



在職家庭及學生資助事務處  
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY  
STUDENT FINANCE OFFICE

九龍啟德協調道3號工業貿易大樓4樓

4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon

To all applicants of the Financial Assistance Scheme for Post-secondary Students,

**Financial Assistance Scheme for Post-secondary Students**  
**2025 Processing Officer Outstanding Service Award Scheme**

In order to encourage our staff to provide quality service to our clients, the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) is now organising the “2025 Processing Officer Outstanding Service Award Scheme”. To make this scheme a success, we need your support and participation.

If you would like to commend the quality of service and / or efficiency of the Processing Officer who handles your application under the Financial Assistance Scheme for Post-secondary Students in this academic year, please complete the attached **nomination form\*** and send it back to us **on or before 30 November 2025** by fax, mail or through drop-in boxes.

If you have any enquiries about the award scheme, please contact Clerical Officer (Vetting 1B) Administration at 3903 7728.

Student Finance Office  
Working Family and  
Student Financial Assistance Agency

(This letter is computer-generated letter bearing no signature.)

*\*Note: You can also obtain or download the nomination form at the following location or website -*

*4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon; or*

*WFSFAA's website: [https://www.wfsfaa.gov.hk/sfo/pdf/common/news/FASP\\_OPO\\_E.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/news/FASP_OPO_E.pdf)*

## **Nomination Form**

To : Student Finance Office  
4/F, Trade and Industry Tower  
3 Concorde Road, Kai Tak  
Kowloon  
[Attn : CO(V1B)ADM]

Fax No : 3583 3858

### **Financial Assistance Scheme for Post-secondary Students** **2025 Processing Officer Outstanding Service Award Scheme**

I would like to nominate the Processing Officer who handles my application under the Financial Assistance Scheme for Post-secondary Students in this academic year as the “Outstanding Processing Officer”.

Applicant's Signature : \_\_\_\_\_

Applicant's Name : (Chinese)

(English)

Name of Institution : \_\_\_\_\_

Application Number\* : \_\_\_\_\_

Date : \_\_\_\_\_

*\*Note : Please refer to your online application form or Notification of Result for the application number.*