



Working Family Allowance Scheme Application Form

Please read carefully the Guidance Notes for Applications under the Working Family Allowance (WFA) Scheme ("Guidance Notes") before completing this Form and provide copies of the required documentary proof in accordance with Section 10 of the Guidance Notes. **Households that have successfully been approved the allowance previously are not required to submit some of the documentary proof again if the related information remains unchanged.** Please refer to the Checklist for Submission of Documents for Application ("Checklist for Application") (WFA200B) for details. For households applying for the first time, please prepare all the documentary proof needed according to the Checklist for Application.

Please use a non-erasable black or dark blue ball pen to fill in the Form in block letters. If there are inaccuracies, please mark the amendments and initial next to them. Do not use correction fluid or correction tape. Please keep a copy of the completed form for reference.

Part 1 Basic Particulars of Household Applying for WFA

Q.1 Claim Period (must be the immediate past six months)^{Note 1}:

From ____/20__ to ____/20__

Q.2 How many member(s) (including Applicant) did the household have in the last month of the Claim Period?

_____ Person(s)

[Please provide the personal particulars of all household members ^{Note 2} in Part 2]

Q.3 During the Claim Period, if there was an increase or a decrease in the number of household members living on the same premises (excluding those who were temporarily absent for part of the Claim Period), please specify the concerned month(s) and the details:

Claim Month	Details

[Please provide the personal particulars of all the above member(s) in Part 2]

Q.4 Residential Address:

Hong Kong Island Kowloon
 New Territories

District

No. & Name
of Street

Estate/Village

Building

Block

Floor

Room

Q.5 Correspondence Address (if different from Residential Address):

Q.6 Contact Telephone No.:

_____ (Local Mobile Phone)

(Acknowledgement of application will be issued by SMS)

_____ (Residential/ Other Household Member's Telephone)

Note 1 The household is not eligible for WFA in the month(s) in which the Comprehensive Social Security Assistance or the household-based Work Incentive Transport Subsidy ("WITS") was received.

Note 2 Applicants must report in Part 2 all persons living on the same premises in Hong Kong and having close economic ties as household members. If the household members are temporarily away from their households but would reasonably be expected to return, they would be regarded as household members; otherwise, they would not be regarded as household members.

Part 2 Personal Particulars of Applicant and All Household Member(s) Living on the Same Premises

(I) Applicant

Q.1 Name in English:

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(Surname) (Name)

Q.2 Name in Chinese (Optional):

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(Surname) (Name)

Q.3 Hong Kong Identity Card No.:

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Q.4 Month and Year of Birth:

		(mm)						(yyyy)
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Q.5 Title: Mr
 Ms
 Miss

Part 3 Income from Work and Paid Working Hours of the Applicant/Household member(s) whose paid working hours are aggregated to apply for WFA

Q.1 Please fill in the job details, monthly income from work^{Note1} and monthly paid working hours^{Note2} of the Applicant/household member(s) whose paid working hours are aggregated to apply for WFA (Please provide the income from work of those household member(s) who will not report their working hours in Part 4):

Name of Household Member(s) reporting paid working hours	Claim Month	___/20___	___/20___	___/20___	___/20___	___/20___	___/20___
Applicant ^{Note3}	Job Details	Employment Status: <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed ^{Note4} Industry: _____ Position: _____ Name of the Company/Employer: _____ Telephone No.: _____					
	Monthly Income from Work (HK\$)	\$	\$	\$	\$	\$	\$
	Monthly Paid Working Hours(1)						
Second household member whose paid working hours are aggregated to apply for WFA: _____	Job Details	Employment Status: <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed ^{Note4} Industry: _____ Position: _____ Name of the Company/Employer: _____ Telephone No.: _____					
	Monthly Income from Work (HK\$)	\$	\$	\$	\$	\$	\$
	Monthly Paid Working Hours(2)						
Total Monthly Paid Working Hours (1)+(2)+Monthly Paid Working Hours of other household member(s) whose paid working hours are aggregated to apply for WFA ^{Note5}							

If the space in this part is insufficient, please provide information on relevant income and paid working hours in Part 3 of the Supplementary Sheet to Application Form (WFA002B).

- Note 1 Income from work generally includes salaries (excluding mandatory contributions to the Mandatory Provident Fund/provident funds), allowances, self-employed persons' profits from operating business and fees received from providing services, etc. Please refer to Section 3.3 of the Guidance Notes for details.
- Note 2 Please read Section 3.2 of the Guidance Notes for the methods of calculating the monthly paid working hours. The Applicant/household member(s) whose paid working hours are aggregated to apply for WFA cannot receive the individual-based WITS of the Labour Department concurrently.
- Note 3 If the Applicant was engaged in more than one job during the Claim Period, please provide the relevant information in Part 3 of the Supplementary Sheet to Application Form (WFA002B).
- Note 4 Self-employed persons can use Forms WFA005B, 006B or 007B to report income; the relevant forms are printed on blue paper for easy differentiation.
- Note 5 For other household members whose paid working hours are aggregated to apply for WFA, please provide the relevant information in Part 3 of the Supplementary Sheet to Application Form (WFA002B).

Part 4 Information on Household Income

During the Claim Period, if the Applicant or other household member(s) received an allowance under the Pilot Scheme on Living Allowance for Carers of Elderly Persons from Low-income Families ("Carer Allowance") or an allowance under the Pilot Scheme on Living Allowance for Low-income Carers of Persons with Disabilities ("PWD Carer Allowance"), or if the household member(s)^{Note} received the individual-based WITS, the amount of subsidy or allowance received will be counted towards the household income in the same claim month. The household applying for WFA is not required to report the three types of subsidy or allowance in this part. The WFAO will verify your application on the basis of the information provided by the Social Welfare Department and Labour Department in respect of the above-mentioned types of subsidy or allowance.

Q.1 Apart from the above-mentioned subsidy or allowance, please provide information on the income of the Applicant and all household member(s) living on the same premises in the Claim Period [e.g. **income from work** (except those reported in Part 3), **rental income**, **alimony received**, **contributions from relatives or friends not living on the same premises** and **monthly pension**, etc.].

Name of Applicant or Household Member(s)	Income Item	Claim Months and Income Amount (HK\$)					
		___/20___	___/20___	___/20___	___/20___	___/20___	___/20___
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$

If the space in this part is insufficient, please provide information on other income in Part 4 of the Supplementary Sheet to Application Form (WFA002B).

Note The Applicant/household member(s) whose paid working hours are aggregated to apply for WFA cannot receive the individual-based WITS concurrently. Please refer to Section 3.5.2 of the Guidance Notes for details.

Part 5 Information on Household Assets

Q.1 Please provide information on the value of all the assets, within and outside Hong Kong, of the Applicant and all household member(s) living on the same premises as in the last month of the Claim Period [e.g. **bank deposits** in personal/joint/company accounts, **cash savings**, **cash values of insurance policies** (including dividends), **stocks**, **non-self-occupied properties** (including those outside Hong Kong), **parking spaces**, **vehicles**, **business licences of vehicles**, **loans that have not yet been recovered**, **gold bars**, **gold coins** or other assets]. For details, please refer to Section 3.4 of the Guidance Notes.

Name of Applicant or Household Member(s)	Details of Asset Item	Date of Valuation	Value (HK\$) <i>(If not in HKD, please specify currency)</i>	Percentage of Share (if jointly-owned)
		___/___/20___		%
		___/___/20___		%
		___/___/20___		%
		___/___/20___		%
		___/___/20___		%
		___/___/20___		%

Q.2 Did the total value of your household assets exceed the asset limit of this Scheme during the entire Claim Period?

Yes, month(s) exceeding the asset limit: _____

(The household is not eligible for WFA in the month(s) in which the asset limit was exceeded)

No

If the space in this part is insufficient, please provide information on other assets in Part 5 of the Supplementary Sheet to Application Form (WFA002B).

Please put a "✓" in the appropriate box(es).

Part 6 Declaration by Applicant

The Applicant must read and sign on this part to declare the following –

- (1) I and my household member(s) (if any) as reported in this Application Form and Supplementary Sheet to this Application Form (WFA002B) have read the Guidance Notes for Applications under the Working Family Allowance (“WFA”) Scheme (“Guidance Notes”) and Additional Information for Guidance Notes, including information on the monthly household income and asset limits. I and my household member(s) (if any) understand and agree to the arrangements in relation to applications for WFA and agree to comply with all the requirements set out in the Guidance Notes.
- (2) Since an application for WFA is made on a household basis, my household member(s) (if any) has/have agreed that –
 - (i) I shall submit the application on behalf of my household; and
 - (ii) the Working Family Allowance Office (“WFAO”) of the Working Family and Student Financial Assistance Agency can disburse the full payment approved under this application direct to the bank account held by me.
- (3) The information provided in the Application Form, Supplementary Sheet(s) and/or Supplementary Form(s) (if applicable), any representations made in relation to this application, and the documentary proof submitted are true, complete and accurate. I undertake to report any correction of the information in the relevant forms and provide the relevant information to the WFAO as soon as possible to facilitate the WFAO’s consideration of my household’s eligibility for WFA.
- (4) I and my household member(s) (if any) –
 - (i) have read the Personal Information Collection Statement (“PICS”) and understand its content, and agree that the WFAO and its agents can handle and use the personal data provided in this application in accordance with the PICS and the Guidance Notes; and disclose to and verify with the concerned parties, companies or organisations the personal data of myself and my household member(s) and the information on companies under any name(s) of myself and/or my household member(s);
 - (ii) agree that where necessary, the WFAO may contact me or any of my household member(s) to vet or clarify any information in this application;
 - (iii) agree that relevant Government bureaux/departments/organisations (including but not limited to the Social Welfare Department, the Labour Department, the Immigration Department, the Census and Statistics Department, the Housing Department, the Land Registry, banks, employers, and schools/educational institutions) to release our respective personal data and the information on companies under any name(s) of myself and/or my household member(s) to the WFAO for the purpose of processing and vetting any information in this application;
 - (iv) understand that the WFAO reserves the right to review this application and may, as and when necessary, adjust the amount of allowance that may be disbursed to my household;
 - (v) agree to refund in full the Government of the Hong Kong Special Administrative Region any overpaid allowance received by my household, or agree that the concerned overpaid amount be offset by the WFAO against the allowance(s) approved in my household’s future applications upon the request of the WFAO; and
 - (vi) understand that willfully making a false statement, misrepresentation or concealment of any information in order to obtain WFA by deception is a criminal offence, the commission of which, in addition to being disqualified for WFA, can lead to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).

Name of Applicant	Signature	Date

Working Family Allowance Scheme **Personal Information Collection Statement**

Purpose of collection

1. The Working Family Allowance Office (“WFAO”) of the Working Family and Student Financial Assistance Agency and any agents/organisations/companies authorised by the WFAO will use the personal data provided by you and your household members in this application for the following purposes -

- (a) processing the application, verifying the relevant information to prevent double benefits and detect fraud, and dealing with and recovering an overpaid allowance (if any);
- (b) matching your and your household members’ personal data with the database of relevant Government bureaux/departments (including but not limited to the Social Welfare Department, the Labour Department, and the Immigration Department) and other relevant organisations for the processing of the application and prevention of double benefits; and
- (c) statistical, analytical, and research purposes, and the statistics or research results obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

2. The WFAO may engage a relevant organisation/company to assist in conducting research, survey or review on the Working Family Allowance (“WFA”) Scheme when necessary. The WFAO may transfer the contact details of those households who succeed in receiving WFA (including the applicant’s name, correspondence address and contact telephone number) which are selected randomly to the organisation/company for the purpose of inviting the households to attend interviews and/or participate in the survey. Whether or not the households accept the interviews and/or participate in the survey is purely voluntary. This will not affect the applications of their households. The WFAO will request the organisation/company to delete all the personal data collected in relation to the WFA Scheme upon completion of the research work.

3. Regular random checks on some successful applications will be carried out by the WFAO through home visits or other means to verify the completeness and truthfulness of the information provided. During the home visits or verification, the WFAO staff may require you and your household members to clarify the information in the application or provide further information. The originals of the relevant information will be examined. It is your responsibility to keep all the documentary proof of the information in your application for at least two years and co-operate with the WFAO staff. Households which intentionally obstruct the WFAO staff during investigation, conceal information or fail to provide the necessary information may be required to refund in full the paid WFA and may be liable to prosecution.

Classes of transferees

4. For the purposes stated in paragraphs 1 and 2 above, or with the consent of you and your household members, or where disclosure is authorised or required by the law, the personal data of you and your household members may be disclosed by the WFAO and any agents/organisations/companies authorised by the WFAO to the relevant Government bureaux/departments/organisations/companies. The WFAO may contact the relevant Government bureaux/departments/organisations/companies to obtain and verify information for the purposes stated in paragraphs 1 and 2 above. The relevant Government bureaux/departments/organisations/companies include but are not limited to the Social Welfare Department, the Labour Department, the Immigration Department, the Census and Statistics Department, the Housing Department, the Land Registry, banks, schools/educational institutions, your and your household members’ employers, and the service providers employed by the WFAO to assist in processing the applications.

Access to personal data and enquiries

5. Information and documents submitted in relation to this application will not be returned. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), you and your household members have the right to access and make corrections to the personal data provided in the application form and other application documents. You and your household members may also request a copy of the relevant personal data by paying an administration fee. Requests for access to and/or corrections of personal data should be made in writing to Senior Executive Officer (Administration) by post to the WFAO at 19/F, 181 Hoi Bun Road, Kwun Tong, Kowloon.