

## Copies of Hong Kong Identity Cards / Mailing Address

## A. 請把學生、申請人及 / 或配偶及所有在第四部份所填報家庭成員的香港身份證副本貼在下面及後頁適當的空格內。

(如申請學生香港身份證上有「C」字標記(有條件限制居留)，申請學生必須同時附上有效旅行證件副本一份。)

(如沒有香港身份證，請夾附其他有效的身份證明文件副本，如香港出世紙、回港證、簽證身份書、單程證、中華人民共和國居民身份證等。)

Please paste the **HKID Card copies** of the student-applicant, the applicant and / or the applicant's spouse and all the family members listed in Part IV in the appropriate spaces below and overleaf:

(Please attach a copy of the student's valid travel document for students whose HKID Card bear the symbol "C" (Conditional Stay).)

(If the HKID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, Mainland Identity Card, etc.)

<p><b>申請人</b> <b>Applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>	<p><b>申請人配偶</b> <b>Spouse of the Applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>
申請人 Applicant	配偶 Spouse
<p><b>申請學生</b> <b>Student-applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>	<p><b>家庭成員</b> <b>Family Member</b></p> <p>香港身份證副本 Copy of the HKID Card</p>
申請學生 Student-applicant	家庭成員 Family Member

## B. 申請人郵寄地址 Applicant's Mailing Address

(請以正楷填寫本回條 Please complete this address-slip in BLOCK LETTERS)

姓名 Name: _____	姓名 Name: _____	姓名 Name: _____
地址 Address: _____ _____ _____	地址 Address: _____ _____ _____	地址 Address: _____ _____ _____

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

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Copy of the HKID Card

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Copy of the HKID Card

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家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

(適用於未能提供收入證明的小販、三行工人、裝修工人、地盤雜工、散工、清潔工人等。)

(For applicants who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner.)

**警告/WARNING**

申請人必須詳實填妥申請書。如有虛報或隱瞞事實，葛量洪獎學基金委員會可能會取消申請人的申請資格及/或要求申請人全數歸還已發給的資助金額，更可能將事件轉交警方檢控。申請人須注意，根據盜竊罪條例(香港法例第210章)，任何人士以欺騙手段取得財產/金錢利益，即屬違法，一經定罪，最高可被判監禁十年。

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Grantham Scholarships Fund Committee, and possible prosecution by the Police. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

(必須填寫下列所有項目)  
(Please fill in all of the following items)

從事下述行業的家庭成員姓名 : \_\_\_\_\_  
Name of the family member engaged in the following business : \_\_\_\_\_  
(每份收入自述書只可填寫一位家庭成員的收入資料)  
(Each self-prepared income breakdown should contain the income information of ONE family member only)

此家庭成員與申請人的關係：# 申請人 / 申請人配偶 / 申請人子女 (#請刪去不適用的選項)  
The relationship between this family member and the applicant : # Applicant / Spouse / Child (# please delete the inappropriate items)

行業(例：建造業) : \_\_\_\_\_  
Nature of Industry (e.g. Construction) : \_\_\_\_\_  
職位(例：三行工人) : \_\_\_\_\_  
Position (e.g. construction worker) : \_\_\_\_\_

**實際收入**(本處不接受約數，請填報實際收入，如該月份沒有收入，請填上\$0，切勿留空任何月份。此外，如於5月份支薪而該筆收入是在4月份工作賺取的，應填在4月份的空格內，如此類推。)

**Actual Income** (Please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

**2017**

**2018**

4月 : HK\$ _____	9月 : HK\$ _____	1月 : HK\$ _____
April : HK\$ _____	September : HK\$ _____	January : HK\$ _____
5月 : HK\$ _____	10月 : HK\$ _____	2月 : HK\$ _____
May : HK\$ _____	October : HK\$ _____	February : HK\$ _____
6月 : HK\$ _____	11月 : HK\$ _____	3月 : HK\$ _____
June : HK\$ _____	November : HK\$ _____	March : HK\$ _____
7月 : HK\$ _____	12月 : HK\$ _____	
July : HK\$ _____	December : HK\$ _____	
8月 : HK\$ _____		
August : HK\$ _____		

全年合共 : HK\$ \_\_\_\_\_  
Total Annual Income : \_\_\_\_\_

**支取薪金方法**(請圈以下適當方格，可選擇多項)  
**Payment method** (Please circle the appropriate item. More than one item may be selected)

- A 現金 / 現金支票  
By Cash / Cash cheque
- B 劃線支票 / 自動轉帳 (請提出上述期間的銀行存摺副本，連同顯示戶口持有人姓名的一頁，並用顏色筆圈出薪金的項目及計算總數，以茲證明，並在其他存入金額旁說明入數來源，否則本處或會將該筆款項納入家庭收入計算。)  
By Cheque / Direct Credit (please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color for verification. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount as part of your family income.)

未能提供收入證明文件的原因(請圈以下適當方格)  
Reason for not being able to provide income proof (Please circle the appropriate box)

- A 沒有固定僱主。  
I have no fixed employer.
- B 前受僱的公司已倒閉，未能向前僱主索取證明文件及沒有其他收入證明。  
The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.
- C 其他，請註明：  
Others, please specify : \_\_\_\_\_

**聲明：本人謹此聲明，以上資料均屬完整真確。**  
**Declaration: I declare that the above information is true and complete.**

從事上述行業的家庭成員簽名(如非申請人) : \_\_\_\_\_  
Signature of family member engaged in the above business (if not applicant) : \_\_\_\_\_  
申請人姓名 : \_\_\_\_\_ 申請人香港身份證號碼 : \_\_\_\_\_  
Name of Applicant : \_\_\_\_\_ HKID No. of Applicant : \_\_\_\_\_  
申請人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

## 收入證明書

## INCOME CERTIFICATE

(適用於受薪行業而沒法提供糧單、薪俸稅單、領取薪金的銀行自動轉賬紀錄或其他收入證明的申請人 / 申請人配偶 / 同住未婚子女)

**(For applicants, applicants' spouses or unmarried children residing with the family who cannot produce Salary Statement, Salaries Tax Demand Note, Bank Statement showing autopayment of salaries or other income proofs)**

第一部 申請學生及申請人個人資料(此欄由申請人填寫)

Part I Particulars of Student-applicant and Applicant (To be completed by Applicant)

學校 / 學院名稱

Name of School/Institute \_\_\_\_\_

學生姓名

Name of Student \_\_\_\_\_

申請人姓名

Name of Applicant \_\_\_\_\_

班級

Class \_\_\_\_\_

與學生關係

Relationship with Student \_\_\_\_\_

第二部 申請人 / 申請人配偶 / 同住未婚子女<sup>#</sup>入息資料(此欄由申請人 / 申請人配偶 / 同住未婚子女<sup>#</sup>僱主填寫)

Part II Particulars of Income of Applicant / Applicant's Spouse / Unmarried Child(ren) Residing with the Family<sup>#</sup> (To be completed by Employer of Applicant / Applicant's Spouse / Unmarried Child(ren) Residing with the Family<sup>#</sup>)

## 收入證明書 INCOME CERTIFICATE

茲證明 \_\_\_\_\_ (香港身份證號碼 \_\_\_\_\_) 乃受僱於本公司，職位是 \_\_\_\_\_。

在 2017 年 4 月 1 日 至 2018 年 3 月 31 日期間(如不足十二個月，請填寫上述時段內的實際受僱日期：\_\_\_\_\_年

\_\_\_\_\_月 \_\_\_\_\_日至 \_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日)，其總薪金(包括津貼、佣金、花紅、雙糧、假期工資等其他收入(包括香

港、內地及海外)，但不包括僱員強積金供款 / 公積金供款)的全年總和為港幣 \_\_\_\_\_元\*。(本處不接受

約數，請填報實際收入)

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_.

His / Her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, **in actual figure**) during the period from 1 April 2017 to 31 March 2018 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: \_\_\_\_\_ to \_\_\_\_\_) is \*HK\$ \_\_\_\_\_.

僱主簽名

Signature of Employer : \_\_\_\_\_

公司蓋章

Company Chop : \_\_\_\_\_

僱主姓名

Name of Employer : \_\_\_\_\_

聯絡電話

Telephone No. : \_\_\_\_\_

公司地址

Company Address : \_\_\_\_\_

日期

Date : \_\_\_\_\_

(注意：本證明書必須是正本，並備有公司蓋章及僱主聯絡電話。如有刪改 / 塗改，請僱主在旁加簽。)

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\*如此職員支取薪金並非港幣，請註明貨幣種類。

\* Please specify the currency if salary paid is not in Hong Kong dollars.

# 請刪除不適用者。 Please delete the inappropriate sentence.

**營業損益表 / Profit & Loss Account**

(適用於的士司機 / 貨車司機 / 小巴司機等自僱人士)  
(For self-employed taxi driver / lorry driver / minibus driver etc.)

(適用於經營業務人士(包括獨資經營 / 合夥業務)  
(For person running business (including sole proprietorship / partnership business))

從事下述職業的家庭成員姓名  
Name of family member engaged in the following business : \_\_\_\_\_

的士司機 / 貨車司機 / 小巴司機 (請圈一項)  
Taxi driver / Lorry driver / Minibus driver (please circle)

車主 / 租車司機 (請圈一項)  
Vehicle owner / Vehicle lessee (please circle)

牌照編號 (車主適用)  
License number (for vehicle owner only) : \_\_\_\_\_

**營業損益表 / Profit & Loss Account**  
由2017年4月1日至2018年3月31日  
From 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

**收入項目 / Income (HK\$)**

1. 租金(只適用於車主)  
Rent (for vehicle owner only) \$ \_\_\_\_\_

2. 自營業務之收益  
Profit from operating business \$ \_\_\_\_\_

3. 其他(請詳列所有項目及各細項金額)  
Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

(A) 營業總收入 / Total Income \$ \_\_\_\_\_

**支出項目 / Expenditure (HK\$)**  
(不包括車輛按揭金額) (excluding vehicle mortgages)  
(第1及2項適用於租車司機, 第2至5項適用於車主)  
(1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

1. 租車支出 / Vehicle rental fee \$ \_\_\_\_\_

2. 燃油費 / Fuel charges \$ \_\_\_\_\_

3. 保險 / Insurance premium \$ \_\_\_\_\_

4. 維修 / Maintenance fee \$ \_\_\_\_\_

5. 牌費 / Licence fees \$ \_\_\_\_\_

6. 其他(請詳列所有項目及各細項金額) /  
Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

(B) 營業總支出 / Total Expenditure \$ \_\_\_\_\_

淨盈利 (即(A)總收入 - (B)總支出\*)  
Net profit [(A)Total Income - (B)Total Expenditure\*] \$ \_\_\_\_\_

(請將此金額填寫於申請書第五部的「家庭收入」內)  
\*若總收入少於總支出(即(A) - (B) < 0), 本處不會計算負數, 即營業虧損不能由家庭總收入中扣除。  
(This amount should be filled in Part V of the Application Form.)  
\* If Total Income is less than Total Expenditure (i.e. (A) - (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.

備註(未能提供收入證明文件的原因):  
Remark (reason for not being able to provide income proof): \_\_\_\_\_

從事上述職業的家庭成員簽名(如非申請人)  
Signature of family member engaged in the above business (if not the applicant) : \_\_\_\_\_

申請人姓名  
Name of Applicant : \_\_\_\_\_

申請人香港身份證號碼  
HKID No. of Applicant : \_\_\_\_\_

申請人簽名  
Signature of Applicant : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

經營下述公司的家庭成員姓名(東主)  
Name of family member running the following company (Owner) \_\_\_\_\_

公司名稱  
Company name : \_\_\_\_\_

業務性質  
Nature of business : \_\_\_\_\_

公司地址  
Company address : \_\_\_\_\_

獨資或合夥  
Sole proprietorship or partnership : \_\_\_\_\_  
(如屬合夥, 請說明利潤分配比率, 如合夥(50%))  
(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

**營業損益表 / Profit & Loss Account**  
由2017年4月1日至2018年3月31日 / From 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

(A) 總收益 / Gross Income (HK\$) \$ \_\_\_\_\_

**支出項目 / Expenditure (HK\$)**  
(以下所有支出均屬經營生意支出, 不應包括家庭開支)  
(The following are all running costs of the company and should not cover any household expenses.)

購貨成本 / Cost on purchasing merchandise \$ \_\_\_\_\_

水費 / Water charges \$ \_\_\_\_\_

電費 / Electricity charges \$ \_\_\_\_\_

煤氣費 / Gas charges \$ \_\_\_\_\_

電話費 / Telephone charges \$ \_\_\_\_\_

租金及差餉 / Rent and rates \$ \_\_\_\_\_

其他僱員薪金(下述'#'者除外) / Salary of employees other than those marked '# below' \$ \_\_\_\_\_

運輸費 / Transportation costs \$ \_\_\_\_\_

交通費 / Traveling expenses \$ \_\_\_\_\_

保險費 / Insurance premium \$ \_\_\_\_\_

機器維修費 / Fees for repair and maintenance of machinery \$ \_\_\_\_\_

其他(請詳列所有項目及各細項金額) / Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

**其他支出項目 / Other Expenditure (HK\$)**

\* 東主在此公司支取的薪金  
Salary of owner paid by this company \$ \_\_\_\_\_

\* 其他家庭成員(姓名: \_\_\_\_\_)在此公司支取的薪金  
Salary of other family member paid by this company \$ \_\_\_\_\_  
(Name: \_\_\_\_\_)

(B) 總支出 / Total Expenditure (HK\$) \$ \_\_\_\_\_

家庭收入 = (A) 總收益 - (B) 總支出\* + 東主/其他家庭成員在此公司的薪金 #  
Household Income = (A) Gross Income - (B) Total Expenditure\* + Salary of owner / other family member paid by this company # \$ \_\_\_\_\_

(請將此金額填寫於申請書第五部的「家庭收入」內)  
\*若公司總收益少於總支出(即(A) - (B) < 0), 本處不會計算負數, 即營業虧損不能由家庭總收入中扣除。  
(This amount should be filled in Part V of the Application Form.)  
\* If Gross Income is less than Total Expenditure (i.e. (A) - (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.

備註(未能提供收入證明文件的原因):  
Remark (reason for not being able to provide income proof): \_\_\_\_\_

東主簽名 (如非申請人)  
Signature of Owner (if not the applicant) : \_\_\_\_\_

申請人姓名  
Name of Applicant : \_\_\_\_\_

申請人香港身份證號碼  
HKID No. of Applicant : \_\_\_\_\_

申請人簽名  
Signature of Applicant : \_\_\_\_\_

日期  
Date : \_\_\_\_\_