

disclose the information provided in this application form.

This Declaration shall be governed by and constructed in accordance with the laws of the HKSAR. I and the HKSAR Government shall irrevocably submit to the limited jurisdiction of the Courts of HK. I have read the provisions of this declaration carefully and fully understand my obligations and liabilities under this declaration.

Date : _____

Signature of Applicant : _____

(This part must be duly signed by the applicant as provided in Part III/student-applicant's parent/guardian (if Part III is skipped). Otherwise, the application will not be processed.)

Part IX Checklist

Attention:
It is the responsibility of the applicants to complete the application form fully and truthfully and to provide all the supporting documents. The Committee/the SFO will assess the eligibility for and the level of financial assistance to be granted based on the information provided by the applicants in this application and/or the application for the other financial assistance schemes administered by the SFO. Insufficient information/misrepresentation of facts will render the application disqualified for further processing.

Please check the following items carefully. Put a "√" for the completed tasks and a "X" for any items not applicable.

Personal Identification

- 1. Copies of the HKID Card of the applicant, his/her spouse, the student-applicant and all other members mentioned in this form affixed onto Annex 1.
- 2. A copy of the student's valid travel document for students whose HKID Card bear the symbol "C" (Conditional Stay).
- 3. 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.

For student-applicants who are not successful in applying for financial assistance from the SFO —

Family Background

- 4. For single-parent families, a copy of the supporting document such as the divorce certificate, death certificate or report of the missing persons.
- 5. For applicant who is not the parent of the student-applicant, written explanation on why the application is not submitted by the parent.

Income Certificates

6. Please submit the documentary proof of the total income earned by the applicant/applicant's spouse/unmarried children residing with the family for the period from 1 April 2017 to 31 March 2018 in accordance with the requirements listed below:

(a) Salaried employed person	<ul style="list-style-type: none"> ● Tax Demand Note issued by the Inland Revenue Department; if not available ● Employer's Return of Remuneration and Pensions Form; if not available ● Salary Statement; if not available ● Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. 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 the family income); if not available ● Income Certificate certified by the employer (See Annex 3), etc. 	<input type="checkbox"/>
(b) Self-employed driver or person running business (including sole proprietorship business / partnership business / limited	<ul style="list-style-type: none"> ● Profit and Loss Account verified by a Certified Public Accountant ; if not available ● Profit and Loss Account prepared on your own (See Annex 4) <u>and</u> ● Personal Assessment Notice (if applicable). 	<input type="checkbox"/>
(c) Salaried employed or self-employed person who cannot produce any income proofs	<ul style="list-style-type: none"> ● Please follow Annex 2 to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (The SFO reserves the right to decide whether applications from those applicants who cannot provide reasonable justification for not producing income proof would be accepted.) 	<input type="checkbox"/>
(d) Person with rental income	<ul style="list-style-type: none"> ● Tenancy Agreement; if not available ● Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating family income). 	<input type="checkbox"/>

Medical Expenses of Chronic Diseases

7. For family members (including dependent parents) who are chronically ill or permanently incapacitated, the following documents are required as proof for any medical expenses incurred:

(a) Medical Report	Medical History/Report for the period 1 April 2017 to 31 March 2018 (Please list the details)	<input type="checkbox"/>
(b) Proofs of Medical Expenses	Proofs for Medical Expenses (such as medical receipts), showing the items and amount for the period 1 April 2017 to 31 March 2018	<input type="checkbox"/>

For Official Use
