

在職家庭及學生資助事務處

學生資助處

學生貸款組

九龍長沙灣道303號

長沙灣政府合署十一樓

電話 : 2150 6211 或 2150 6212

(免入息審查貸款計劃)

2150 6226

(資助專上課程學生資助計劃)

圖文傳真 : 3102 1257

電郵 : wg\_sfo@wfsfaa.gov.hk



Working Family and Student Financial

Assistance Agency

Student Finance Office

Student Loan Unit

11/F., Cheung Sha Wan Government Offices 303

Cheung Sha Wan Road, Kowloon

Tel. No. : 2150 6211 or 2150 6212 (NLS)

2150 6226 (TSFS)

Fax No. : 3102 1257

Email : wg\_sfo@wfsfaa.gov.hk

## 更改通訊地址及／或電話號碼通知書

### Notification of Change of Correspondence Address and / or Telephone Number(s)

請在適當的空格內加上剔號「✓」及填寫貸款帳戶和其他資料：

Please mark a tick “✓” in the box(es) below as appropriate and write down the loan account(s) and other information:

免入息審查貸款計劃

Non-means-tested Loan Scheme (NLS)

資助專上課程學生資助計劃

Tertiary Student Finance Scheme –

Publicly-funded Programmes (TSFS)

繳款帳戶編號 或 自動櫃員機/繳費靈付款編號

D/N Ref. No.(s) or ATM/PPS Ref. No.(s)

: \_\_\_\_\_

由\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日起，本人上列貸款帳戶的通訊地址及／或聯絡電話號碼將／已更改如下：-

With effect from \_\_\_\_\_(DD/MM/YYYY), my correspondence address and / or contact telephone number(s) registered under the above listed loan account(s) will be changed / have been changed as follows:-

姓名

香港身份證號碼

Name (in block letters): \_\_\_\_\_

HKID Card No.: \_\_\_\_\_

通訊地址 (如有更新，請以英文正楷填寫)

Correspondence Address (Please provide in block letters if there is a change) :

- 請注意，你必須一併提供最近3個月內相關的地址證明文件之副本。地址證明文件須為特區政府決策局/部門、公用事務組織/機構或商業機構發出的郵寄信件。如有需要，你亦可能被要求提交有關地址證明文件的正本。本處會於收妥此通知書後盡快郵寄「確認更改通訊地址」確認信到你更新的通訊地址。如欲確定學生資助處已收妥你的通知書，請致電 2150 6211 或 2150 6212 (免入息審查貸款計劃) 或 2150 6226 (資助專上課程學生資助計劃) 與學生貸款組職員聯絡。
- You are required to provide together with a copy of **documentary evidence** showing your **address** in the past 3 months. Documentary evidence of address should be letters issued by government bureaux/departments, public organisations/utilities or commercial organisations. If necessary, you may be required to produce the documentary evidence in originals. The SFO will send a “Confirmation of Change of Address” letter to your new correspondence address upon receiving your notification. If you would like to confirm receipt of your notification by the Student Finance Office, please contact our staff of the Student Loan Unit at 2150 6211 or 2150 6212 (for NLS) or 2150 6226 (for TSFS).

聯絡電話號碼 Contact Telephone Number(s) :

住宅 Home : \_\_\_\_\_ 辦公室 Office : \_\_\_\_\_

手提電話 Mobile Phone : \_\_\_\_\_

簽名 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

#### 註: Notes:

- (1) 如你現正收取郵寄季度繳款單，本處會把季度繳款單在到期日前寄往上述地址。季度繳款單到期日一般為每年的1月1日、4月1日、7月1日及10月1日。如你在繳款到期日的一星期前仍未收到有關繳款單，請與學生貸款組職員聯絡。借款人即使沒有收到繳款單，仍有責任於繳款到期日或之前還款。

For existing postal quarterly demand note loan recipients, quarterly demand notes will be sent to the above address before each due date. Quarterly demand notes will normally be due on 1 January, 1 April, 1 July and 1 October each year. If you do not receive the demand note one week before the respective due date, please contact our staff of the Student Loan Unit. Non-receipt of demand notes does not exempt a loan recipient from the obligation to repay the instalment due on or before the due date.

- (2) 除特別註明外，本表格所有項目均須填寫。如你無充分理由而不提供所需資料，你的通知書將不獲處理。

All items in this form are mandatory except those specified otherwise. If you fail to provide the required information without reasons, your notification will not be processed.