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

Sample 2: Account Deposit Form of HSBC

Sample 3: ATM Transaction Advice of HSBC