



Are you going to apply for grant and loan in 2019/20 under the Tertiary Student Finance Scheme – Publicly-funded Programmes?

Please submit the documentary proofs on or before the deadline after you have submitted your application. Early submission of application with complete information will facilitate the smooth processing and early payment of financial assistance, if any, to you.

The Checklist on Documentary Proofs Required

A Personal Information

If you are single, the copy of your student ID card and copies of HKID card of yourself and your parent(s), your unmarried sibling(s) residing with you and/or your parent(s) and your dependent grandparent(s). If you are married, the HKID card / birth certificate copy/copies of yourself, your spouse and children, as well as a copy of your marriage certificate.

B Family Income

If you are single, income proof copy/copies of your parent(s) and unmarried sibling(s) residing with you and/or your parent(s) for the period 1/4/2018 – 31/3/2019. If you are married, income proof copy/copies of yourself and your spouse for the same period. Examples of income proofs include salary statement, Employer's Return of Remuneration and Pensions [IR56B] / Notification by an employer of an employee who is about to cease to be employed [IR56F] / Return of payroll emoluments for civil servant [IR56C] / Notification of remuneration paid to persons other than employees [IR56M], etc..

Self-written Income Statement or Profit & Loss Account if you or your parent(s)/spouse is/are self-employed or operating your/his/her own business.

C Family Assets

(If you are single, please provide documentary proof(s) on assets owned by yourself and your parent(s). If you are married, please provide documentary proof(s) on assets owned by yourself and your spouse.)

Supporting documents for property / land / carpark / vehicle / vessel, e.g. Sales and Purchase Agreement, Demand for Rates and annual mortgage repayment schedule.

Copy/copies of all passbooks and monthly statements of all types of bank deposits of yourself and your parent(s)/spouse, including the pages indicating the account holder's name, account number and all transactions from 1/4/2018 to 31/3/2019.

Please obtain transaction records from bank(s) if the remarks "Net Back Items" / "CBC", etc. appear on the bank passbook(s) of yourself and your parent(s)/spouse.

Copy/copies of certificate(s) / receipt(s) / notice(s) of time deposit(s) showing the balance as at 31/3/2019.

Copy/copies of certificate(s), annual statement(s) or monthly statement(s) showing the types / quantities / values of investment items as at 31/3/2019, e.g. shares / warrants / bonds / funds /savings or investment-linked insurance policy/policies with cash value and dividends.

Documentary proof(s) like Business Registration Certificate, Balance Sheet, company account statements, etc., if you or your parent(s)/spouse is/are self-employed or operating your/his/her own business.

Important Points to Note

* Attention: According to TSFS Guidance Notes, if the applicant fails to report the required information in the application form or provide the required supporting document at the time of application, and the information/supporting document is only reported/provided upon the Student Finance Office's enquiry, this would be treated as a misrepresentation and/or omission in the application. Hence, the applicant should list out in full in the application form the information which is not yet available and provide the information to the Student Finance Office once it is available.

* All bank records should show the position as at 31.3.2019.

* Please ensure all copies are clear and readable.

* The above checklist is for general reference only, which is not exhaustive. Students should refer to TSFS Guidance Notes for more details. For enquiries, please feel free to contact the Student Finance Office's hotline at 2152 9000 or visit Student Finance Office's homepage at <http://www.wfsfaa.gov.hk/sfo/>.

* Attention: if you have not kept the original copies of passbooks and statements, the bank may charge handling fees for replacement copies.



Student Finance Office
Working Family and Student
Financial Assistance Agency