle owner)

1. Vehicle rental fee	\$ 105,000
2. Fuel charges	\$ 90,000
3. Insurance premium	\$
4. Maintenance fee	\$
5. Licence fees	\$
6. Others (please specify all items & breakdown of amounts^)	\$
<b>(B) Total Expenditure (HK\$)</b>	<b>\$ 195,000</b>
<b>(C) Net Profit [(A) - (B)] (HK\$)</b>	<b>\$ 165,000</b>

**Signature of the family member  
engaged in the above business:** \_\_\_\_\_

**Date:** 17.7.2024