

Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) Points to Note for Paying Administrative Fee

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

(A) Administrative fee of the 2019/20 academic year

HK\$180 (chargeable for each applications and each loan account)

(B) Payment methods

1. **Paying cash in person** at The Hongkong and Shanghai Banking Corporation (HSBC)

Pay the administrative fee **IN CASH** to the bank account of the SFO (**044-171635-001**) at any branch of **HSBC**. Please request for the **original** transaction advice/account deposit form (**Sample 1 & 2**). **OR**

2. **By Bank Automated Teller Machines (ATM)** of HSBC

Transfer the administrative fee to the bank account of the Student Finance Office through the **ATM** of **HSBC**. Please follow the steps below:

- Choose “**Transfer**” service;
- Key in the account number “**044-171635-001**”, then the amount “**\$180**”;
- Choose “**Yes**” for “Do you need to take a **transaction advice?**”;
- Take the transaction advice after completing the transaction (**Sample 3**).

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

(C) Steps of submitting the administrative fee payment proof

1. Upon completion of payment, please write the following information at the front of the original transaction advice/account deposit form for the administrative fee paid –

- Your application number; and
- your HKID card number.

2. After submitting your online application successfully, submit a **photocopy** of the transaction advice/receipt for the administrative fee paid **through online upload, by mail** or **by hand*** to the SFO within **seven** days from the date of submission of your online application.

(*If you submit the required documents to the SFO by hand, **original copy** can be submitted directly.)

3. If you submit a photocopy of the transaction advice/receipt for the administrative fee paid at application processing stage only, please keep the original copy and produce it to SFO upon acceptance of the NLSPS loan. If you fail to produce the original transaction advice/receipt, you have to apply to the relevant bank for a documentary proof showing the transaction concerned. In case of any dispute, the decision of the SFO will be final.

Samples of the Receipt for the Administrative Fee Paid

Sample 1: Transaction Advice of HSBC

HSBC 滙豐

Transaction Advice 交易通知書 Hong Kong 香港

Transaction Type 交易類別 DEPOSIT		Cash 現金 ***	Cheque 支票	Transfer 轉賬
Account No. 戶口號碼 044-171635-001 WFSFAA(SFO)-ENLS-AF	Amount 金額 HKD180.00CR	Remarks 備註 19NPG-AA0001 A123456(7)		

Reference 備号 2031 039 09Nov2016 13:33
 The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 09348R1 (0312)

Sample 2: 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 ONE or only ONE of the following: Cash 現金 Transfer 轉賬 Cheque 支票 Cash and Cheque 現金及支票

Cheque No./Transfer from 支票號碼/轉自: Bank/Financial Institution 銀行/金融機構: Drawer 出票人: Cash 現金:

Account Number to be Credited 存款戶口號碼:

Name of Account to be Credited 存款戶口名稱:

Validation 驗證號碼: ZDEC16 6987A 14:19 *180.00CR CCS

747 WFSFAA(SFO)-ENLS-AF

Credit Account Type 存款戶口種類: Savings Account 儲蓄戶口 (For Integrated Business 只適用於綜合理財/深惠通戶口) Current Account 支票戶口

Note: 1. Cheques subject to final verification. 支票款項須經核對, 不可作存。
 2. The Bank reserves the right to provide the depositor's name to the beneficiary if an enquiry is received from the beneficiary regarding a transfer deposit transaction. 若受益人向銀行查詢入賬交易詳情, 本行有權向存款人提供入賬人的名稱。

19NPG-AA0001 A123456(7) Customer Advice 客戶存根

Sample 3: ATM Transaction Advice of HSBC

HSBC 滙豐

Customer Advice 通知書 Hong Kong 香港

戶口號碼:

日期及時間: 2016年11月9日 09:24

交易類別: 轉賬

入賬戶口: 044-171635-001

戶口名稱: WFSFAA(SFO)-ENLS-AF

金額: 港幣180.00

交易狀況: 接納

備考: 5BA0

備註: 為保安理由, 部份戶口號碼/名稱以*顯示。

19NPG-AA0001
A123456(7)

Issued by The Hongkong and Shanghai Banking Corporation Limited 由香港上海滙豐銀行有限公司刊發 * See reverse side 請見背面