

Student Finance Office
Working Family and Student Financial Assistance Agency
Notes on How to Complete and Return Electronic Household Application Form

WARNING

- The personal data in the application will be used to assess an applicant's eligibility for financial assistance and the appropriate level of assistance to be awarded. 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.
- Applicants, their family members or agents must not offer an advantage, including money or gifts, to any government officer in connection with their applications or while having dealings of any kind with Government bureaux / departments; or else, they may commit an offence under section 4(1) and / or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for seven years.

IMPORTANT NOTES

I. General Information

- Please complete Parts I to VIII according to the instructions stated in the Electronic Household Application Form (E-Form) and this Notes. All the items marked with * are mandatory items.
- "Assessment year" mentioned in this Notes generally refers to the preceding financial year. The assessment year for application in this school year (i.e. 2026/27 application) refers to the 2025-26 financial year (1.4.2025 – 31.3.2026).
- Applicants are suggested to access, complete and submit their E-Form with the latest version of Microsoft Edge, Google Chrome, Mozilla Firefox or Safari. If applicants are not using the aforementioned browsers or are using an older version of the aforementioned browsers, the contents and/or options of the E-Form may not be displayed or functioned properly.

II. Notes on Submission of Supporting Documents

- Regarding the copy of supporting documents required to be submitted (e.g. identity documents, supporting documents for separation / divorce (for single-parent families), documentary proof on annual income, etc.), please refer to Paragraph 13.4 of this Notes for details. Please note that **applicants must provide the required supporting documents; otherwise, the Student Finance Office (SFO) will not be able to process the application.**

Accessing E-Form

- 1.1 "eWFSFAA" (<https://ewfsfaa.gov.hk>) is a one-stop e-service platform which provides single sign-on access to the various financial assistance schemes administered by the Working Family and Student Financial Assistance Agency, including the student financial assistance schemes, student loan schemes, Continuing Education Fund, and Working Family Allowance Scheme. After identity verification, users can access all the financial assistance / loan schemes, view account information at a glance and submit applications in a convenient manner. Applicants may follow the procedures in "Guide to create 'eWFSFAA' account for accessing pre-filled forms" (https://www.wfsfaa.gov.hk/pps_guide_e) (please skip steps 4 and 5) to create and verify their "eWFSFAA" accounts, and then access the E-Form via "eWFSFAA".

Applicants may go to "Pre-primary, Primary and Secondary Level" under "Scheme Directory", and click "Pre-filled E-form (Applicable to Continuing Applicants Only / E-form [Applicable to Other Applicants (including New Applicants)])".



SFO E-link - My Applications
(Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)

Home


Related Application Documents

Calculator¹²

FAQs¹²

Help Desk¹²

Working Family and Student Financial Assistance Agency¹²



Important Announcement

[Redacted announcement content]

Please read carefully the guidelines on the "SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)" website, then click the "Access E-Form" button in the middle of the page.

Access E-Form

Guidelines

[Expand All+](#)

"Household Application Form for Student Financial Assistance Schemes"

1.2 Please read carefully the "Important Notes", then click "Continue" to start filling in the E-Form.

Completing E-Form

Part I Particulars of the Applicant

(Applicants must be the parent or the guardian (as recognized under Guardianship of Minors Ordinance, Cap 13) of the student-applicants)

1. Name in Chinese
陳大文

2. Title@#
 A. Mr B. Ms C. Miss

3. Name in English *
CHAN TAI MAN

4. Correspondence Address *(Please fill out in English)*

| Flat | Floor | Block |
|------|-------|-------|
| A | 12 | |

Name of Building
HAPPY HOUSE

Estate / Village
HARMONY ESTATE

No. & Name of Street
[Redacted]

District
SHAM SHUI PO

Area*
 1. HK 2. KLN 3. NT 4. OHK(Outside HK)

5. Year of Birth*
1978

6. HKID Card No.*
A1234567

Other Identity Document Type
[Redacted]

Other Identity Document No.
[Redacted]

The personal information provided by the applicant when creating the "eWFSFAA" account is pre-filled by default. Please check all the pre-filled data. If necessary, applicant may re-enter the data with updated information (except the Hong Kong Identity Card Number, Other Identity Document Type and Number).

Applicant must enter the correct correspondence address. Otherwise, the SFO will not be able to contact the applicant in writing. If applicant can only confirm the place of residence after submitting the application, please inform the SFO of the new correspondence address in writing once it is available. If applicant is not residing in Hong Kong, please enter a Hong Kong correspondence address for future correspondence.

7. Home Tel No. @

8. HK Mobile Phone No.

(The SFO will send various notifications by means of SMS. Please fill in the phone number that can receive SMS)

12345678

9. Email Address*

chantm@gmail.com

Re-enter Email Address*

chantm@gmail.com

10. Your marital status during the period from 1.4.2025 to 31.3.2026#

A. Married *(Please provide spouse's information in Part II)*

B. Divorced / Separated / Widowed / Single / Others

(Please provide copies of supporting documents, and spouse's information need not be provided in Part II)

11. Ethnicity^{Note} @

A. Chinese B. Pakistani C. Nepalese D. Others

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ance schemes.)*

Previous Page Next Page

To facilitate the SFO to issue acknowledgement of receipt of applications and the related payment information (if applicable) by means of SMS, please verify (if applicable) and enter your Hong Kong mobile phone number.

Please verify the applicant's email address and re-enter the same for confirmation. To facilitate the SFO to contact applicant by electronic means where applicable, applicant must enter a valid email address.

Please select the marital status during the assessment year. If applicant is "Married", please check the box next to item (A) and enter the spouse's information in Part II of the E-Form.

After completing all items in Part I, please click "Next Page" to proceed to the following part.

If applicant is a single parent during the assessment year, please check the box next to item (B). Relevant options on marital status will be available for applicant to select and input (if applicable) after checking the box next to item (B).

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

3.1 Spouse, student-applicants and unmarried children residing with the family

A. Spouse

1. Name in Chinese

黃小芬

2. Name in English*

WONG SIU FAN

3. Year of Birth*

1980

4. HKID Card No.

B1234567

(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof.)

Other Identity Document Type*

(Please refer to paragraph 3.1.2 of "Notes on How to Complete and Return Electronic Household Application Form")

Other Identity Document No.*

5. HK Mobile Phone No. @

12345678

Previous Page Next Page

Please enter the surname first; and leave a space between each word.

Please enter the Hong Kong Identity Card Number of your spouse claimed in the Form with reference to the example as shown in the box.

If applicant's spouse is not a holder of the Hong Kong Identity Card, please complete these two fields by referring to Paragraph 3.1.2 of this Notes.

After completing all items in Part II Section A, please click "Next Page" to proceed to the following part.

B. Student-applicants and unmarried children residing with the family

(If more than one child, please fill out this part starting from the youngest child.)

Student-applicant 1 / Unmarried child residing with the family 1

1. Name in Chinese

陳小芳

Please enter the surname first; and leave a space between each word.

2. Name in English*

CHAN SIU FONG

3. Date of Birth (DD/MM/YYYY)*

01 DD 01 MM 2011 YYYY

Please enter the Hong Kong Identity Card Number / Birth Certificate Number of the student-applicant / unmarried child residing with the family claimed in the Form with reference to the example as shown in the box and submit a copy of the relevant identity document (if applicable).

4. HKID Card No./ Birth Certificate No.*

D1234567

If not available, please provide:

Other Identity Document Type *(Please refer to paragraph 3.1.2 of "Notes on How to Complete and Return Electronic Household Application Form")*

Other Identity Document No.

If student-applicant / unmarried child residing with the family is not a holder of the Hong Kong Identity Card, please complete these two fields by referring to Paragraph 3.1.2 of this Notes.

5. Status for 2025-26#

- A. Under education B. In employment C. Unemployed D. Other

6. Name of School / Institution in 2026/27

NUMBER ONE SECONDARY SCHOOL

7. Class level in 2026/27#

S4

If applicant wishes to apply for financial assistance for the child in this school year (including KCFRS, Grant-KG, TA, STS, DAEFR / DYJFR and FAEAEAC), please check the appropriate box(es) under items 5, 8 and 9. The appropriate box(es) under item 9 will be shown only after completion of items 7 and 8.

8. Mode of study#

- A. Whole-day B. Half-day (A.M. session) C. Half-day (P.M. session) D. Part-time

9. Apply for schemes *(On student basis and you may choose more than 1 item, if applicable)#*

- Need Do not need

Kindergarten & below levels#

(1) KCFRS + (2) Grant-KG*
(^ Grant-KG only applicable to KG students (K1-K3))

Applicants with children receiving whole-day child care services (N1-N2) should complete the "Social Needs" Assessment Form (SFO 235A) below and submit together with the supporting documents.

Primary & secondary levels or equivalent#

- (3) TA
 (4) STS
 (5) DAEFR/DYJFR
 (6) FAEAEAC

If applicant wishes to apply for KCFRS for the child receiving whole-day child care services, please download and complete the "Social Needs" Assessment Form, and submit it with the supporting documents.

If applicant wishes to apply for financial assistance for pre-primary students (including (1) KCFRS and (2) Grant-KG), please check this box. Eligible KG student-applicants (K1 to K3) will be provided with fee remission under KCFRS (if applicable) and Grant-KG. Eligible children receiving whole-day child care services (N1 & N2) will be provided with fee remission under KCFRS only.

Previous Page

Next Page

Add Child

Student-applicant 2 / Unmarried child residing with the family 2

1. Name in Chinese

2. Name in English*

3. Date of Birth (DD/MM/YYYY)*
 DD MM YYYY

4. HKID Card No./ Birth Certificate No.*

If not available, please provide:*

Other Identity Document Type (Please refer to paragraph 3.1.2 of "Notes on How to Complete and Return Electronic Household Application Form")

Other Identity Document No.*

5. Status for 2025-26#
 A.Under education B.In employment C.Unemployed D.Other

6. Name of School / Institution in 2026/27

7. Class level in 2026/27#

8. Mode of study#
 A. Whole-day B. Half-day (A.M. session) C. Half-day (P.M. session) D. Part-time

9. Apply for schemes (On student basis and you may choose more than 1 item, if applicable)#
 Need Do not need

Kindergarten & below levels#
 (1)KCFRS + (2)Grant-KG^
 (^ Grant-KG only applicable to KG students (K1-K3))

Applicants with children receiving whole-day child care services (N1-N2) should complete the "Social Needs" Assessment Form (SFO 235A) below and submit together with the supporting documents.

Primary & secondary levels or equivalent#
 (3) TA
 (4) STS
 (5) DAEFR/DYJFR
 (6) FAEAEC

If the unmarried child residing with the family is studying at a tertiary institution this school year, please check the "Do not need" box under the item of "Apply for schemes".

After completing all items in Part II Section B, please click "Next Page" to proceed to the following part.

If applicant needs to add an unmarried child residing with the family, please click "Add Child" to enter details of the new member and provide copies of the identity documents (please refer to Paragraph 13.4 (i) and (ii) of this Notes).

3.1.1 Applicant's spouse and children in receipt of Comprehensive Social Security Assistance (CSSA) will not be counted as "family members" under the Adjusted Family Income (AFI) mechanism.

3.1.2 If the Hong Kong Identity Card Number is not available, please select the applicable item from the dropdown menu of "Other Identity Document Type" comprising the following items, enter the relevant identity document number, and provide a copy of the identity document:

| | | |
|---------------------------|------------------------------------|---|
| (i) Passport | (ii) Re-entry Permit | (iii) Certificate of Identity |
| (iv) Document of Identity | (v) Entry Permit | (vi) Declaration of ID for Visa Purpose |
| (vii) One-way Permit | (viii) Mainland identity documents | (ix) Others |

3.1.3 Student-applicants who have been approved to receive financial subsidies, assistance or exemption in respect of textbook expenses, internet access charges at home, student travel expenses, tuition fees, examination fees, etc., or receive free textbooks, free transportation service to and from school, etc. by any public or private organizations or schools should not apply for the same type of assistance through the SFO. These organizations include, but are not limited to schools, the Social Welfare Department, Education Bureau, the Hong Kong Jockey Club, public transport companies, etc. If it is subsequently discovered that the student-applicant is benefitting from double subsidies, the applicant is liable to refund the overpaid amount forthwith upon the request of the SFO. If the student who has successfully applied for STS later changes the residential address or changes to be a boarder or live in a hostel provided by the school during term-time, the applicant should inform SFO as soon as possible for re-calculation of the amount of travel subsidy for the student concerned.

3.1.4 Applicant should refer to the following codes and select the applicable class level attended by his / her child(ren) in this school year from the dropdown menu:

- | | |
|---|-----------------------------|
| (i) Whole-day Child Care Centre (group aged 0 to 2): | N1 |
| (ii) Whole-day Child Care Centre (group aged 2 to 3): | N2 |
| (iii) Nursery class in kindergarten: | K1 |
| (iv) Lower class in kindergarten: | K2 |
| (v) Upper class in kindergarten: | K3 |
| (vi) Primary 1 to 6: | P1 / P2 / P3 / P4 / P5 / P6 |
| (vii) Secondary 1 to 3: | S1 / S2 / S3 |
| (viii) Secondary 4 to 6: | S4 / S5 / S6 |
| (ix) Diploma of Applied Education / Diploma Yi Jin: | DAE / DYJ |
| (x) Others (e.g. Tertiary Level): | Others |

3.1.5 If applicant wishes to amend the application details after submission of the E-Form (including applying for additional scheme(s) / amending scheme(s) that have been applied for), please submit the request in writing, together with justification, and post it to the SFO within 30 days from the submission date of the E-Form. Application for additional scheme(s) / amending the scheme(s) to apply for must be duly signed by the applicant with the Household Application Number / the Hong Kong Identity Card Number of the applicant specified. It will take longer time for processing these applications. Please note that late application for financial assistance will not be considered. In this regard, applicant should check carefully if he / she has chosen all the scheme(s) that he / she wishes to apply for before submission of the E-Form.

3.2 Subsidy for Internet Access Charges (SIA)
 The applicant does not need to separately apply for SIA, which is granted on a household basis and only applicable to families with children who are full-time students of primary or secondary levels and pass the means test for receiving financial assistance under the SFO. This subsidy is not applicable to families with pre-primary students only.

C. Subsidy for Internet Access Charges (SIA)

(On household basis and only applicable to families with students of primary and secondary levels. Not applicable to families with pre-primary students only.)

SIA will be disbursed to eligible families.

For families which **do not need** SIA, please put in the box.

Do not need

For families which **do not need** SIA, please check this box.

After completing Part II Section C, please click "Next Page" to proceed to the following part.

Previous Page Next Page

3.3 Dependent parent

3.3.1 Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the CSSA at the time of submission of application. They must, throughout the normal assessment year, not be in employment and meet any one of the following conditions for at least 6 months –

- (A) resided with the applicant's family; or
- (B) resided in premises owned or rented by the applicant or his / her spouse; or
- (C) resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

Remarks: Applicant or his / her spouse must continue to support their parent(s) in this school year and the form of support should be similar to that in the year of assessment. (If the dependent parent(s) passed away before the applicant submits his / her application, it does not fulfil the requirement of continual support to their parent(s). Applicant needs not fill out the information of his / her deceased parent(s)). Besides, as the number of family members may affect directly the level of assistance the applicant's family is eligible for, please submit the completed E-Form together with documentary proof for supporting the parents (e.g. tenancy agreement, residential address proof or receipt of the home for the elderly, etc.) to the SFO for consideration.

3.3.2 If applicant or his / her spouse has dependent parent(s) who are not holders of the Hong Kong Identity Card, please submit copies of the identity documents of the dependent parents provided in the form. If applicant or his / her spouse has no dependent parent(s), please do not fill out this part.

D. Dependent Parent

(If Applicant or his/her spouse have no dependent parent, please do not fill out the spaces below.)

(i) Is/Are the dependent parent(s) currently in receipt of the Comprehensive Social Security Assistance (CSSA) and/or (ii) under employment during the assessment period?#

Yes(Need not complete Part "D" Dependent Parent)

No(Continue to complete Part "D" Dependent Parent)

Dependent Parent1

Name in Chinese

陳大福

Name in English *

CHAN TAI FUK

HKID Card No.*

E1234567

OR Other Identity Document Type* *(Please refer to paragraph 3.1.2 of "Notes on How to Complete and Return Electronic Household Application Form")*

Other Identity Document No.*

Year of Birth*

1954

Dependency Status *(at least 6 months during 1.4.2025 to 31.3.2026)**

Please select one of the following dependency status

Resided with the applicant's family

Resided in premises owned or rented by the applicant or his/her spouse

Resided in an elderly home and the expenses were fully paid by the applicant or his/her spouse OR totally supported by the applicant or his/her spouse

Previous Page Next Page

Please check the appropriate box. If "Yes", please skip Section D. If "No", please continue to complete Section D and refer to Paragraph 3.3.1 of this Notes for definition of "Dependent Parent".

Please enter the personal particulars of dependent parent(s) and provide a copy of their identity documents and documentary proof for supporting the parents (if applicable).

If the dependent parent is not a holder of the Hong Kong Identity Card, please complete these two fields by referring to Paragraph 3.1.2 of this Notes.

Applicant should read Paragraph 3.3.1 (A), (B) and (C) of this Notes carefully and check the appropriate box(es).

After completing all items in Part II Section D, please click "Next Page" to proceed to the following part.

Part III Residential Address

4.1 Applicant should enter the residential address in this part so that the SFO can arrange to conduct home visits for the selected applicants. If applicant's residential address is the same as the correspondence address provided in Part I of the E-Form, the applicant is not required to complete this part. After completing this part, please click "Next Page" to proceed to the following part.

Part IV Family Income

1. Applicant
Mode of employment#
 Full-time Part-time
Position / Other
* (e.g. housewife, unemployed, retired) (Please specify period if it is not a whole year)

UNEMPLOYED (1.4.2025 – 30.4.2025); CLERK (1.5.2025 – 31.12.2025); SELF-EMPLOYED DRIVER (1.1.2026 – 28.2.2026) AND RETIRED (1.3.2026 – 31.3.2026)

Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)
Salary (\$) *
80000
Business profit (\$) *
45000

2. Spouse
Mode of employment#
 Full-time Part-time
Position / Other (e.g. housewife, unemployed, retired)
(Please specify period if it is not a whole year)*

HOUSEWIFE (1.4.2025 – 30.9.2025); PART-TIME CASHIER (1.10.2026 – 31.3.2026)

Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)
Salary (\$) *
30000
Business profit (\$) *
0

(For an unmarried child residing with the family of the applicant, part-time income of a non full-time student should be included.)

3. Unmarried child residing with the family (if applicable)
Name
CHAN TAI MING
Mode of employment#
 Full-time Part-time
Position / Other (e.g. housewife, unemployed, retired)
(Please specify period if it is not a whole year)

WAITER (1.4.2025 – 10.6.2025); UNEMPLOYED (11.6.2025 – 31.3.2026)

Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)
Salary (\$) *
36000
Business profit (\$) *
0

5. Other income
Contribution from children not residing together, relatives or friends (\$) *
12000
Rental income of property, land, carpark, vehicle or vessel (\$) *
96000
Interests from investments, fixed deposit (\$) *
5000
Alimony (\$) *
0
Pension (excluding lump sum retirement gratuity) (\$) *
0
Widow's & Children's Compensation (\$) *
0
Others (\$) *
0

Previous Page Next Page

Please enter the total income (integer without decimal places) for the period from 1.4.2025 to 31.3.2026. **The SFO will not accept estimated amount, and so please provide the actual figure.** For other income source, e.g. rental income (see item 11 under "Items need to be reported" in Paragraph 5.1 of this Notes), contribution from children not residing with the family / relatives / friends, alimony or interests from investments, please enter the amount according to the following example. **If there is no relevant income, please input "0" in the field(s).**

Please complete the fields with position, unemployment, housewife or retirement during the assessment period. If it is not a whole year, please specify the period with reference to the examples.

After completing all items in Part IV, please click "Next Page" to proceed to the following part.

5.1 Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference. For provision of documentary proofs, please refer to Paragraph 13.4 (vii) of this Notes.

| Items need to be reported | Items need not to be reported |
|--|---|
| 1 Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, <u>excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee</u>) | 1 Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as CSSA / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.) |
| 2 Double pay / Leave pay | 2 Long service pay / Contract gratuity |
| 3 Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.) | 3 Severance pay |
| 4 Bonus / Commission / Tips | 4 Loans |
| 5 Studentship | 5 Lump sum retirement gratuity / Provident fund |
| 6 Wages in lieu of notice of dismissal | 6 Inheritance |
| 7 Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc. | 7 Charity donations |
| 8 Alimony | 8 Insurance / accident / injury indemnity |
| 9 Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses) | 9 MPF / Provident Fund contribution by employee (the <u>ceiling</u> of contribution needs not to be reported is <u>\$18,000 per year</u>) |
| 10 Interests from fixed deposits, stocks, shares and bonds, etc. | |
| 11 Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas) | |
| 12 Monthly pension / Widow's & Children's Compensation | |

5.2 Applicant should provide the income proof and those of the family member(s) under employment. If the applicant, the applicant's spouse or any family member under employment has / have provided the Income Certificate (i.e. Sample I) or the Self-prepared Income Breakdown (i.e. Sample IV) as the income proof, the SFO may still require the applicant to concurrently provide the bank passbook, salary statement or other income proof for reference. If applicant cannot provide any income proof for special reasons, please notify the SFO in writing, providing justifiable reasons and the detailed calculation of income. Applicant should also sign on the explanatory letter personally. If the explanation or documents provided cannot substantiate the reported income information of the family member(s) concerned (e.g. self-written statement of income), the SFO may need to make adjustment and apply benchmark figures (based on statistical information provided by relevant government departments e.g. Census and Statistics Department) to assess the income of applicants and their family members. In assessing the family income, if necessary, the SFO may require the applicants to provide documentary proof of items which is not listed above or seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application such as savings, loans. The SFO may also request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.

Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness

(Please provide a copy of supporting document)

| | |
|--|--|
| Name* | |
| CHAN TAI FUK | |
| Nature of incapacity or chronic illness* | |
| SUFFERING FROM DIABETES AND REQUIRING REGULAR MEDICAL TREATMENT. | |
| Medical expenses incurred within the assessment period (\$)* | |
| 10400 | |
| Previous Page Next Page | |

After completing all items in Part V, please click "Next Page" to proceed to the following part.

6.1 If applicant has incurred medical expenses for family members (for family members who are chronically ill or permanently incapacitated) in the assessment year, he / she may state details of the situation in Part V of the E-Form. Otherwise, please do not fill out this part. Applicant must provide relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners to the SFO for consideration of deducting such expenses. (The ceiling of deductible amount for each family member is \$24,250 per year in 2026/27).

Part VI Applicant's Bank Account for Payment of Assistance

(The account must be under the applicant's name. Please provide copy of the bank statement / first page of bank book.)

7.1 As the SFO will release the Grant for School-related Expenses for Kindergarten Students, School Textbook Assistance, Student Travel Subsidy, Subsidy for Internet Access Charges, Diploma of Applied Education / Diploma Yi Jin Fee Reimbursement and Financial Assistance for Designated Evening Adult Education Courses by autopay, applicant should provide the correct bank account holder's name, bank name and bank account number together with a copy of the relevant supporting document¹. Please note that the SFO bears no responsibility for any delay in receipt of payment and / or any loss in subsidy amount and / or any additional bank charges arising from any errors the applicant committed in providing the bank account holder's name and/or bank code and/or account number.

7.2 The bank account must be valid account solely under the name of the applicant. (It must be recently in use.) Joint account, credit card account, loan account, fixed-deposit account and foreign currency account are not accepted.

7.3 Please enter the correct bank account information with reference to the following example:

| | |
|--|----------------------|
| Account holder's name in English * | |
| CHAN TAI MAN | |
| Applicant's bank account no. * | |
| Bank Code* | Bank Account Number* |
| 024 | 1234567890 |
| (e.g. Standard Chartered Bank 003; HSBC 004; Hang Seng Bank 024) | |
| Bank name | |
| HANG SENG BANK | |
| Previous Page Next Page | |

After completing all items in Part VI, please click "Next Page" to proceed to the following part.

7.4 For enquiries of "Bank Code", applicant may approach the bank concerned for assistance.

7.5 If applicant needs to change the bank account holder's name and/or bank account number after submission of the E-Form, please advise the SFO of the change in writing with supporting document showing the name of the bank account holder and account number as soon as possible so as to avoid any delay in the disbursement of financial assistance.

¹ Applicant must enter correctly and clearly the bank account number on the E-Form. Applicant is not required to provide the relevant supporting document if the requirements mentioned in Paragraph 13.4 (vi) are met.

Part VII Applicant's Supplementary Information

1. If you have filled in details, please explain in detail:

Please provide details regarding family members in receipt of CSSA or any substantial changes in the applicant's family particulars after the assessment period (e.g. unemployment or substantial drop in income of a family member, etc.) in this part with copy of supporting documents. Otherwise, please leave this part blank.

2. If your family is receiving / has received CSSA any time during the period from 1 April 2025 to the time of submission of application, please specify the relevant duration, names of the family members in receipt of CSSA and quote the CSSA reference number.

WONG SIU FAN AND CHAN TAI MING RECEIVED CSSA DURING 1.4.2025 – 30.9.2025. THE CASE FILE NUMBER WAS ABC-C-123456.

3. If you have special financial hardship, please state details of the situation, relevant duration and submit supporting documents.

THE APPLICANT, CHAN TAI MAN HAS BEEN UNEMPLOYED SINCE 1.5.2026. THE FAMILY INCOME IS SUBSTANTIALLY REDUCED AFTER THE ASSESSMENT PERIOD WHICH RESULTS IN FINANCIAL HARDSHIP (SEE THE ATTACHED SUPPORTING DOCUMENTS).

After completing all items in Part VII, please click "Next Page" to proceed to the following part.

Previous Page Next Page

Part VIII Declaration

- 10.1 Applicant and his / her spouse (if applicable) should read through the paragraphs carefully and sign the Declaration digitally or on paper as follows:
- signing the Declaration with "iAM Smart+" digitally; or
 - printing the Declaration, signing in the appropriate space provided on the Declaration in black or blue ink and scanning the signed Declaration as one of the supporting documents for submission.

Applicant's Identity Document No.

A1234567

Date

XX/XX/20XX

Signing Method (Applicant):*

Sign with "iAM Smart" (Applicable for registered "iAM Smart+" account only) [More Info](#)

Sign on Paper

Applicant and/or his / her spouse may choose to sign the Declaration with "iAM Smart+".

Spouse's Identity Document No. *

B1234567

Date

XX/XX/20XX

Signing Method (Spouse):*

Sign with "iAM Smart" (Applicable for registered "iAM Smart+" account only) [More Info](#)

Sign on Paper

Please click "Print Declaration" to print the Declaration and sign on the printed copy. The signed copy should be submitted to the "Supporting Documents" page for online submission or returned to the SFO by post. Please note that the application without the signed Declaration will be delayed.

[Print Declaration](#) (If both Applicant and Spouse choose to sign on printed declaration, only for signing)

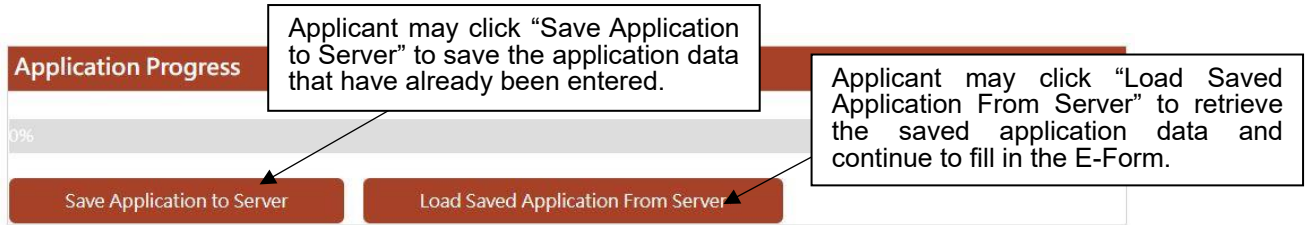
Applicant and/or his / her spouse may also choose to sign the Declaration on paper. Applicant and/or his / her spouse may print the Declaration, sign in the appropriate space provided on the Declaration in black or blue ink and scan the signed Declaration as one of the supporting documents for submission.

If applicant is a single-parent, there is no need to "Print Declaration" after choosing to "Sign on Paper", please click "Next Page" to proceed to the following part.

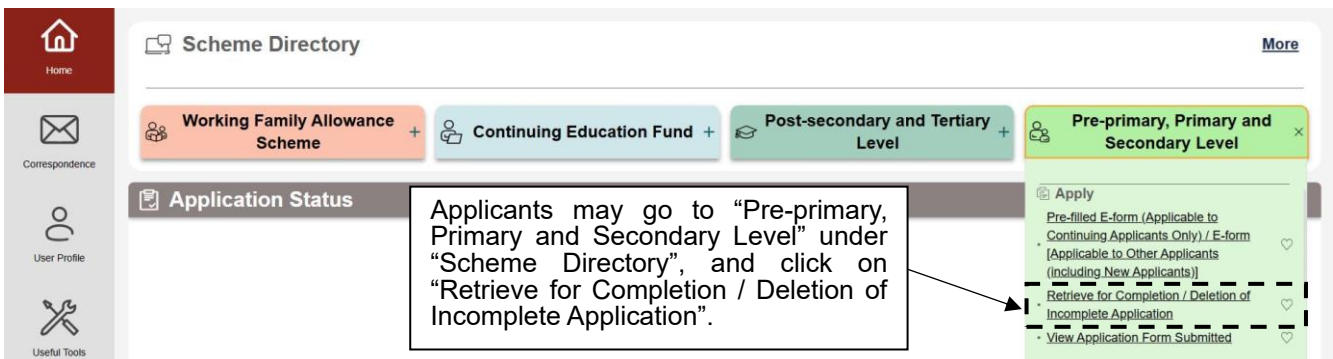
Previous Page Next Page

Saving and Loading E-Form

- 11.1 During the process of filling in the E-Form, if applicant needs to save the unfinished E-Form for completion later, he / she may click “Save Application to Server” under the “Application Progress” bar at the top of the E-Form. To retrieve the saved application data and continue to fill in the E-Form, please click “Load Saved Application From Server”. When the “Data saved / loaded successfully” message pops up on the webpage, it indicates that the filled-in application data and uploaded supporting documents have been successfully saved to / loaded from the server. If the error message “Failed to save / load data, please retry” pops up, it means that the application data could not be saved to / loaded from the server and the applicants may try again after a while.



- 11.2 Applicants may also login their “e-WFSFAA” accounts and choose to “Retrieve for Completion / Deletion of Incomplete Application” under the “Scheme Directory”.



- 11.3 Besides, when a saved and incomplete application form is found in the system, the message “An incomplete form is found in the system” will pop up after applicants access the E-Form. If applicants choose to “Continue Filling Incomplete Form” in the pop-up window, the saved application data will be loaded by the system automatically so that applicants may continue to fill in the E-Form. Applicants may also choose to “Fill Out New Form”, then all unsubmitted information, including application data saved to the server, will not be retained.

Reviewing Completed E-Form

12.1 Applicant should review all the information on the E-Form to ensure that all the data entered are correct.

This declaration shall be governed by and construed in accordance with the laws of the HKSAR. I / We and the Government of the HKSAR shall irrevocably submit to the jurisdiction of the Courts of the HKSAR. I / We have read the provisions of this declaration carefully and fully understood my / our obligations and liabilities under this declaration.

Applicant's Identity Document No.
A1234567

Date
XX/XX/20XX

Signing Method (Applicant):*

- Sign with "iAM Smart" (Applicable for registered "iAM Smart+" account only)
- Successfully signed (Applicant)
- Sign on Paper

Spouse's Identity Document No. *
B1234567

Date
XX/XX/20XX

Signing Method (Spouse):*

- Sign with "iAM Smart" (Applicable for registered "iAM Smart+" account only)
- Sign on Paper

Please click "Print Declaration" to print the Declaration and sign on the printed copy. The signed Declaration should be uploaded under the "Supporting Documents" page for online submission or returned to the SFO by post application without the signed Declaration will be delayed.
(If both Applicant and Spouse choose to sign on printed declaration, you may need to print)

Modify Next Page

If applicant needs to amend the information of the E-Form, please click "Modify" at the relevant Part and re-enter the relevant information.

After reviewing and confirming all the completed information on the E-Form is correct, please go to Part VIII and click "Next Page" to proceed to the following part.

Submitting E-Form and Supporting Documents

13.1 Applicant may upload necessary supporting document(s) and submit them together with the completed E-Form.

Signed Declaration (If the form is printed and signed)

Choose or "drag and drop" files here
Accepted format: JPG, JPEG, PNG, PDF
(Maximum number of uploaded file: 50)

Identity documents of the student-applicant or unmarried child residing with

Choose or "drag and drop" files here
Accepted format: JPG, JPEG, PNG, PDF
(Maximum number of uploaded file: 50)

Please upload each type of supporting document(s) (if any) separately by clicking the buttons under their respective titles to choose the file(s) of scanned copy of supporting document(s) in your computer / mobile device or directly drag the file(s) to the relevant box(es).

Other supporting documents

Choose or "drag and drop" files here
Accepted format: JPG, JPEG, PNG, PDF
(Maximum number of uploaded file: 50)

Other than the listed types of documents, applicant may submit other relevant supplementary information to the SFO in the "Other supporting documents" field.

Please enter the verification code listed below for authentication.

Please double-check if the inputted information and uploaded supporting documents are correct before submission.

Please enter the verification code listed below for authentication.*

8851 Please click here to generate another verification code image.

Applicant may submit the completed E-Form and relevant supporting documents (if applicable) by clicking "Submit" after checking all the inputted information and uploaded supporting documents are correct.

Back Preview Submit

Applicant's bank account proof

Confirmation of E-Form Submission

Your E-Form application will be submitted to the Student Finance Office.

If you wish to provide other supporting documents and/or supplementary information to the Student Finance Office after the submission, you may send them to Tsimshatsui PO Box 96824 by post. If applicants wish to submit them electronically, they may go to the "Documents Re-submission Portal" and upload the relevant documents within five working days from the date of submission.

Please click "Confirm" to confirm the submission of the completed E-Form and relevant supporting documents (if applicable).

Confirm Cancel

Submission Details

Your Electronic Household Application Form for Student Financial Assistance Schemes has been received by the Student Finance Office. Your application status will be reflected on the "e-WFSFAA" Homepage after three working days. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

As you have submitted your electronic application form already, please **do not** complete and submit other paper-based application forms.

Submission Date and Time (YYYY-MM-DD HH:MM:SS): 20XX-XX-XX HH:MM:SS

Transaction Reference Number: SFOXXXXXXXXXXXX

Download Submitted Application Print Exit

This message will be displayed upon completion of submission. Applicant may print this page for record purpose.

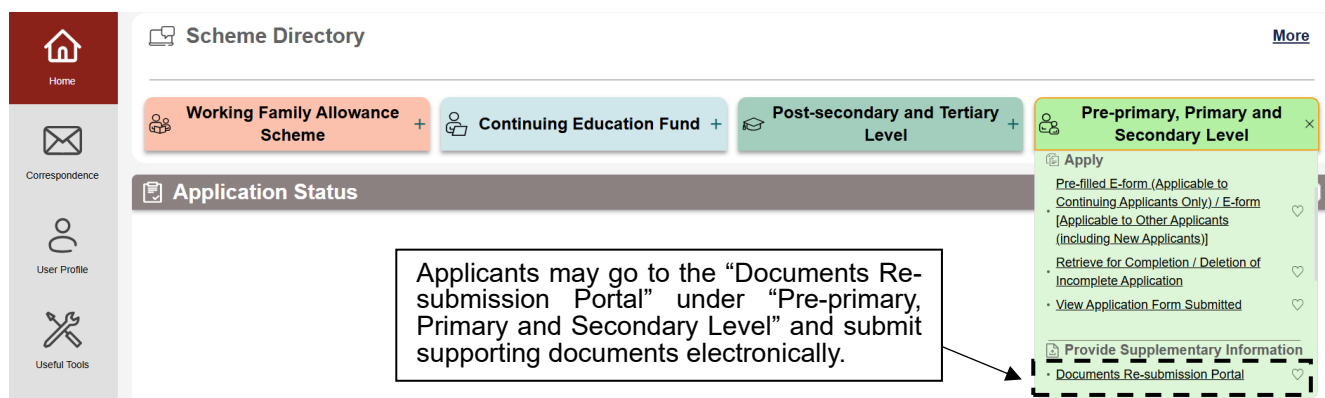
Applicant may also download a copy of the submitted E-Form for reference.

- 13.2 For online uploading of documents, please ensure that the scanned documents are clear and legible and take note of the following file formats and uploading limit:
- (i) File types: Portable Document Format (PDF) or Joint Photographic Expert Group (JPEG) or Portable Network Graphics (PNG); or
 - (ii) Image resolution: 150 to 300 dots per inch (dpi); and
 - (iii) Total File Uploading Limit for all the documents: 40 Megabytes²
- 13.3 (i) Applicable to Applicants of Financial Assistance for Primary and Secondary Students
Please submit the completed E-Form with copy of the relevant supporting documents to the SFO according

² In case the total file size exceeds the uploading limit, please consider increasing the image compression level, or lowering the resolution of the JPEG or PNG files to decrease the file size, where appropriate.

to Paragraphs 13.1-13.2 of this Notes **on or before 31 May 2026**. If applicants wish to submit relevant supporting documents **by post**, they may send copy of the relevant supporting documents separately by post to Tsimshatsui PO Box 96824. Please state clearly the Household Application Number (or the Hong Kong Identity Card Number of the applicant) on the supporting documents and **affix sufficient postage on the envelopes**. Insufficient postage will lead to non-delivery of the supporting documents, in which case the SFO will not be able to process the application. Applicants should write their correspondence address at the back of envelopes to avoid wrong / unsuccessful delivery. If applicants wish to submit supporting documents **electronically**, please go to the “Documents Re-submission Portal” under “Pre-primary, Primary and Secondary Level” and upload the relevant documents within five working days from the date of submitting the E-Form.

- (ii) Applicable to Applicants of Financial Assistance for Pre-primary Students
Applicants should submit the completed E-Form with copy of the relevant supporting documents to the SFO according to Paragraphs 13.1-13.2 of this Notes **before the completion of attending classes in the 2026/27 school year or not later than 15 August 2027, whichever is the earlier**. If applicants wish to submit relevant supporting documents by post, they may send copy of the relevant supporting documents separately by post to Tsimshatsui PO Box 96824. Please state clearly the Household Application Number (or the Hong Kong Identity Card Number of the applicant) on the supporting documents and **affix sufficient postage on the envelopes**. Insufficient postage will lead to non-delivery of the supporting documents, in which case the SFO will not be able to process the application. Applicants should write their correspondence address at the back of envelopes to avoid wrong / unsuccessful delivery. If applicants wish to submit supporting documents **electronically**, please go to the “Documents Re-submission Portal” under “Pre-primary, Primary and Secondary Level” and upload the relevant documents within five working days from the date of submitting the E-Form. The effective month of fee remission will be the month in which the application forms are submitted by the applicants, or the month in which the student-applicants are admitted to the kindergartens / child care centres, whichever is the later.



13.4 Required supporting documents include:

- (i) Copy of one-way permit / visa / permit to remain in Hong Kong / Hong Kong Birth Certificate of the **student-applicant** if he / she is not a holder of the Hong Kong Permanent Identity Card such as holding one-way permit / dependent visa / other entry visa or is under 11 years old;
- (ii) Copy of identity documents of the **applicant** and his / her **family members** as listed in Part II (excluding student-applicant but including the **dependent parent(s)** (if applicable)) if they are not holders of the Hong Kong Identity Card;
- (iii) (For **single-parent families**) Copy of supporting documents for separation / divorce or the spouse’s Death Certificate. If applicants are unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note; if applicant is unable to provide the required supporting documents, the SFO reserves the right to process the application on the basis that the applicant is not treated as a single parent;
- (iv) (If applicable) Copy of **documentary proof on supporting the dependent parents**;
- (v) (If applicable) Copy of documentary proof on unavoidable **medical expenses** (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2025 to 31 March 2026;
- (vi) Please provide copy of the **bank statement / first page of bank book**. If applicant has a successful application under the financial assistance scheme of the Working Family and Student Financial Assistance Agency and was disbursed with payment of grant and / or loan to his / her bank account while the applicant has submitted a copy of bank account proof in the above successful application and uses the same bank account in the application for the 2026/27 school year (i.e. the above bank account which has been disbursed with grant and/or loan), it is not required to submit the supporting document of bank account; and
- (vii) **Documentary proof on total income** for the period from 1 April 2025 to 31 March 2026. Please submit the document in accordance with the requirements listed below:

| | |
|--|--|
| Salaried employed person | <ol style="list-style-type: none"> (1) Tax Demand Note issued by the Inland Revenue Department; if not available (2) Employer's Return of Remuneration and Pensions Form; if not available (3) Salary Statement; if not available (4) 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 in calculating family income); if not available (5) Income Certificate certified by the employer (See Sample I), etc. |
| Self-employed person or person running business (including self-employed driver / sole proprietorship business / partnership business / limited company) | <ol style="list-style-type: none"> (1) Profit and Loss Account verified by a Certified Public Accountant; if not available (2) Profit and Loss Account prepared on your own (See Sample II or III) <u>and</u> (3) Personal Assessment Notice (if applicable). |
| Salaried employed or self-employed person who cannot produce any income proofs | Please follow Sample IV to provide Self-prepared Income Breakdown detailing your 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 justification for not producing income proof would be accepted.) |
| Person with rental income | <ol style="list-style-type: none"> (1) Tenancy Agreement; if not available (2) 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). |

Applicant may be required by the SFO to submit other supporting document(s) for assessment during processing / vetting of application. In case of any disputes, the decision of the SFO will be final.

Viewing Submitted E-Form

14.1 Applicants can view their submitted E-Form via the “eWFSFAA”. They may click “Pre-primary, Primary and Secondary Level” under “Scheme Directory”, then click “View Application Form Submitted” and choose to “View Submitted Application” to view the details of the E-Form submitted this school year.

The screenshot shows the 'Scheme Directory' page with a sidebar on the left containing 'Home', 'Correspondence', 'User Profile', and 'Useful Tools'. The main content area has a header 'Scheme Directory' and a 'More' link. Below the header are four scheme buttons: 'Working Family Allowance Scheme', 'Continuing Education Fund', 'Post-secondary and Tertiary Level', and 'Pre-primary, Primary and Secondary Level'. The 'Pre-primary, Primary and Secondary Level' button is highlighted in green. Below the buttons is an 'Application Status' section. A callout box with an arrow points to the 'View Application Form Submitted' option in the dropdown menu of the 'Pre-primary, Primary and Secondary Level' button. The callout box contains the text: 'Applicants may click “Pre-primary, Primary and Secondary Level” under “Scheme Directory”, then “View Application Form Submitted”.'

Please Note

Your Electronic Household Application Form for Student Financial Assistance Schemes was received by the Student Finance Office (Trans Number: SFOXXXXXXXXXXXX) at 20XX-XX-XX HH:MM:SS. your application details, please click "View Submitted Appli please click "Return to 'eWFSFAA'".

Please choose to "View Submitted Application" in order to view the details of the E-Form submitted this school year.

View Submitted Application

Return to "eWFSFAA"

Other Electronic Forms Related to This School Year's Application

- 15.1 If necessary, applicants may complete and submit other electronic forms related to this school year's application via "eWFSFAA", including "Notification of Change of Address", "Request for Withdrawal of Application" and "Request for Re-assessment of Eligibility".

The screenshot displays the 'Scheme Directory' page. On the left is a navigation menu with icons for Home, Correspondence, User Profile, and Useful Tools. The main content area features a horizontal list of application categories: 'Working Family Allowance Scheme', 'Continuing Education Fund', and 'Post-secondary and Tertiary Level'. Below this is an 'Application Status' section. A callout box points to a 'Pre-primary, Primary and Secondary Level' category, which lists several options: 'Assistance under Grant-KG/RC/RS', 'Calculator for Estimating the Amount of Assistance under Financial Assistance Schemes for Primary & Secondary Students', and an 'Others' section containing 'Notification of Change of Address', 'Request for Withdrawal of Application', and 'Request for Re-assessment of Eligibility'.

If necessary, applicants may complete and submit other electronic forms related to this school year's application.

Enquiries

- 16.1 If applicant has any enquiry relating to the completion and submission of E-Form or has not received any acknowledgement of receipt of application by means of SMS or in writing from the SFO within 20 working days after submitting E-Form online, please call our 24-hour enquiry hotline at 2802 2345.

Sample I: Income Certificate

(For salaried employed person who cannot provide items 1-4 of income proof as listed in Paragraph 13.4 (vii) of the “Notes on How to Complete the Form”)

(Can be filled in directly)

WARNING : The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

INCOME CERTIFICATE

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 2025 to 31 March 2026 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: _____ to _____) is *HK\$ _____.

The above employee works _____ hours per month / full-time in this company (120 working hours or above per month) (only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3).

Signature of Employer : _____ Name of Employer : _____

Company Chop : _____ Telephone No. : _____

Company Address : _____

Date: _____

(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.)

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

Please delete the inappropriate sentence.

INCOME CERTIFICATE

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 2025 to 31 March 2026 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: _____ to _____) is *HK\$ _____.

The above employee works _____ hours per month / full-time in this company (120 working hours or above per month) (only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3).

Signature of Employer : _____ Name of Employer : _____

Company Chop : _____ Telephone No. : _____

Company Address : _____

Date: _____

(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.)

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

Please delete the inappropriate sentence.

WARNING : The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Sample II: Profit & Loss Account

(For self-employed taxi driver / lorry driver / minibus driver etc.)

(Can be filled in directly)

Name of family member engaged in the following business : _____

Taxi driver / Lorry driver / Minibus driver (please circle)

Vehicle owner / Vehicle lessee (please circle)

License number (for vehicle owner only) : _____

(I) Profit and Loss Account
(From 1 April 2025 to 31 March 2026)

Income (HK\$)

| | | |
|---|----|-------|
| 1. Rent (for vehicle owner only) | \$ | _____ |
| 2. Profit from operating business | \$ | _____ |
| 3. Others (please specify all items & breakdown of amounts) | \$ | _____ |
| _____ | | |
| (A) Total Income | \$ | _____ |

Expenditure (excluding vehicle mortgages) (HK\$)
(1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

| | | |
|---|----|-------|
| 1. Vehicle rental fee | \$ | _____ |
| 2. Fuel charges | \$ | _____ |
| 3. Insurance premium | \$ | _____ |
| 4. Maintenance fee | \$ | _____ |
| 5. License fees | \$ | _____ |
| 6. Others (please specify all items & breakdown of amounts) | \$ | _____ |
| _____ | | |
| (B) Total Expenditure | \$ | _____ |

Net profit [(A) Total Income – (B) Total Expenditure*]

\$ _____

(This amount should be filled in Part IV of the Household 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.

Remark (reason for not being able to provide income proof) : _____

(II) Monthly Working Hours (Only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3)

Working _____ hours per month.

Signature of family member engaged in the above business (if not the applicant) : _____

Applicant's Name : _____

Applicant's HKID No. : _____

Applicant's Signature : _____

Date : _____

Sample III: Profit & Loss Account

(For person running business (including sole proprietorship / partnership business))

(Can be filled in directly)

Name of family member running the following company (**Owner**) : _____

Company name : _____

Nature of business : _____

Company address : _____

Sole proprietorship or partnership : _____ (_____ %)

(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

(I) Profit and Loss Account
(From 1 April 2025 to 31 March 2026)

(A) **Gross Income (HK\$)** \$ _____

Expenditure (HK\$)
(The following is the running cost of the company and should not cover any household expenses.)

| | | |
|--|----|-------|
| Cost on purchasing merchandise | \$ | _____ |
| Water charges | \$ | _____ |
| Electricity charges | \$ | _____ |
| Gas charges | \$ | _____ |
| Telephone charges | \$ | _____ |
| Rent and rates | \$ | _____ |
| Salary of employees other than those marked '#' below | \$ | _____ |
| Transportation costs | \$ | _____ |
| Traveling expenses | \$ | _____ |
| Insurance premium | \$ | _____ |
| Fees for repair and maintenance of machinery | \$ | _____ |
| Others (please specify all items & breakdown of amounts) | \$ | _____ |
| _____ | | |

Other Expenditure (HK\$)

Salary of owner paid by this company \$ _____

Salary of other family member paid by this company (Name : _____) \$ _____

(B) **Total Expenditure (HK\$)** \$ _____

Household Income = (A) Gross Income – (B) Total Expenditure* + Salary of owner / other family member paid by this company#
= HK\$ _____

(This amount should be filled in Part IV of the Household 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.

Remark (reason for not being able to provide income proof) : _____

(II) Monthly Working Hours (Only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3)

Working _____ hours per month.

Owner's Signature (if not the applicant) : _____

Applicant's Name : _____

Applicant's HKID No. : _____

Applicant's Signature : _____

Date : _____

Sample IV: Self-prepared Income Breakdown
 (For hawker / general worker / casual worker who cannot provide income proof)
 (Please fill in **all** of the following items)
(Can be filled in directly)

WARNING : The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged in the following business : _____

(Each self-prepared income breakdown **should contain the income information of ONE family member only.**)

The relationship between this family member and the applicant : * Applicant / Spouse / Child
 (* please delete the inappropriate items)

Nature of Industry (e.g. Construction) : _____

Position (e.g. General Worker) : _____

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.)

| <u>2025</u> | | <u>2026</u> | |
|---------------------|------------------------|-----------------------|--|
| April :HK \$ _____ | September :HK \$ _____ | January :HK \$ _____ | |
| May :HK \$ _____ | October :HK \$ _____ | February :HK \$ _____ | |
| June :HK \$ _____ | November :HK \$ _____ | March :HK \$ _____ | |
| July :HK \$ _____ | December :HK \$ _____ | | |
| August :HK \$ _____ | | | |

Total Annual Income HK \$: _____

Payment method (Please put “✓” in the appropriate box. More than one item may be selected)

A. By Cash / Cash cheque

B. 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 in calculating your family income.**)

Please specify the reason for not being able to provide income proof (For example, no employer as a hawker; the company I / my family member worked for has wound up, etc.) (If applicant is not able to provide a reasonable explanation, his / her application will not be further processed by the SFO.)

Monthly Working Hours (Only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3)
 Working _____ hours per month.

Declaration : I declare that the above information is true and complete.

Signature of family member engaged in the above business (if not the applicant) : _____

Applicant's Name : _____ Applicant's HKID No. : _____

Applicant's Signature : _____ Date : _____