



## Guidance Notes for Applications under the Working Family Allowance (WFA) Scheme

Please read these WFA Guidance Notes carefully. For enquiries, please call the 24-hour hotline 2558 3000 or email to the Working Family Allowance Office (enquiry\_wfao@wfsfaa.gov.hk). You may also obtain further information through browsing the website of the WFA Scheme (wfa.gov.hk), or view the following video clips on the design of the WFA Scheme and how to fill in the application by scanning the QR codes below.



Introduction to  
the WFA Scheme



How to apply online for WFA



How to fill in the paper  
form application

### A. Introduction to and Eligibility Criteria of the Scheme

#### 1. Introduction to the Scheme

- 1.1 The WFA Scheme encourages self-reliance and eases inter-generational poverty.
- 1.2 A household meeting the working hour requirements, income and asset limits may apply for a Basic Allowance, Medium Allowance or Higher Allowance under the WFA Scheme. For each eligible child in his/her household, the applicant may also apply for a Child Allowance. Depending on the household income (details stated in Section 3.3), the allowances may be granted at full rate,  $\frac{3}{4}$  rate or half rate. The rates of the allowances are shown in Table 1.

Table 1		
Total Monthly Working Hours (Hours)	Monthly Allowance for Each Household	Monthly Child Allowance for Each Child
144 to less than 168 (non-single-parent households) 36 to less than 54 (single-parent households <sup>1</sup> )	Full-rate Basic Allowance: \$1,150 $\frac{3}{4}$ -rate Basic Allowance: \$863 Half-rate Basic Allowance: \$575	Full-rate Child Allowance: \$1,610 $\frac{3}{4}$ -rate Child Allowance: \$1,208 Half-rate Child Allowance: \$805
168 to less than 192 (non-single-parent households) 54 to less than 72 (single-parent households <sup>1</sup> )	Full-rate Medium Allowance: \$1,380 $\frac{3}{4}$ -rate Medium Allowance: \$1,035 Half-rate Medium Allowance: \$690	
192 or more (non-single-parent households) 72 or more (single-parent households <sup>1</sup> )	Full-rate Higher Allowance: \$1,610 $\frac{3}{4}$ -rate Higher Allowance: \$1,208 Half-rate Higher Allowance: \$805	

- 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 household applying for WFA with an eligible child fails to meet the requirements for receiving WFA in certain month(s), the household will not be granted any allowance in the concerned month(s), including the Child Allowance.

<sup>1</sup> A working single-parent applicant (including a guardian) has to live with at least one child aged below 15.

## **2. Claim Period and Period for Submitting Applications**

- 2.1** The claim period of WFA applications is the immediate past six calendar months. The application deadline is the last day of the month following the last claim month. For example, application for WFA for the period from January to June needs to be submitted within the period from 1 to 31 July of that year, and so on. For applications sent by post, the postmark date on the envelope will be regarded as the date of submission of application. 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 Household Members**

- 3.1.1** Applications under the WFA Scheme are made on a household basis. The WFA Scheme accepts applications from households of one person or more. A household generally refers to a unit with persons having close economic ties (but excluding economic ties arising from employment relationships) and living on the same premises (in Hong Kong). Members must be Hong Kong residents, normally including husband and wife<sup>2</sup> and those who live on the same premises and share or are obliged to share the provisions for a living. If the members are temporarily not living on the same premises but would reasonably be expected to return to live together, they would be regarded as members. However, for those who are not living on the same premises and are reasonably expected not to return to live together, they would not be regarded as members.
- 3.1.2** During the claim period, if there is change(s) in the household composition (e.g. member(s) moved out from the premises or an infant was born) and as long as such household member(s) meet(s) the eligibility criteria for part of the concerned month, he/she will be regarded as a household member for that entire month. The applicant has to report the details of the increase or decrease in the number of household member(s) by completing Part 1 of the Application Form (WFA001B).
- 3.1.3** The WFA Scheme does not impose a requirement on the length of residence in Hong Kong. New arrivals may also apply for WFA or be counted as household member(s).
- 3.1.4** 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 WFA or be counted as household members.

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<sup>2</sup> Normally, husband and wife are taken as members of the same household under the WFA Scheme irrespective of whether they live on the same premises. Applicants and other household members must report the particulars of their spouses in the application forms, unless the spouse is not a Hong Kong resident, or there is indication of permanent separation, or in other justifiable circumstances.

- 3.1.5 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. Diploma of Applied Education 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 WFA Scheme, working hours refer to paid working hours which include hours of paid work and hours derived from paid absence. Unpaid working hours 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 paid working hours of full-time and part-time jobs. The paid working hours of all household members are aggregated<sup>3</sup>. The applicant and household member(s) reporting paid working hours to apply for WFA need to calculate the monthly working hours for each relevant job separately.
- 3.2.2 If the applicant/household member(s) whose paid working hours are aggregated to apply for WFA is an employee with the paid working hours specified in a contract or agreement with the employer, the Working Family Allowance Office (WFAO) will use such working hours to calculate the monthly working hours of the applicant/household member(s) whose paid working hours are aggregated to apply for WFA. For example, if the employee's contract or agreement has specified the same weekly paid working hours, the employee may calculate the monthly working hours by multiplying those working hours by 4.4 weeks<sup>4</sup>. He/She only needs to provide one set of documents (e.g. employment contract) reflecting/proving the weekly paid working hours agreed with the employer for the relevant claim months and does not have to submit proof of paid working hours on a monthly basis. If the applicant/household member(s) whose paid working hours are aggregated to apply for WFA 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	X	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 (WFA004B).

<sup>3</sup> Other household members can provide the paid working hours and income in Part 3 of the Application Form (WFA001B) or the Supplementary Sheet to Application Form (WFA002B) direct.

<sup>4</sup> 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.

- 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 contract or agreement of the applicant/household member(s) whose paid working hours are aggregated to apply for WFA does not specify the paid working hours or the applicant/household member(s) whose paid working hours are aggregated to apply for WFA is self-employed, the applicant may calculate the monthly working hours according to the paid actual working hours for each month. An applicant/household member(s) whose paid working hours are aggregated to apply for WFA is required to calculate the paid 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 (WFA004B) 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 already reached 192 hours or more), one may choose not to report the working hours derived from paid absence.

### 3.3 Household Income

- 3.3.1 The household income has to meet the income limits which are pitched at 50%, 60% and 70% of the Median Monthly Domestic Household Income (MMDHI) of economically active households. Please refer to the WFA Scheme - Additional Information for WFA Guidance Notes (WFA102B) for the relevant income limits. All household members (including the applicant) need to report all income within and outside Hong Kong for each claim month. Common examples are as follows:

Table 2	
Items <b>need</b> to be Reported/Counted as Income from Work	Items <b>need not</b> be Reported/not Counted as Income from Work
<ul style="list-style-type: none"> <li>➤ Wages (including holiday/leave pay; mandatory contributions to Mandatory Provident Fund (MPF)/provident funds can be deducted but voluntary contributions are required to be counted as income from work)</li> <li>➤ Allowances (including travelling allowance, attendance allowance, commission and overtime allowance, etc.)</li> <li>➤ Tips and service charges</li> </ul>	<ul style="list-style-type: none"> <li>➤ Year-end payment, Year-end bonus, double pay</li> <li>➤ Reimbursement from employers to defray expenses</li> <li>➤ Wages/Compensation in lieu of notice upon termination of employment</li> <li>➤ Insurance, accident and injury indemnity</li> <li>➤ Severance payment, long service payment, contract gratuities</li> </ul>

Table 2 (Continued)	
Items <b>need</b> to be Reported/Counted as Income from Work	Items <b>need not</b> be Reported/not Counted as Income from Work
<ul style="list-style-type: none"> <li>➤ Profits from business for the self-employed (operation expenses can be deducted)</li> <li>➤ Fees for services provided by the self-employed (operation expenses can be deducted)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Lump sum retirement gratuity and provident funds</li> </ul>

Table 3	
Items <b>need</b> to be Reported/Counted as Other Income	Items <b>need not</b> be Reported/not Counted as Other Income
<ul style="list-style-type: none"> <li>➤ Monthly pension</li> <li>➤ Rentals from properties or other properties (e.g. rental of taxis)</li> <li>➤ Contributions from relatives or friends not residing with the household (e.g. contributions in cash from children not residing with parents, contributions for rent, tuition fee, insurance premium from relatives or friends)</li> <li>➤ Alimony received</li> <li>➤ Periodical payments received by employees injured on duty (commonly known as “work injury payments” )</li> </ul>	<ul style="list-style-type: none"> <li>➤ Interest from deposits, dividends from stocks, and gains from investments/gambling</li> <li>➤ Insurance, accident and injury indemnity</li> <li>➤ Monthly payments of annuity from reverse mortgage</li> <li>➤ Monthly payments of annuity from Hong Kong Mortgage Corporation Limited (HKMC) Annuity Plan</li> <li>➤ Government financial assistance (e.g. Old Age Living Allowance (OALA), School Textbook Assistance, Student Travel Subsidy, Subsidy for Internet Access Charges, Disability Allowance and Old Age Allowance received by the applicant or household member(s))</li> <li>➤ Allowances/Grants from the Community Care Fund or other non-governmental organisations</li> </ul>



### 3.4 Household Assets

- 3.4.1 The household assets must meet the asset limits. Please refer to the WFA Scheme - Additional Information for WFA Guidance Notes (WFA102B) for the relevant asset limits. All household members (including the applicant) need to report all assets within and outside Hong Kong. Common examples are as follows:

Table 4	
Items <b>need</b> to be Reported <sup>5</sup> / Counted as Asset	Items <b>need not</b> be Reported/ not Counted as Asset
<ul style="list-style-type: none"> <li>➤ Bank deposits (including all savings, time deposits and current accounts, etc. in Hong Kong dollars, Renminbi and foreign currencies), cash and union deposits, etc.</li> <li>➤ Cash value of insurance policies (including dividends)</li> <li>➤ Investments (including stocks, funds, bonds, warrants)</li> <li>➤ Shares/Business operated (e.g. company's property, inventory, account balance, etc.)</li> <li>➤ Land/ Properties (including non-self-occupied properties, shops and car parking spaces, etc.<sup>5</sup>)</li> <li>➤ Vehicles/Vessels (including private and commercial vehicles and vessels<sup>5</sup>)</li> <li>➤ Taxi/Public light bus licences</li> <li>➤ Accrued benefits that have been withdrawn or can be withdrawn from MPF/provident funds</li> <li>➤ Betting account balance</li> <li>➤ Loans that have yet to be recovered</li> <li>➤ Assets held in trust by others</li> <li>➤ Other realisable assets (e.g. gold bars and gold coins)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Self-occupied properties (one self-occupied property<sup>6</sup> can be exempted for each household)</li> <li>➤ 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</li> <li>➤ 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 household assets (the amount must be confirmed in writing by the operating non-governmental organisations or schools of the CDF projects)</li> </ul>

- 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.

<sup>5</sup> Debts of all household members (including the applicant) that have not yet been repaid will not be deducted from the total household assets except for outstanding mortgage loan(s) from land/properties/vehicles/vessels.

<sup>6</sup> The self-occupied property refers to the usual place of residence. If necessary, the WFAO will request the applicant to submit relevant documentary proof (e.g. water bills, electricity bills) to assess whether the property is usually resided by the household.

- 3.4.3 If the total value of the assets held by a household does not exceed the asset limit during the entire claim period, the applicant may report the household asset value in the last month of the claim period and produce the relevant documentary proof. If necessary, the WFAO may ask the household applying for WFA 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 household which receives WFA cannot benefit from the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department (SWD) concurrently. For the purpose of verifying that the household meets this requirement, the WFAO will conduct data matching with the SWD to confirm the status of the household. Applicants are not required to report separately details of CSSA in the Application Form.

## **B. Application and Handling Procedures**

### **4. Application Procedures**

#### **4.1 Application Form and Documentary Proof**

- 4.1.1 An applicant should read the WFA Scheme - Sample for Completing Application Form before completing the Application Form (WFA001B) and tick the check boxes according to the Checklist for Submission of Documents for Application (WFA200B) and submit the completed Application Form (WFA001B), other forms (WFA002B, WFA004B to WFA009B) (if applicable) and documentary proof as appropriate. Examples of documentary proof are detailed in Section 10.
- 4.1.2 In the event that some documentary proof for application is not available by the application deadline, the applicant has to report such on the application form and submit the application form and available documentary proof by the application deadline. Please submit the missing documentary proof when it is available.
- 4.1.3 Please use a non-erasable black or dark blue ball pen to fill in the Application 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 forms for reference.

## 4.2 Submission of Application

- 4.2.1 An applicant may submit a completed Application Form (WFA001B), other forms (WFA002B, WFA004B to WFA009B) (if applicable), Checklist for Submission of Documents for Application (WFA200B) 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 WFAO's application drop-in boxes (Drop-in Boxes are placed in the WFAO and the Student Finance Office of the Working Family and Student Financial Assistance Agency (WFSFAA), Job Centres of the Labour Department (LD) and District Social Welfare Offices of the SWD). Applicants can also apply using e-Form by scanning the QR code below, or visiting the following webpage (<https://eservices.wfsfaa.gov.hk/wfa/en/>).



- 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 household applying for WFA is eligible for WFA 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 household applying for WFA 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 household 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 household applying for WFA 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 household 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 household 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 household 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 household member(s) refuse to attend the interviews or make a declaration.
- 5.5 To prevent deception, the applicant and his/her household 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 Hong Kong Housing Society, the Land Registry, banks, employers, schools/educational institutions, insurance companies, the HKMC, the Mandatory Provident Fund Schemes Authority, approved trustees of the Mandatory Provident Fund Schemes of the applicant and his/her household 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 WFA, the WFAO may randomly select applications for in-depth investigation or review and may request the applicant and his/her household member(s) to provide more detailed information.
- 5.8 The applicant and his/her household 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 Households applying for WFA 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 applying household, stating whether the household is eligible and the reasons for ineligible claim months. If an applicant is successful in applying for WFA, 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 a holder of the bank account concerned and 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 can provide sufficient grounds 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 concerned applicant the difference. However, if it is found during the course of the review/appeal, or under other circumstances that the WFA and Individual-based Work Incentive Transport Subsidy (I-WITS<sup>7</sup>) applicants have received an allowance higher than the amount he/she is eligible for, the applying household must refund the overpaid allowance in full immediately to the HKSAR Government.
- 8.2** If the overpaid amount has not yet been fully refunded (including WFA or I-WITS<sup>7</sup>) when a subsequent application of the applying household is approved (regardless of changes in household members), the WFAO will first deduct the overpaid amount from the subsidy/allowance granted for the application under any scheme administered by the WFAO direct and the balance, if any, will be disbursed to the applicant.

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<sup>7</sup> I-WITS was abolished in June 2021 with the last claim month in May 2021.

## 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 household applying for WFA 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 household 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 household for WFA, they may contravene the Theft Ordinance (Cap. 210). Upon conviction, the applicant and his/her household 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 household 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 may use the personal data provided by an applicant and his/her household member(s) in the application for those purposes as stated in the Personal Information Collection Statement.

## C. Documentary Proof

### 10. Documentary Proof to be Submitted<sup>8</sup>

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

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<sup>8</sup> Copies of documentary proof are generally required unless otherwise specified. Households who are successful in applying for the allowance 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 (WFA200B).

#### 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 household member. If any of the household members cannot provide address proof, he/she may provide relationship proof (e.g. birth certificate, marriage certificate or relevant documents showing the child custody, etc.) with the applicant or other household member(s) (given the applicant/household member concerned having been able to provide address proof).

**10.3** Proof of relationship between the applicant and household 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 A single-parent usually refers to an applicant whose marital status is never married, divorced, widowed or separated and living with at least one child aged below 15. For those applicants who would like to apply for WFA as a single-parent, they have to provide 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 Employees<sup>9</sup>

### **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 certifications<sup>10</sup>, 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 certifications<sup>10</sup>, 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.

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<sup>9</sup> 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 (WFA007B). 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 (WFA009B) for the WFAO's consideration.

<sup>10</sup> Please refer to the sample of the Employer's Certification (WFA008B). If the applicant can provide other information which can prove his/her working hours and income, submission of this certificate is not required.

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 certifications<sup>10</sup>, etc. For those applicants or household members who are employed and receive salaries in places outside Hong Kong, they have 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 Persons<sup>9</sup>

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 Statement on Work and Profit and Loss Accounting Statement for Self-Employed Person Running Business or Providing Services (WFA005B) and Statement on Work and Profit and Loss Accounting Statement for Self-Employed Person who is a Driver of Taxi/Lorry/Minibus/Other Commercial Vehicle (WFA006B) 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 household), 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.