



Guidance Notes for Applications under the Low-income Working Family Allowance Scheme

Please read these Guidance Notes carefully. For enquiries, please call the 24-hour LIFA hotline 2558 3000 or email to the Working Family Allowance Office (enquiry_wfao@wfsfaa.gov.hk). Information about the LIFA Scheme is also available on *lifa.gov.hk*.

A. Introduction to and Eligibility Criteria of the Scheme

1. Introduction to the Scheme

- 1.1 The Low-income Working Family Allowance (LIFA) Scheme encourages self-reliance and eases inter-generational poverty.
- 1.2 A family of 2 or more members meeting the income and asset limits may apply for a Basic Allowance or Higher Allowance, if the applicant meets the working hour requirements. For each eligible child in his/her family, the applicant may also apply for a Child Allowance. Depending on the family income, the allowances may be granted at full rate or half rate.

Monthly Working Hours (Hours)	Monthly Allowance for Each Family	Monthly Child Allowance for Each Child
144 to less than 192 (non-single-parent families) 36 to less than 72 (single-parent families ¹)	Full-rate Basic Allowance: \$600 Half-rate Basic Allowance: \$300	Full-rate Child Allowance: \$800 Half-rate Child Allowance: \$400
192 or more (non-single-parent families) 72 or more (single-parent families ¹)	Full-rate Higher Allowance: \$1,000 Half-rate Higher Allowance: \$500	

- 1.3 The allowance is calculated on a calendar-month basis. The applicant is granted the allowance for each month in which the eligibility criteria are met.
- 1.4 If a family applying for LIFA with an eligible child fails to meet the requirements for receiving LIFA in certain month(s), the family will not be granted any allowance in the concerned month(s), including the Child Allowance.

¹ A single-parent applicant (including a guardian) has to live with at least one child aged below 15.
LIFA100B (Rev 12/2016)

2. Claim Period and Period for Submitting Applications

- 2.1 The claim period of an application covers the immediate past six calendar months before the submission of the application (e.g. applications for LIFA for the period from July 2016 to December 2016 will need to be submitted within the period from 1 to 31 January 2017, and so on). Late applications or applications with invalid claim periods will normally not be accepted.
- 2.2 Months already covered in previous application(s), whether or not the allowance has been granted, cannot normally be included in the claim period of a future application.

3. Eligibility Criteria and Notes for Completing the Application Form

3.1 Family Members

- 3.1.1 A family applying for LIFA needs to consist of 2 or more “members”². A family generally refers to a household living on the same premises (in Hong Kong) and with close economic ties (but excluding economic ties arising from employment relationships). The definition of “members” normally includes family members and those who share or are obliged to share the provisions for a living. “Members” need to be Hong Kong residents. If the “members” are temporarily away from their households but would reasonably be expected to return, they would be regarded as “members”. However, for those who are away from their households and are reasonably expected not to return, they would not be regarded as “members”.
- 3.1.2 The LIFA Scheme does not impose a requirement on the length of residence in Hong Kong. New arrivals may also apply for LIFA or be counted as family member(s).
- 3.1.3 Hong Kong non-permanent residents who have been admitted to Hong Kong to work, study or receive training and their dependants, and individuals who have entered Hong Kong as visitors, are not eligible to apply for LIFA or be counted as family members.
- 3.1.4 The Child Allowance may only be granted in respect of a child aged below 15, or aged between 15 and 21 receiving full-time non-post-secondary education. Non-post-secondary programmes refer to courses below the sub-degree level (e.g. Yi Jin Diploma Programme, Foundation Diploma programmes and Diploma of Vocational Education Programmes of the Vocational Training Council, etc.).

3.2 Working Hours

- 3.2.1 Under the LIFA Scheme, working hours refer to paid working hours which include hours of paid work and hours derived from paid absence. Unpaid working hours

² During the claim period, there may be change(s) in the family composition (e.g. family member(s) moved out from the premises or an infant was born). If such family member(s) meet(s) the eligibility criteria for part of the concerned month, he/she will be regarded as a family member for that entire month. The applicant has to report the details of the increase or decrease in the number of family member(s) by completing Part 1 of the Application Form (LIFA001B).

and hours of no-pay leave are excluded. An applicant may report the working hours of more than one paid job within the same month, including working hours of full-time and part-time jobs. The applicant needs to calculate the monthly working hours for each job separately.

- 3.2.2 If the applicant is an employee with the working hours specified in a contract or agreement with the employer, the WFAO will use such working hours to calculate the applicant’s monthly working hours. For example, if the employee’s contract or agreement has specified the same weekly working hours, the employee may calculate the monthly working hours by multiplying those working hours by 4.4 weeks³. He/She only needs to provide one set of documents (e.g. employment contract) reflecting/proving the weekly working hours agreed with the employer for the relevant claim months and does not have to submit proof of working hours on a monthly basis. If the applicant took no-pay leave in a certain month, the hours of no-pay leave are required to be deducted from the monthly working hours of the concerned month. The relevant arrangements are as follows:

Monthly Working Hours	=	Same Weekly Working Hours agreed with the Employer	×	4.4 Weeks	-	Hours of No-pay Leave* in the Claim Month
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* Hours of no-pay leave in the claim month = Number of days of no-pay leave X Usual daily working hours

In general, the above calculation method has included the days of paid absence, so it is not necessary to complete the Form for Reporting the Working Hours Derived from Paid Absence (LIFA004B).

- 3.2.3 Notwithstanding the arrangements specified in Section 3.2.2, if an employee has specified arrangements with his/her employer on the paid overtime work, he/she may count the hours of paid overtime work towards the monthly working hours. An applicant who wishes to report the hours of paid overtime work is required to provide the relevant documentary proof.
- 3.2.4 If the applicant’s contract or agreement with the employer does not specify the working hours or the applicant is self-employed, the applicant may calculate the monthly working hours according to the paid actual working hours for each month. An applicant is required to calculate the working hours of each month for each job and provide documentary proof of working hours on a monthly basis. In addition, an employee may use the Form for Reporting the Working Hours Derived from Paid Absence (LIFA004B) to report the working hours derived from paid absence. The working hours derived from paid statutory holidays are generally calculated on the basis of 8 hours per day. The working hours derived from other paid absence may be calculated according to the usual daily working hours. If the tier of the total monthly working hours reached is not affected after the inclusion of the working hours derived from paid absence (e.g. the paid actual working hours of

³ Calculated on a basis of 4.4 weeks per calendar month (i.e. 52 weeks in a year ÷ 12 months ≈ 4.4 weeks) across the board.

the applicant reached 192 hours or more), the applicant may choose not to report the working hours derived from paid absence.

3.2.5 Reporting the Working Hours of Other Family Member(s)

3.2.5.1 If the applicant could not meet the working hour requirement for the Basic Allowance or Higher Allowance in particular month(s) in the claim period, but another family member living on the same premises met the relevant requirement and reported the working hours in the Form for Reporting the Working Hours of Other Family Members (LIFA003B), the WFAO may consider the application of the family on this basis for the relevant claim month(s).

3.2.5.2 In all circumstances, in the same month, only the working hours of one working member of the family will be counted under the LIFA Scheme. The working hours of different family members (including the applicant) cannot be combined.

3.3 Family Income

3.3.1 The family income has to meet the income limits. Please refer to the LIFA Scheme - Additional Information for Guidance Notes for the relevant income limits. All family members (including the applicant) need to report all income within and outside Hong Kong for each claim month. Examples are as follows :

Table 2	
Items of Income from Work need to be Reported	Items of Income from Work need not be Reported
<ul style="list-style-type: none"> ➤ Wages (including holiday/leave pay; excluding employee's mandatory contributions to Mandatory Provident Fund (MPF)/provident funds) ➤ Allowances (including travelling allowance, attendance allowance, commission and overtime allowance, etc.) ➤ Tips and service charges ➤ Profits from business for the self-employed (operation expenses can be deducted) ➤ Fees for services provided by the self-employed (operation expenses can be deducted) 	<ul style="list-style-type: none"> ➤ Year-end payment/bonus, double pay ➤ Reimbursement from employers to defray expenses ➤ Wages/Compensation in lieu of notice upon termination of employment ➤ Insurance, accident and injury indemnity ➤ Severance payment, long service payment, contract gratuities ➤ Lump sum retirement gratuity and provident funds

Table 3	
Items of Other Income need to be Reported	Items of Other Income need not be Reported
<ul style="list-style-type: none"> ➤ Monthly pension ➤ Rentals from properties or other properties (e.g. rental of taxis) ➤ Contributions from relatives or friends not residing with the family (e.g. contributions in cash from children not residing with parents) ➤ Alimony received ➤ Periodical payments received by employees injured on duty (commonly known as “work injury payments”) ➤ Individual-based Work Incentive Transport Subsidy (WITS) received by family members ➤ Old Age Living Allowance (OALA)⁴ ➤ Allowances received under the Pilot Scheme on Living Allowance for Carers of Elderly Persons from Low-income Families (Carer Allowance) ➤ Allowances received under the Pilot Scheme on Living Allowance for Low-income Carers of Persons with Disabilities (PWD Carer Allowance) 	<ul style="list-style-type: none"> ➤ Interest from deposits, dividends from stocks, and gains from investments/gambling ➤ Insurance, accident and injury indemnity ➤ Monthly payments of annuity from reverse mortgage ➤ Excluding the allowances listed on the left, other government financial assistance (e.g. School Textbook Assistance, Student Travel Subsidy, Subsidy for Internet Access Charges, Disability Allowance and Old Age Allowance received by the applicant or family member(s)) ➤ Allowances/Grants from the Community Care Fund or other non-governmental organisations (excluding Carer Allowance and PWD Carer Allowance)

⁴ For family members aged 70 or above receiving OALA, the differential amount of OALA and the Old Age Allowance will be counted in the family income; if the family member is aged 65 or above but below 70, the whole OALA amount will be counted in the family income.

3.4 Family Assets

3.4.1 The family assets must meet the asset limits. Please refer to the LIFA Scheme - Additional Information for Guidance Notes for the relevant asset limits. All family members (including the applicant) need to report all assets within and outside Hong Kong. Examples are as follows:

Table 4	
Asset Items need to be Reported	Items need not be Reported/ not counted as Asset
<ul style="list-style-type: none"> ➤ Bank deposits (including all savings, time deposits and current accounts, etc. in Hong Kong dollars, Renminbi and foreign currencies), cash and union deposits, etc. ➤ Cash value of insurance policies (including dividends) ➤ Investments (including stocks, funds, bonds, warrants) ➤ Shares/Business operated ➤ Land/ Properties (including non-self-occupied properties, shops and car parking spaces, etc.) ➤ Vehicles/Vessels (including private and commercial vehicles and vessels) ➤ Taxi/Public light bus licences ➤ Accrued benefits that have been withdrawn or can be withdrawn from MPF/provident funds ➤ Betting account balance ➤ Loans that have yet to be recovered ➤ Assets held in trust by others ➤ Other realisable assets (e.g. gold bars and gold coins) 	<ul style="list-style-type: none"> ➤ Self-occupied properties (one self-occupied property can be exempted for each family) ➤ The amount of money that cannot be withdrawn from the mandatory contributions and accrued benefits under the MPF/provident funds schemes according to the relevant legislation ➤ The balance of the targeted savings of the Child Development Fund (CDF) projects up to 36 months after the end of the projects can be disregarded as part of family assets (the amount must be confirmed in writing by the operating non-governmental organisations or schools of the CDF projects)

3.4.2 For joint deposits or other assets that are jointly held, the applicant needs to state the proportion of his/her share. If no information is provided, the WFAO will assume that the applicant reports an equal share of the relevant assets by all.

3.4.3 If the total net value of the assets held by a family does not exceed the asset limit during the entire claim period, the applicant may report the net family asset value in the last month of the claim period and produce the relevant documentary proof. If necessary, the WFAO may ask the family applying for LIFA to provide details of its assets for individual month(s) together with documentary proof for detailed verification.

3.5 Interface with Other Government Financial Assistance Schemes

- 3.5.1 A family benefiting from LIFA cannot receive the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department (SWD) and/or the household-based WITS from the Labour Department (LD) concurrently. For the purpose of verifying that the family meets this requirement, WFAO will conduct data matching with SWD and LD to confirm the status of the family. Applicants are not required to report separately details of CSSA and/or WITS in the Application Form.
- 3.5.2 The applicant cannot receive the individual-based WITS from the LD concurrently. Other family member(s) may receive the individual-based WITS, but the WITS payment will be counted towards the family income in the same claim month. If another family member living on the same premises has reported his/her working hours of certain month(s) during the claim period, the family member concerned cannot receive the individual-based WITS concurrently for those month(s) in which his/her working hours are reported. Similar to the arrangement in Section 3.5.1, data matching with LD will be conducted to verify this situation.
- 3.5.3 The applicant and family member(s) may concurrently receive OALA, Carer Allowance and/or PWD Carer Allowance but the relevant amount will be counted towards the family income in the same claim month. Applicant should provide information on such allowances received to the best of the applicant's knowledge as far as possible. WFAO may process the application on the basis of the information provided by SWD as well.
- 3.5.4 If the applicant and/or family member(s) have submitted any application under the above assistance schemes (i.e. CSSA, WITS, OALA, Carer Allowance and PWD Carer Allowance) but the relevant application(s) is/are being processed, it is not necessary to report such application(s) in the Application Form (LIFA001B).

B. Application and Handling Procedures

4. Application Procedures

4.1 Application Form and Documentary Proof

- 4.1.1 An applicant should read the LIFA Scheme - Sample for Completing Application Form before completing the Application Form (LIFA001B) and tick the check boxes according to the Checklist for Submission of Documents for Application (LIFA200B) and submit the completed Application Form (LIFA001B), other forms (LIFA002B to LIFA009B) (if applicable) and documentary proof as appropriate. Examples of documentary proof are detailed in Section 10.

4.2 Submission of Application

- 4.2.1 An applicant may submit a completed Application Form (LIFA001B), other forms (LIFA002B to LIFA009B), Checklist for Submission of Documents for Application (LIFA200B) and documentary proof in a specially-designed envelope or a

self-prepared envelope with sufficient postage affixed (insufficient postage will lead to non-delivery of application documents to the WFAO) and send it to P.O. Box 62600 of the Kwun Tong Post Office. An applicant may also submit the application documents by using the Drop-in Boxes for the LIFA Scheme (Drop-in Boxes are placed in the WFAO and the Student Finance Office of the WFSFAA, the WITS Division of the LD and District Social Welfare Offices of the SWD).

4.2.2 The WFAO does not accept applications submitted by e-mail or fax.

5. Application Handling Procedures

- 5.1 The WFAO will consider whether a family applying for LIFA is eligible for LIFA and calculate the amount of allowance that may be received on a calendar-month basis according to the information provided by the applicant. For each application, the family applying for LIFA may receive the allowance for all eligible month(s) in one go.
- 5.2 The WFAO, in general, will accept information that is supported by documentary proof. If the documentary proof is not available or the documents so provided cannot substantiate the information provided by the applicant in the Application Form, the WFAO has the right to process the application on the basis of the information sought in other relevant ways.
- 5.3 When processing an application, the WFAO may approach the applicant or any of his/her family member(s) by telephone, letter, interview or home visit to verify information in the application or to request the provision of supplementary information and documents. If the family applying for LIFA fails to provide the necessary supplementary information and documents by the specified date, the WFAO has the right to stop processing or reject the relevant application.
- 5.4 The WFAO may invite the applicant or any of his/her family member(s) to interviews to understand the information related to the application. The WFAO may also conduct home visits for verification of the accuracy of the information in the application. The applicant and his/her family member(s) have to show the originals of relevant documentary proof for examination by the WFAO during the interviews and/or home visits. If necessary, the applicant and his/her family member(s) will be required to make a statutory declaration under the Oaths and Declarations Ordinance (Cap. 11) to declare that the information and documents provided are true and correct. The WFAO has the right to stop processing or reject the concerned application if the applicant or his/her family member(s) refuse to attend the interviews or make a declaration.
- 5.5 To prevent deception, the applicant and his/her family member(s) should confirm the identity of the WFAO staff before answering telephone enquiries on personal data or accepting home visits made by the WFAO. In handling telephone enquiries, the WFAO staff will first provide his/her name, post title and telephone number of the WFAO, and will briefly disclose part of the information in the Application Form to prove that they are the staff responsible for processing the application. For home visits, the WFAO staff will carry staff cards issued by the WFAO and the applicant should request the WFAO staff to present the staff cards before accepting the home visits. The applicant may also require the staff to show the copy of his/her Application Form to confirm the staff's identities. The WFAO will not enquire about information not related to the application.

- 5.6 The WFAO may contact relevant Government bureaux/departments/organisations (including but not limited to the SWD, the LD, the Immigration Department, the Census and Statistics Department, the Housing Department, the Land Registry, banks, employers, schools/educational institutions of the applicant and his/her family member(s)) and disclose, enquire and verify the information in relation to the application if necessary.
- 5.7 During the processing of an application, after the approval of an application or after the payment of LIFA, the WFAO may randomly select applications for in-depth investigation or review and may request the applicant and his/her family member(s) to provide more detailed information.
- 5.8 The applicant and his/her family member(s) are required to retain the originals of all documentary proof for at least 2 years (from the issue date of the “Notification of Application Result”) for inspection.
- 5.9 Families applying for LIFA are reminded that it is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer any advantages (e.g. money or gifts, etc.) to an employee of the WFAO as an inducement to or reward for assisting in or expediting the processing of applications.

6. Application Results and Payment of Allowance

- 6.1 Upon completion of the processing of an application, the WFAO will issue a “Notification of Application Result” to the applicant, stating whether the family is eligible for LIFA and the reasons for ineligible claim months. If an applicant is successful in applying for LIFA, the allowance will in general be disbursed to the applicant’s bank account within 7 days from the issue of the “Notification of Application Result”. The applicant must be the sole holder of the bank account concerned. The WFAO will not issue any further notification subsequent to the disbursement of allowance. The applicant should ensure that the bank name and the bank account number provided are correct.

7. Review Mechanism

- 7.1 An applicant who is not satisfied with the application results and has sufficient grounds to request an adjustment of the allowance amount disbursed may apply in writing to the WFAO for a review within 4 weeks from the issue of the “Notification of Application Result”.
- 7.2 An applicant who is not satisfied with the review results and can provide sufficient justifications may apply in writing to the WFAO for an appeal within 6 weeks from the issue of the “Notification of Review Result”.
- 7.3 An applicant may lodge one review and one appeal against each application.

8. Payment/Recovery of the Differential Amount of Allowance

- 8.1 If the results of a review/an appeal show that an applicant is entitled to an allowance higher than the one already received, the WFAO will pay the applicant the difference. However, if it is found during the course of the review/appeal, or under other circumstances that the applicant has received an allowance higher than the amount

he/she is eligible for, the applicant must refund the overpaid allowance in full immediately to the HKSAR Government.

- 8.2 If the overpaid amount has not yet been fully refunded when a subsequent application is approved (regardless of changes in family members), the WFAO will first deduct the overpaid amount from the allowance granted for the application direct and the balance, if any, will be disbursed to the applicant.

9. Personal Data

- 9.1 An applicant is responsible for completing the Application Form fully and truthfully and providing all necessary documentary proof. The WFAO will assess the eligibility of a family applying for LIFA and calculate the amount of allowance based on the information submitted by the applicant. The provision of personal data by the applicant to the WFAO is entirely voluntary. Insufficient and incorrect information will make it impossible for the WFAO to process the application. It is a criminal offence for the applicant and his/her family member(s) to wilfully make any false statement, provide any false representation or conceal any information in order to obtain the allowance by deception. Apart from resulting in the disqualification of the family for LIFA, they may contravene the Theft Ordinance (Cap. 210). Upon conviction, the applicant and his/her family member(s) may be liable to imprisonment for a maximum of 14 years.
- 9.2 An applicant who wishes to provide supplementary information or make amendments (e.g. change of address or personal data of any family member) after the submission of his/her application should notify the WFAO in writing. He/She should sign the notification, specifying his/her application number and Hong Kong Identity Card number, and provide details of the supplementary information or changes required with copies of relevant documentary proof.
- 9.3 The WFAO and any of its authorised agents/organisations/companies may use the personal data provided by an applicant and his/her family member(s) in the application for those purposes as stated in the Personal Information Collection Statement.

C. Documentary Proof

10. Documentary Proof to be Submitted⁵

10.1 Proof of Identity

- 10.1.1 For those aged 11 or above:

A copy of Hong Kong Permanent Identity Card/Hong Kong Identity Card. For those who are not in possession of a Hong Kong Permanent Identity Card, please provide a copy of other identity documents, e.g. Permit for Proceeding to Hong

⁵ Copies of documentary proof are generally required unless otherwise specified. Families who are successful in applying for LIFA are not required to submit the related information again for subsequent applications if the information remains unchanged. For details, please refer to the Checklist for Submission of Documents for Application (LIFA200B).

Kong and Macau (commonly known as “One-way Permit”) issued by the People’s Republic of China, Certificate of Entitlement and landing slip, etc.

10.1.2 For children aged below 11:

If the child was born in Hong Kong, please provide the Hong Kong Birth Certificate. If the status is specified as “Not Established” in item 11 of the Hong Kong Birth Certificate, please also provide a copy of other identity documents, e.g. Hong Kong Special Administrative Region Passport or Document of Identity for Visa Purposes, etc. If the child was not born in Hong Kong, please provide a copy of other documentary proof (e.g. HKSAR Re-entry Permit, One-way Permit and passport with the relevant endorsement and landing slip, etc.)

10.2 Address Proof

10.2.1 A copy of address proof which was issued/effective in the last 3 months of the claim period, e.g. water bills, Demand for Rates, electricity bills, gas bills, monthly bank statements, credit card statements, telephone bills or students’ handbooks, etc.

10.2.2 If relevant information is contained therein, one set of documentary proof can be used as address proof for more than one family member. If any of the family members cannot provide address proof, he/she may provide relationship proof (e.g. birth certificate or marriage certificate, etc.) with the applicant or other family member(s) (given the applicant/family member concerned having been able to provide address proof).

10.3 Proof of relationship between the applicant and family member(s) who may be granted the Child Allowance, e.g. birth certificate, proof of adoption (for adopted children), birth certificate and marriage certificate of the applicant and his/her spouse (for step-children), etc.

10.4 For Young Members Aged between 15 and 21 Attending Full-time Non-post-secondary Programme

10.4.1 For those who are attending full-time Primary/Secondary programme:

10.4.1.1 Proof of attendance (e.g. student handbook, admission letter, student identity card, tuition fee payment receipt, etc.).

10.4.2 For those who are attending other full-time non-post-secondary programme:

10.4.2.1 Proof of attendance (e.g. admission letter, student identity card, tuition fee payment receipt, etc.) and course information (e.g. programme prospectus, etc.)

10.5 Proof of Single-parent Status

10.5.1 Certificate of Absence of Marriage Record issued by the Immigration Department, documentary proof relating to divorce (e.g. Decree Nisi of Divorce, Certificate of Making Decree Nisi Absolute (Divorce), etc.); documentary proof relating to separation (e.g. Separation Certificate and Separation Agreement, etc.); or Marriage Certificate and spouse’s Death Certificate, etc.

10.5.2 For cases in which the applicant is married but his/her spouse is physically away from home in exceptional circumstances, the applicant has to provide the relevant documentary proof for the WFAO's consideration.

10.6 Proof of Bank Account for Receiving the Allowance

10.6.1 The first page of a bank passbook/ATM card/monthly bank statement, etc., with the applicant's name as the account holder and the account number as well. The name of the account holder has to be the same as the applicant's.

10.7 Proof of Working Hours and Income

10.7.1 For Employees⁶

10.7.1.1 Working hours:

- (a) If the contract or agreement with the employer has specified the working hours, the applicant only needs to provide one set of documents reflecting/proving the working hours agreed with the employer for the relevant claim month(s), e.g. the employment contracts signed/confirmed by the employer, the letters of employment, the employer's certifications⁷, or the pay slips showing the working hours, etc. If it is necessary to report the hours of paid overtime work, documentary proof showing the relevant working hours is required to be submitted, e.g. pay slips, attendance cards or attendance records, etc., showing the relevant working hours.
- (b) A person calculating the monthly working hours according to paid actual working hours and the working hours derived from paid absence must provide documentary proof of working hours on a monthly basis, e.g. attendance records, attendance cards, employer's certifications⁷, or salary receipts, pay slips or employment contracts that can show the working hours, etc. No documentary proof is required for reporting paid statutory holiday(s), whereas documentary proof is required for reporting other paid absence.

10.7.1.2 Income from work: e.g. bank passbooks showing the salary, payment notices for MPF contributions, MPF statements of casual employees of construction and catering industries who are on the Industry Scheme, wage payment records, salary receipts, monthly statements, pay slips, cheques for payment of salary, employment contracts showing income from work, notices of wage adjustment and employer's certifications⁷, etc. For those applicants or family members who are employed and receive salaries in places outside Hong Kong, they have

⁶ Casual workers or self-employed persons providing services who have practical difficulty in providing documentary proof of working hours or income from work may fill in the Statement on Work of Casual Workers and Self-employed Persons Who are Unable to Provide a Profit and Loss Accounting Statement (LIFA007B). For other persons who are unable to submit the said documentary proof due to special reason(s), they may make a self-declaration by using the Self-declared Statement on Working Hours/Income from Work (LIFA009B) for the WFAO's consideration.

⁷ Please refer to the sample of the Employer's Certification (LIFA008B).

to provide statements of social security (pension), bank passbooks showing the salaries, wage payment records or salary receipts, etc.

10.7.2 For Self-employed Persons⁶

10.7.2.1 Documentary proof of income arising from self-employed work, e.g. receipts for providing services, Notices of Personal Assessment issued by the Inland Revenue Department or profit and loss accounting statements verified by a certified public accountant, etc.;

10.7.2.2 If the above documentary proof is not available, an applicant may refer to the samples of Profit and Loss Accounting Statement for Self-Employed Person Running Business or Providing Services (LIFA005B) and Profit and Loss Accounting Statement for Self-Employed Person who is a Driver of Taxi/Lorry/Minibus/Other Commercial Vehicle (LIFA006B) for reporting the relevant information;

10.7.2.3 Documentary proof relating to employment: e.g. receipts or bank account records for remuneration received, receipts for payment of expenses, certificates, licences, etc.; or

10.7.2.4 Documentary proof certifying the monthly working hours/income.

10.8 Proof of Other Income

10.8.1 Slips showing the income concerned (e.g. monthly pension/contributions from relatives or friends not residing with the family), bank passbooks or monthly statements, tenancy agreements on letting out properties or other properties, rent receipts, directions issued by the court to receive alimony or notification of compensation for injury on duty issued by the LD, etc.

10.9 Proof of Assets

10.9.1 Monthly bank statements, bank passbooks, bills/receipts/statements showing the balance and market values of investments, statements showing cash values (including dividends) of insurance policies, vehicle/vessel registration documents or mortgage documents showing the relevant outstanding loan amount, etc.

Working Family Allowance Office
Working Family and Student Financial Assistance Agency
December 2016

Low-income Working Family Allowance Scheme

Additional Information for Guidance Notes

A. Income and Asset Limits¹

Applicable to the period from April 2016 to March 2017

Number of Family Members	Income Upper Limits		Asset Upper Limits
	Monthly Family Income Upper Limits for Full-rate Allowances ² (HK\$)	Monthly Family Income Upper Limits for Half-rate Allowances ³ (HK\$)	Total Net Family Asset Limits (HK\$)
2 persons	\$9,100	\$10,900	\$329,000
3 persons	\$14,300	\$17,100	\$428,000
4 persons	\$18,200	\$21,800	\$500,000
5 persons	\$18,800	\$22,600	\$556,000
6 persons	\$20,200	\$24,200	\$601,000
7 persons	\$20,200	\$24,200	\$643,000
8 persons	\$20,200	\$24,200	\$674,000
9 persons	\$20,200	\$24,200	\$744,000
10 persons or more	\$20,200	\$24,200	\$801,000

Applicable to the period from April 2017 to March 2018

Number of Family Members	Income Upper Limits		Asset Upper Limits
	Monthly Family Income Upper Limits for Full-rate Allowances ² (HK\$)	Monthly Family Income Upper Limits for Half-rate Allowances ³ (HK\$)	Total Net Family Asset Limits (HK\$)
2 persons	\$9,500	\$11,400	\$333,000
3 persons	\$15,000	\$18,000	\$433,000
4 persons	\$19,000	\$22,800	\$506,000
5 persons	\$19,500	\$23,400	\$562,000
6 persons	\$21,800	\$26,100	\$608,000
7 persons	\$21,800	\$26,100	\$650,000
8 persons	\$21,800	\$26,100	\$681,000
9 persons	\$21,800	\$26,100	\$752,000
10 persons or more	\$21,800	\$26,100	\$810,000

¹ The income and asset limits are adjusted on 1 April every year according to the latest published quarterly Median Monthly Domestic Household Income (MMDHI) and the prevailing Asset Limits for Public Rental Housing respectively.

² Monthly family income upper limits for full-rate allowances are set at 50% of the MMDHI.

³ Monthly family income upper limits for half-rate allowances are set at a level exceeding 50% but not higher than 60% of the MMDHI.

B. Locations of Drop-in Boxes for Application Forms

Location of Drop-in Box	Address ⁴
Working Family Allowance Office	9/F, 181 Hoi Bun Road, Kwun Tong, Kowloon
Student Finance Office	12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon
	5/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon
Work Incentive Transport Subsidy Division of the Labour Department	Unit 1225, 12/F, Kowloonbay International Trade and Exhibition Centre, 1 Trademart Drive, Kowloon Bay, Kowloon
District Social Welfare Offices of the Social Welfare Department	
Central Western, Southern and Islands	7/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Eastern and Wan Chai	Room 1210-11, 12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
Kowloon City and Yau Tsim Mong	Room 503, 5/F, Mongkok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon
Kwun Tong	7/F, Kowloon East Government Offices Building, 12 Lei Yue Mun Road, Kwun Tong, Kowloon
Sham Shui Po	3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate, Sham Shui Po, Kowloon
Wong Tai Sin and Sai Kung	Unit 801, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon
Sha Tin	Room 708-714, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
Tai Po and North	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, New Territories
Tsuen Wan and Kwai Tsing	3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan, New Territories
Tuen Mun	Room 201, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, New Territories
Yuen Long	12/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, New Territories

⁴ This list was finalised in March 2017 and the relevant information is subject to changes. If necessary, please contact the relevant offices or call 1823 for enquiry.