

Working Family Allowance Scheme

Application No.:
(For Official Use Only)

Checklist for Submission of Documents for Application (WFA200B)

Applicant's Name: _____

➔ Please put a "✓" in the appropriate box(es) and submit the completed checklist together with the Application Form, other applicable forms and necessary documentary proof:

Application Form (WFA001B)

Application Form (WFA001B) has been completed and signed

Documentary Proof required to be submitted with all applications ⁽¹⁾

To be submitted when making the first application ⁽²⁾	To be submitted every time when an application is made
<input type="checkbox"/> Identity proof of all household members <input type="checkbox"/> Address proof of all household members <input type="checkbox"/> Passbook or monthly statement of Applicant's bank account to which the WFA payment is disbursed (must show the bank account number and the name of the account holder)	<input type="checkbox"/> Working hours proof <input type="checkbox"/> Household income proof <input type="checkbox"/> Household assets proof

Documentary Proof for Applying for Child Allowance ⁽¹⁾

To be submitted when making the first application ⁽²⁾	To be submitted every time when an application is made
For child(ren) aged below 15 <input type="checkbox"/> Proof of relationship with the Applicant/household member (e.g. Hong Kong Birth Certificate) For young member(s) aged 15-21 who is/are attending full-time non-post-secondary course(s) <input type="checkbox"/> Proof of relationship with the Applicant/household member (e.g. Hong Kong Birth Certificate) <input type="checkbox"/> Course information (except for those who are attending primary/secondary school)	For young member(s) aged 15-21 who is/are attending full-time non-post-secondary course(s) <input type="checkbox"/> Proof of schooling

Other Documentary Proof ⁽¹⁾

To be submitted when making the first application ⁽²⁾ (If applicable)
<input type="checkbox"/> Identity proof of Single Parent [<i>applicable to those applying in the capacity of working single parents</i>]

Other Forms (If applicable)

- Supplementary Sheet to Application Form (WFA002B) [*for providing information that is not reported in the Application Form due to insufficient space*]
- Form for Reporting the Working Hours Derived from Paid Absence (WFA004B)
- Statement on Work and Profit and Loss Accounting Statement (WFA005B/WFA006B)
- Statement on Work of Casual Workers and Self-employed Persons Who are Unable to Provide a Profit and Loss Accounting Statement (WFA007B)
- Employer's Certification (WFA008B)
- Self-declared Statement on Working Hours/Income from Work (WFA009B) [*applicable to persons who are unable to provide relevant documentary proof for special reasons*]

Notes:

- (1) Please refer to Section 10 of the WFA Guidance Notes for detailed examples of documentary proof. Only copies of documentary proof are generally needed and they must be clearly readable. The household applying for WFA must keep the originals of all the documentary proof for at least 2 years for verification by the Working Family Allowance Office ("WFAO") where necessary.
- (2) Households that have successfully been approved WFA previously are not required to submit the documentary proof again if the related information remains unchanged.

Please turn over

Copies of Hong Kong Identity Cards

Please paste the copies of Hong Kong Identity Cards in the appropriate boxes below. (For those who do not have a Hong Kong Permanent Identity Card, please also attach a copy of other valid identity proof, such as Hong Kong Birth Certificate, Re-entry Permit, Document of Identity for Visa Purposes or One-way Permit, etc.)

Copy of Hong Kong Identity Card of <u>Applicant</u>	Copy of Hong Kong Identity Card of Household Member
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Applicant

Household Member

Copy of Hong Kong Identity Card of Household Member	Copy of Hong Kong Identity Card of Household Member
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Household Member

Household Member

Copy of Hong Kong Identity Card of Household Member	Copy of Hong Kong Identity Card of Household Member
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Household Member

Household Member

Copy of Hong Kong Identity Card of Household Member	Copy of Hong Kong Identity Card of Household Member
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Household Member

Household Member