

Non-means-tested Loan Scheme for Full-time Tertiary Students (“NLSFT”) Points to Note for Paying Administrative Fee

(Attention: Applicants who have already paid the administrative fee during the application process are NOT required to pay again upon acceptance of loan offer.)

(A) Administrative Fee for the 2023/24 Academic Year

HK\$260 (for which HK\$180 is the administrative fee levied by the Student Finance Office (“SFO”) and HK\$80 is the handling charge levied by respective institution)

(B) Payment Methods

1. By 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 SFO by following the steps below:

- Choose “Transfer” service;
- Enter the account number “**044-171080-001**”, then the amount “**HK\$260**”;
- Choose “Yes” for “Do you need to take a transaction advice?”;
- Take the transaction advice after completing the transaction (please refer to **Sample 1**).

OR

2. Paying Cash in Person at Branch of HSBC

Pay the administrative fee in cash to the bank account of the SFO at **044-171080-001** at any branch of HSBC, and keep the original transaction advice, account deposit form or ATM transaction advice (please refer to **Samples 2 & 3**).

****Attention: Payment by cheque, online transfer, FPS or PPS is NOT acceptable.****

(C) Upload Administrative Fee Payment Proof

1. After payment, please write down the HKID Card number of the applicant on the original transaction advice or account deposit form for the administrative fee paid.
2. During the online application, please enter the administrative fee payment details and upload the payment proof 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



Customer Advice 通知書 Hong Kong 香港

戶口號碼: 112-*****-***
 日期及時間: 2018年1月29日 13:10
 交易類別: 轉帳
 入帳戶口: 044-171080-001
 戶口名稱: WPSFA*****FT-AF
 金額: 港幣260.00
 交易狀況: 成功
 備考: 5003

Transaction Date and Time

Transaction Reference Number

A123456(7) HKID Card Number

Issued by The Hongkong and Shanghai Banking Corporation Limited
 由香港上海滙豐銀行有限公司刊發

Sample 2: Transaction Advice of HSBC

Transaction Advice 交易通知書		HSBC 滙豐		Hong Kong 香港	
Transaction Type 交易類別	Cash 現金	Cheque 支票	Transfer 轉帳		
DEPOSIT					
Account No. 戶口號碼	Amount 金額	Remarks 備註			
044-171080-001	HKD260.00CR	A123456(7)			
Reference 備考	The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司			21May2014 14:42	

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 tick ONE option only 請只選擇一項

Cash 現金 Transfer 轉帳 Cheque 支票 Cash and Cheque 現金及支票

Cheque No./Transfer Order 支票號碼/存單 Bank Branch 銀行/分行 Drawer 開票人 Cash 現金

Account Number to be Credited 存款戶口號碼 Total Amount 總金額

Name of Account to be Credited 存款戶口名稱

Validation 18OCT16 6D92A 16:19 044-171080-001 C *260.00CR CCS

642 WPSFA(SFO)-NI SFT-AF

Account Type 存款戶口類別 Savings Account 儲蓄戶口 Current Account 活期戶口

NO NOT Write Below This Line 此票以下請勿填寫

*2805000*1801927 Customer Advice 客戶存摺

Transaction Date

Transaction Time

Transaction Reference Number

A123456(7)

HKID Card Number