

Important Notes

A. To Start the Application

1. The E-forms provided by the Sir Edward Youde Memorial (SEYM) Fund Council Secretariat enable applicants to complete and submit online through “GovHK”.
2. Please refer to the Information Notes of the SEYM Fellowships and Scholarships for Overseas Studies for General Students / Disabled Students, where appropriate, before filling in the E-form.
3. Each applicant should submit one application form only.
4. If applicants need to gain access to any E-form through the Internet, they shall at their own costs make their own arrangements with the Internet, mobile or other telecommunication service providers for the connection and disconnection of such access to the E-form. Applicants shall also at their own costs make arrangements for the necessary computer hardware, software, communications link, equipment and / or devices as may be required for the access to the E-form and the SEYM Fund Council Secretariat shall not be responsible for any obligations, expenses or liabilities incurred or suffered by the applicants in connection therewith.
5. Applicants should save their E-form from time to time to avoid possible loss of data. To save the E-form, applicants should set up a password in order to retrieve their E-form.
6. After the completion of the E-form, applicants may provide an email, which will be used for notifying applicants for successful submission of E-form. After submitting the E-form, applicants will receive an acknowledgement email, where a reference number is automatically generated by the system. Nevertheless, the SEYM Fund Council Secretariat will provide an application number to each applicant separately. Applicants should quote their application number for enquiries and update their records where necessary.
7. Upon submission of the E-form, please provide the required supporting document(s) within **7 calendar days** from the date of submission of E-form by mail or by hand to the SEYM Fund Council Secretariat. For details, please refer to the **“Points to Note when Submitting Supporting Documents by Post”** in Part C.

8. Papers and documents submitted should be in A4 size and English translation must be provided if the papers and documents submitted are not in English. Otherwise, submission of any papers / documents in foreign language may not be considered.
9. All documents submitted are not returnable.
10. Please print a copy of the application report for personal reference once the application has been submitted. If an applicant is invited for interview, he / she is required to bring the originals of all documents in support of his / her application for submission to the SEYM Fund Council Secretariat when he / she attends the interview.

B. To Sign the Declaration

1. Applicants are encouraged to register and use iAM Smart+ to digitally sign the Declaration. Applicants do not need to print, manually sign and submit the signed declaration separately. For more details on iAM Smart+ registration, please visit the thematic website of iAM Smart.
2. Applicants without iAM Smart+ are required to print and sign the Declaration (Annex E). Signed Declaration should be submitted together with the supporting documents required within **7 calendar days** from the date of submission of E-form.

C. Points to Note when Submitting Supporting Documents by Post

1. After submission of the E-form, applicants should send copy of the relevant supporting documents separately through the drop-in box at / by post to –

Address: Sir Edward Youde Memorial Fund Council Secretariat
Room 1217, 12/F
Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon, Hong Kong

2. Applicants who submit the supporting documents by post should state clearly their HKID Card No. on the **back pages** of the supporting documents and affix sufficient postage on the envelopes. Any underpaid mail items will not be accepted and will either be returned to the sender or disposed of by the Hongkong Post.

3. Please provide the required personal data and supporting documents according to the instruction of this E-form. The SEYM Fund Council Secretariat may not be able to process the application if the information provided is unclear, incorrect, incomplete or not supported by necessary documents and can only process your request for change of personal particulars upon complete submission of the required data and supporting documents.

D. Enquiries

Should you have any enquiries, please call the SEYM Fund Council Secretariat at (852) 2150 6098 or 2150 6097. Office hours of the SEYM Fund Council Secretariat: Mondays to Fridays 8:45 a.m. – 1:00 p.m., 2:00 p.m. – 5:45 p.m. (closed on Saturdays, Sundays and public holidays).