

# Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)

## Points to Note for Paying Administrative Fee

### Points to Note:

- Applicants who have already paid the administrative fee during the application process are **NOT required** to pay the fee again upon submission of loan documents.
- Payment by cheque, online transfer or PPS is **NOT** acceptable.

### (A) Administrative Fee for the 2024/25 Academic Year

HK\$216

### (B) Payment Methods

#### 1. **Paying Online Immediately (Online Payment by Credit Card / Faster Payment System (“FPS”))**

During the online application, please choose “Pay Online Immediately” under “Payment Method” at “Step 5” and follow the instructions on the webpage to pay the administrative fee by credit card / FPS.

- Only Visa, MasterCard, China UnionPay, JCB and FPS are accepted for the online payment.
- Visa, MasterCard, China UnionPay and JCB offer additional security programs to give their cardholders extra protection when they make online payments. For details, please visit the websites of Visa, MasterCard, China UnionPay and JCB, and check with your credit card issuers.
- For further details regarding online payment, please refer to [FAQs about GovHK Online Services - Online Payment](#).

**OR**

#### 2. **Through 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 Student Finance Office (“SFO”) by following the steps below:

- Select “Transfer” and the account from which the transfer is to be made;
- Select “Other Account” and then enter the beneficiary account number “044-171635-001”;
- Enter the transfer amount “HK\$216”;
- Choose “Issue advice” and take the transaction advice (please refer to **Sample 1**).

**OR**

#### 3. **Paying Cash in Person at Branch of HSBC**

Pay the administrative fee in cash to SFO’s bank account “044-171635-001” at any branch of HSBC, and keep the original transaction advice or account deposit form (please refer to **Samples 2 & 3**).

For payment of administrative fee through ATM or the HSBC branch, please upload the payment proof during online application. For details, please refer to **Part (C)**.

### (C) Upload Administrative Fee Payment Proof

*(only applicable to applicants paying administrative fee through ATM or the HSBC branch)*

1. After payment of administrative fee, please write down the HKID Card number of the applicant on the concerned original transaction advice, account deposit form or ATM transaction advice (please refer to **Samples 1 to 3**).
2. During the online application, please enter the administrative fee payment details and upload the softcopy of the payment proof in PDF, JPG or JPEG file format 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

**HSBC 滙豐**  
Customer Advice 通知書 Hong Kong 香港

戶口號碼: HSBC-DEBIT

日期及時間: 2016年11月9日 09:24

交易類別: 轉帳

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。

A123456(7)

Based by The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

Transaction Date and Time

Transaction Reference Number

HKID Card Number

### Sample 2: Transaction Advice of HSBC

**HSBC 滙豐**  
Transaction Advice 交易通知書 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		
044-171635-001 WFSFAA(SFO)-ENLS-AF	HKD216.00CR		
Remarks 備註			
A123456(7)			

Reference 備註: 2031 039

The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司

09Nov2016 13:33

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

HK DOLLAR ACCOUNT DEPOSIT FORM 港幣戶口存款單

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

Account Number to be Credited 應入賬戶口號碼

Name of Account to be Credited 應入賬戶口名稱

20EC16 6987A 14:19

747 WFSFAA(SFO)-ENLS-AF

\*216.00CR CC5

A123456(7)

Transaction Date

Transaction Time

Transaction Reference Number

HKID Card Number