

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 2021/22 academic year

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

(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 Student Finance Office through the **ATM of HSBC or Hang Seng Bank**. 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 1**).

OR

2. **Paying cash in person** at 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 2 & 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 your HKID card number at the front of the original transaction advice/account deposit form for the administrative fee paid.
2. During submission of your online application, please enter transaction details of administrative fee paid and **upload** corresponding transaction advice/account deposit form.
3. **Please keep the original copy properly** and please consider making an extra photocopy for your own record.
4. The SFO may request you to produce the original copy of administrative fee payment proof. In case of any disputes, the decision of the SFO will be final.

Samples of the Receipt for the Administrative Fee Paid

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: SBAO

備註:
為保安理由, 部份戶口號碼/名稱以*顯示。

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

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 轉賬
DEPOSIT		***		
Account No. 戶口號碼	Amount 金額	Remarks 備註		
044-171635-001 WFSFAA(SFO)-ENLS-AF	HKD180.00CR	A123456(7)		

Reference 參考 2091 039

The Hongkong and Shanghai Banking Corporation Limited 香港上海滙豐銀行有限公司 09Nov2016 13:33
CHSMBMT 039120

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

Plus 附帶: Cash 現金 Transfer 轉賬 Cheque 支票 Cash and Cheque 現金及支票

Changer No./Transfer from 支票號碼/轉自: Bank/Branch 銀行/分行: Drawer 出票人: Cash/Deposit 現金/存款

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

Name of Account to be Credited 存款戶口名稱: *180.00CR CCS

Validation 驗證碼: 20DEC16 6987A 14:19

747 WFSFAA(SFO)-ENLS-AF

CCS Account Type 存款戶口種類: Savings Account 儲蓄戶口 (For Impromptu Business 即時存款用途)

Current Account 活期戶口 (For Impromptu Business 即時存款用途)

Notes: 1. Cheques subject to final verification. 支票需經核對後方能存款。
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.
3. 銀行有權在收到受益人關於轉帳存款查詢時, 提供存款人姓名。

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Customer Advice 客戶通知