



Diocesan Boys' School
Student Financial Assistance Scheme
(2013–2014)
Guidance Notes

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PART I GENERAL INFORMATION

1. Introduction

Student Financial Assistance Scheme (SFAS) provides financial assistance to eligible parents in need in the forms of fee remission, low cost lunch, textbook subsidy and school uniform subsidy for their children in Diocesan Boys' School (the School).

2. Eligibility

2.1 The student must either be:

- (1) already studying in Diocesan Boys' School and will continue to do so in the coming academic year; or
- (2) enrolled to start his study in Diocesan Boys' School in the coming academic year.

2.2 Parents or legal guardians of students from Grade 7 to Grade 12 in the coming academic year are eligible to apply for the Fee Remission Scheme, the Low Cost Lunch Scheme, the Textbook Subsidy Scheme and the School Uniform Subsidy Scheme.

Students in the academic year 2013-2014	Fee Remission Scheme	Low Cost Lunch Scheme	Textbook Subsidy Scheme	School Uniform Subsidy Scheme
Grade 7	√	√	√	√
Grade 8	√	√	√	√
Grade 9	√	√	√	√
Grade 10	√	√	√	√
Grade 11	√	√	√	√
Grade 12	√	√	√	√

3. Application Procedures

- 3.1 Applications must be made by the student's parent or his legal guardian.
- 3.2 A fresh application should be made every school year.
- 3.3 One application form should be completed in respect of each student.
- 3.4 All application forms must be duly completed and submitted to the School with all required supporting documents on or before the application deadline. Under normal circumstances, the School will not accept application submitted after the deadline. However, the School may give special consideration to cases with exceptional circumstances throughout the school year, for example, urgent needs arising from sudden financial hardships.
- 3.5 An application which fails to provide detailed and accurate information or required documentary evidence may delay the vetting process.
- 3.6 After the application closing date, the School will check the application forms and may conduct investigations into the application, if deemed necessary.
- 3.7 The School reserves the right to interview the applicants.
- 3.8 The School has the sole discretion in approval and the decision of the School is final.

4. Form of Financial Assistance

4.1 Fee Remission Scheme

The actual amount of fee remission is based on the level of assistance, as expressed in percentage of fee remission (25%, 50%, 75%, 100%), as applied to the school fee chargeable by the school in the particular school year.

4.2 Low Cost Lunch Scheme

- (1) Low cost lunch (without drinks) will be provided from October 2013 to June 2014 at the school canteen.
- (2) In order to enjoy the low cost lunch within the following periods, payments should be made to the School respectively.

	Grade 7 – Grade 11	Grade 12
Period 1	October 2013 – December 2013 HK\$360	October 2013 – December 2013 HK\$360
Period 2	January 2014 – June 2014 HK\$720	January 2014 – March 2014 HK\$360

4.3 Textbook Subsidy Scheme

- (1) The textbook subsidy scheme aims to provide needy students reimbursement of the actual cost for the purchase of textbook(s) listed on the booklist.

- (2) The maximum textbook subsidy is HK\$3,000 for G7 to G12 students. For students who are receiving subsidy under the School Textbook Assistance Scheme (TA Scheme) from the government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.

Grant Rates of School Textbook Assistance Scheme provided by the government in 2012-2013*

	G7 – G9	G10	G11	G12
Full Grant	\$3,444	\$3,740	\$3,396	\$1,980
Half Grant	\$1,722	\$1,870	\$1,698	\$ 990

**The grant rate in 2013-2014 may be adjusted and is subjected to the announcement from the government.*

- (3) Reimbursement would be made available upon presentation of original receipts to the Financial Controller's Office. The deadline for reimbursement is 31 December 2013.

4.4 School Uniform Subsidy Scheme

- (1) The school uniform subsidy scheme aims to provide needy students reimbursement of the actual cost for the purchase of school uniform.
- (2) The maximum school uniform subsidy is HK\$2,000 for school uniform purchased from the suppliers below only.

School Uniform		Supplier
Item	Quantity	
School tie	1	School tuckshop
House vest	1	
Sports trousers	1	
School metal badge	1	
School blazer badge	1	
White shirts (long-sleeve)	2	Any local school uniform supplier, e.g. Kam Lun Tailors Ltd, Alex Company, etc..
White shirts (short-sleeve)	2	
Grey trousers	2	
Dark blue blazer	1	
Pullover	1	
Black leather shoes	1	

- (3) The maximum quantity that can be reimbursed for each item is listed in the above table.
- (4) Reimbursement would be made available upon presentation of original receipts to the Financial Controller's Office. The deadline for reimbursement is 31 December 2013.

5. Method of Assessment

- 5.1 All applicants are subjected to income assessment. The 'Annual Family Income' mechanism will be used to assess the eligibility for receiving financial assistance from the Scheme.
- 5.2 The 'Annual Family Income' of the family means the annual income* from the sources of the applicant and the applicant's spouse specified in Appendix, 30% of the annual income* of any unmarried children residing with the family, and the contributions from other children, relatives and friends.
- *Annual income refers to the total income earned in the previous fiscal year of the government.*
- 5.3 'Family Members' refer to the applicant, the applicant's spouse, the unmarried children residing with the family and the dependent parents.
- 5.4 The eligibility for receiving financial assistance from the Scheme is dependent upon the level of 'Annual Family Income' and total number of 'Family Members'. This is set out in Tables 1–2. (See para. 5.6 for other combinations of income and family members.)
- 5.5 In a single-parent family, the total number of 'Family Members' is, for the purpose of calculation, increased by one additional member.
- 5.6 The School will also consider on a case by case basis, applications from families whose total number of 'Family Members' exceeds five.
- 5.7 The School reserves the right to verify the information provided by the Applicant in support of the application.

Table 1: Criteria for Eligibility of Fee Remission Scheme

Level of Fee Remission	'Annual Family Income' (HK dollars)		
	Total no. of 'Family Members': 3	Total no. of 'Family Members': 4	Total no. of 'Family Members': 5
100% fee remission	\$0 to \$200,000	\$0 to \$250,000	\$0 to \$300,000
75% fee remission	\$200,001 to \$234,000	\$250,001 to \$292,500	\$300,001 to \$351,000
50% fee remission	\$234,001 to \$268,000	\$292,501 to \$335,000	\$351,001 to \$402,000
25% fee remission	\$268,001 to \$302,000	\$335,001 to \$377,500	\$402,001 to \$453,000
No fee remission	Above \$302,000	Above \$377,500	Above \$453,000

Table 2: Criteria for Eligibility of Low Cost Lunch Scheme, Textbook Subsidy Scheme & School Uniform Subsidy Scheme

'Annual Family Income' (HK dollars)		
Total no. of 'Family Members': 3	Total no. of 'Family Members': 4	Total no. of 'Family Members': 5
\$0 to \$302,000	\$0 to \$377,500	\$0 to \$453,000

6. Provision / Handling of Personal Data

- 6.1 An applicant should supply his / her personal data and those of his / her family members to the School by completing the application form fully and truthfully and attach all required documentary evidence. Insufficient information / misrepresentation of facts will render his / her application disqualified for further processing.
- 6.2 The personal data provided in this application and any supplementary information provided will be used for the following purposes:
- (1) activities relating to the processing and authentication of application; and
 - (2) activities relating to the overpayments, if any; and
 - (3) statistics and research purposes.
- 6.3 If necessary, the School will contact government departments and organizations (including the employers of the applicant and applicant's family members) to verify the personal data provided in the application for the purposes mentioned in para. 6.2 above.
- 6.4 The personal data an applicant has provided will ONLY be disclosed to those parties concerned:
- (1) for the purposes mentioned in para. 6.2 above; or
 - (2) where the applicant has given his / her consent to such disclosure; or
 - (3) where such disclosure is authorized or required by law.
- 6.5 All personal data given in the application form are subject to investigation, including home visits by the School. Any wilful misrepresentation and concealment of facts will lead to disqualification, restitution in full and possible prosecution.
- 6.6 All documents submitted are not returnable. However, according to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administration Region), an applicant has the right to access and make corrections to the data provided by him / her. He / she can also obtain copies of his / her personal data subject to the payment of necessary administration charges. Such requests should be addressed to the Headmaster in writing.
- 6.7 Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to the Headmaster.

7. Documentary Evidence Required

- 7.1 Photocopies of Hong Kong Identity Card or other identity documents of:
- (1) the applicant;
 - (2) the applicant's spouse;
 - (3) the student applicant; and
 - (4) other family members listed in Part D of the "Application Form" (SFASA001).

7.2 Photocopies of documentary evidence of 'Annual Family Income' for the period 1 April 2012 to 31 March 2013:

A. Income of salaried employed person

- Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available
- Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available
- Salary Statement; if not available
- Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.); if not available
- "Income Certificate" (SFASA006) certified by the employer, etc.
(For salaried employed person who cannot provide salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.)
(For sample, please refer to Part V–Sample 5.)

B. Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company)

- Profit and Loss Account verified by a Certified Public Accountant ; if not available
- "Income Statement (Form C)" (SFASA009)
(For sample, please refer to Part V–Sample 8.); or
- "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account
(For sample, please refer to Part V–Sample 6.); and
- Personal Assessment Notice (if applicable).

C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs

- "Income Statement (Form B)" (SFASA008)
(For sample, please refer to Part V–Sample 7.)

D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc

- Dividend advice; or
- Interest advice; or
- Bank deposits advice / statements / pass book (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)

E. Other income: Rental income

- Tenancy Agreement ; if not available
- Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)
- Property tax assessment notices.

F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc.

- Relevant document(s)

7.3 Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce / separation, death certificate of the spouse of the applicant, etc.

7.4 Applicants may mark the word 'copy' or '副本' in Chinese across the photocopies.

8. Declaration

The applicant is required to declare that the information given in the application is true and complete.

9. Other Special Family Information

An applicant who has special financial hardship can inform the School in writing.

10. Deadline for Application

Student in the academic year 2013-2014	Deadline
Grade 7 – Grade 12	2 July 2013

Late application will not be considered.

11. Submission of Application

11.1 All applications should be submitted to the Financial Controller's Office by hand within office hours. All applicants must meet the deadline.

Office hours: Mondays to Fridays 9:00 a.m. to 5:00 p.m.

11.2 To protect personal data from unauthorized disclosure, the applicant should enclose the completed application form, the supporting documents and other required documents in an A4-sized envelope which is sealed and signed for submission to the School.

11.3 On the envelope, please state 'Student Financial Assistance Scheme'.

12. Notification of Result

Applicants will be informed the result of their applications in writing by October 2013.

13. Appeals

If applicants are dissatisfied with the result of their application, they can apply in writing to the Headmaster for a review within two weeks from the date of notification, providing detailed justifications and any documentary evidence in support of their application.

14. Enquiries

Any applicant who has enquiries concerning his/ her application may contact Mr. Wong.

Telephone No.: 2768 5663

Office hours: Mondays to Fridays 9:00 a.m. to 5:00 p.m.

PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

- Please complete all the boxes of this application in **BLOCK LETTERS** using a **black or dark blue** ball pen.
- Signature is required against amendment.

1.1 PART A— APPLICANT'S PARTICULARS

1. Name in Chinese	陳 文 青
2. Name in English	C H A N M A N C H I N G
3. Relationship with Student	1 ('1' Parent, '2' Legal guardian –Please specify:_____)
4. Hong Kong Identity Card No.	A 7 6 5 7 3 2 (1)
5. Sex	1 ('1' Male, '2' Female)
6. Marital Status	1 ('1' Married, '2' Single / Separated / Divorced / Widowed)
7. Residential Phone No.	2 3 4 5 6 7 8 9
8. Mobile Phone No.	9 2 9 3 7 4 6 5
9. Office/ Other Contact No.	2 3 4 3 6 2 5 5 Ext. _____
10. Residential Address	Flat/ Room A _____
	Floor 8 _____
	Block _____
	Name of building T I N L I N G H O U S E
	Estate/ Village T I N L O K G A R D E N
	No. and Name of Street 1 0 T I N T I N R O A D
	District K W U N T O N G
	District code* 0 9
	Region 2 ('1' Hong Kong, '2' Kowloon, '3' New Territories)

Right-justify the Hong Kong Identity Card No.

Refer to the following table for 'District code'.

Leave a space between each word. Punctuation marks are not necessary.

If the applicant is not the student's parent, a written explanation is required.

*District code

01. Central and Western District	10. Tsuen Wan District
02. Wan Chai District	11. Tuen Mun District
03. Eastern District	12. Yuen Long District
04. Southern District	13. North District
05. Yau Tsim Mong District	14. Tai Po District
06. Sham Shui Po District	15. Sai Kung District
07. Kowloon City District	16. Sha Tin District
08. Wong Tai Sin District	17. Kwai Tsing District
09. Kwun Tong District	18. Islands District

1.2 PART B— STUDENT'S PARTICULARS

1. Name of Student in Chinese	陳 中 明
2. Name of Student in English	C H A N C H U N G M I N P E T E R
3. Hong Kong Identity Card No.	Z 1 2 3 3 5 6 (7)
4. Date of Birth	1 9 9 7 Year 0 5 Month 1 2 Day
5. Mobile Phone No.	9 8 7 6 5 4 3 2
6. Class	<p><i>For New Student:</i> Grade <input type="text"/></p> <p><i>For Current Student (2012–2013):</i> Grade <input type="text" value="10"/> Class <input type="text" value="P"/></p>
7. Do you give consent to the School to contact the above student regarding this application?	<input type="text" value="Y"/> ('Y' Yes, 'N' No)

Right-justify the Hong Kong Identity Card No.

Enter student's name in Chinese and as shown in the Hong Kong Identity Card. Please use BLOCK LETTERS, start with the first box and leave a space between each word. Punctuation marks are not necessary.

1.3 PART C— APPLICATION OF SCHEME(S)

- Please select the scheme(s) that you would like to apply.
- Please tick '✓' the appropriate box(es).

Student in the academic year 2013–2014	Fee Remission Scheme	Low Cost Lunch Scheme	Textbook Subsidy Scheme	School Uniform Subsidy Scheme
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	✓	✓	✓	✓
Grade 12				

Please select the scheme(s) that you would like to apply.

1.4 PART D— PARTICULARS OF FAMILY MEMBERS

1. For assessment of the applicant's eligibility, a 'Family Member' normally includes
 - (1) the applicant and the applicant's spouse; and
 - (2) the applicant's unmarried children residing with the family; and
 - (3) dependent parents.
2. A 'Family Member' does not include
 - (1) non-Hong-Kong residents; and
 - (2) those who have left Hong Kong permanently and no longer consider Hong Kong their home.
3. Item No. 2— Spouse
 - (1) If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.
 - (2) Please provide documentary proof to establish the student's single-parent status.
4. Item Nos. 7 to 8— Dependent Parents
Dependent Parents refers to the parents of the applicant / applicant's spouse who meet the following requirements:
 - (1) they are not receiving CSSA; and
 - (2) for a continuous period of not less than 6 months from 1 April 2012 to 31 March 2013.:
 - (i) have resided / been residing with the applicant's family and supported by the applicant or his / her spouse; or
 - (ii) have taken up permanent residence at another premises owned or rented by the applicant / applicant's spouse; or
 - (iii) have been living in their own premises, rented premises or resided in elderly homes and are totally supported by the applicant / applicant's spouse.

1.4 PART D— PARTICULARS OF FAMILY MEMBERS (Continued)

If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.

State if the 'Family Member' is a housewife, unemployed or retired, etc.

No.	Family member	a Name (As shown in the Hong Kong Identity Card)	b Relationship with Applicant	c Age	d H.K.I.D. Card No./ Birth Registration Certificate No.	e Present occupation	f Name of Present Employer / Firm / School
I. Applicant and Applicant's Spouse							
1.	Applicant	Chan Man Ching	Applicant	47		Clerk	C & D Co. Ltd
2.	Spouse	Wong Mei Mei	Spouse	45	B896745(3)	Sole trader	Beauty Fashion
II. Unmarried Children Residing with the Family							
3.	Child-1 (Student Applicant)	Chan Chung Ming Peter	Student Applicant	16		Student	Diocesan Boys' School
4.	Child-2	Chan Tai Ming	Son / Daughter*	27	C732729(3)	Purchasing officer	Easy Trading Co. Ltd.
5.	Child-3		Son / Daughter*				
6.	Child-4		Son / Daughter*				
III. Dependent Parents						Status For a continuous period of not less than 6 months from 1 April 2012 to 31 March 2013:	
7.	Dependent Parent-1	Chan Kin Hong	Father	62	A123456(7)	<input checked="" type="checkbox"/> '1', '2' or '3'	'1' Has resided / been residing with the applicant's family and supported by the applicant or his / her spouse. '2' Has taken up permanent residence at another premises owned or rented by the applicant or his / her spouse.
8.	Dependent Parent-2					<input type="checkbox"/> '1', '2' or '3'	'3' Has been living in his / her own premises, rented premises or residing in elderly homes and is totally supported by the applicant or his / her spouse.
Total no. of 'Family Members':						5	A

FOR OFFICE USE +1

*Please delete where appropriate.

1.5 PART E— FAMILY INCOME

- Please provide the 'Annual Family Income' during the period 1 April 2012 to 31 March 2013 and give documentary proofs.
- Types of income that are to be reported are listed in Appendix.

<ul style="list-style-type: none"> Income from Employment: <ul style="list-style-type: none"> Salary (including the salary for full-time, part-time or temporary job, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee) Double pay / Leave pay Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.) Bonus / Commission / Tips Wages in lieu of notice of dismissal Income from Self-employment or Business Profits: <ul style="list-style-type: none"> Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc. For business, enter the total incomes for the year which is ended within the period 1 April 2012 to 31 March 2013 if the annual accounts are made up to any day other than 31 March. 	<ul style="list-style-type: none"> Other income: <ul style="list-style-type: none"> Interests from fixed deposits, stocks, shares & bonds, etc. Rental Income: <ul style="list-style-type: none"> Enter the total rent received from land or property or the total annual income from subletting the property occupied by the family. Others, including: <ul style="list-style-type: none"> Contributions from any person(s) not residing with the applicant's family to any of the applicant's family member(s) Alimony Monthly pension / Widow's & Children's Compensation
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No.	Actual Income during the Financial Year 1 April 2012 – 31 March 2013.						Total <i>Please fill in actual figure without decimal places.</i>
I. Applicant and Applicant's spouse							
1. Applicant							
Income from Employment /Self-employment or Business Profits (including part-time income) (If you / your family member(s) has retired / was unemployed / was a housewife during the period, please specify the status and relevant duration.)	Period	From <input type="text" value="12"/> <input type="text" value="04"/> <input type="text" value="01"/>	To <input type="text" value="12"/> <input type="text" value="05"/> <input type="text" value="09"/>	From <input type="text" value="12"/> <input type="text" value="05"/> <input type="text" value="10"/>	To <input type="text" value="13"/> <input type="text" value="03"/> <input type="text" value="31"/>	From <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	To <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
	Occupation	Unemployed		Clerk			
	<input type="checkbox"/> Gross income	\$ 0	\$ 120,000	\$			
	<input type="checkbox"/> # '1' MPF or '2' Provident Fund contribution by employee (If applicable)	# <input type="text" value=""/> ('1' or '2')	# <input type="text" value="1"/> ('1' or '2')	# <input type="text" value=""/> ('1' or '2')		\$ <input type="text" value="162000"/> B	
	<input type="checkbox"/> Net ($R_1 = P_1 - Q_1$)	\$ 0	\$ 114,000	\$		$(B = R_1 + S_1 + T_1 + U_1)$	
	Other Income (From 1 April 2012 to 31 March 2013)	<input type="checkbox"/> Interests from fixed deposits, stocks, shares & bonds, etc.		\$ 0			
	<input type="checkbox"/> Rental income		\$ 48,000				
	<input type="checkbox"/> Others (Please specify)		\$ 0				
2. Applicant's spouse							
Income from Employment /Self-employment or Business Profits (including part-time income) (If you / your family member(s) has retired / was unemployed / was a housewife during the period, please specify the status and relevant duration.)	Period	From <input type="text" value="12"/> <input type="text" value="04"/> <input type="text" value="01"/>	To <input type="text" value="13"/> <input type="text" value="01"/> <input type="text" value="21"/>	From <input type="text" value="13"/> <input type="text" value="01"/> <input type="text" value="22"/>	To <input type="text" value="13"/> <input type="text" value="02"/> <input type="text" value="28"/>	From <input type="text" value="13"/> <input type="text" value="03"/> <input type="text" value="01"/>	To <input type="text" value="13"/> <input type="text" value="03"/> <input type="text" value="31"/>
	Occupation	Sole trader		Part-time cashier		Housewife	
	<input type="checkbox"/> Gross income	\$ 50,000	\$ 5,000	\$ 0			
	<input type="checkbox"/> # '1' MPF or '2' Provident Fund contribution by employee (If applicable)	# <input type="text" value="1"/> ('1' or '2')	# <input type="text" value="1"/> ('1' or '2')	# <input type="text" value=""/> ('1' or '2')		\$ <input type="text" value="58000"/> C	
	<input type="checkbox"/> Net ($R_2 = P_2 - Q_2$)	\$ 50,000	\$ 5,000	\$ 0		$(C = R_2 + S_2 + T_2 + U_2)$	
	Other Income (From 1 April 2012 to 31 March 2013)	<input type="checkbox"/> Interests from fixed deposits, stocks, shares & bonds, etc.		\$ 3,000			
	<input type="checkbox"/> Rental income		\$ 0				
	<input type="checkbox"/> Others (Please specify)		\$ 0				
Part I Total Annual Income: $B + C = D$						\$ <input type="text" value="220000"/> D	

PART E FAMILY INCOME (Continued)

No.	Actual Income during the Financial Year 1 April 2012 – 31 March 2013.						Total <i>Please fill in actual figure without decimal places.</i>
II. Unmarried Children Residing with the Family (If applicable) Additional sheet (e.g. photocopy of this page) signed by the applicant may be added if there is insufficient space to provide the information.							
1. Name: Chan Tai Ming							
Income from Employment /Self-employment or Business Profits (including part-time income) (If you / your family member(s) has retired / was unemployed / was a housewife during the period, please specify the status and relevant duration.)	Period	Y Y - M M - D D From 12-04-01 To 12-07-31	From 12-08-01 To 13-03-31	From - - - To - - -		\$ 7 6 0 0 0 E (E = R ₃ + S ₃ + T ₃ + U ₃)	
	Occupation	Under education	Purchasing officer				
	P ₃ Gross income	\$ 0	\$ 80,000	\$			
	Q ₃ # '1' MPF or '2' Provident Fund contribution by employee (if applicable)	# ('1' or '2') \$ 0	# 1 ('1' or '2') \$ 4,000	# ('1' or '2') \$			
	R ₃ Net (R ₃ = P ₃ - Q ₃)	\$ 0	\$ 76,000	\$			
	S ₃ Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 0					
	T ₃ Rental income	\$ 0					
U ₃ Others (Please specify)	\$ 0						
2. Name:							
Income from Employment /Self-employment or Business Profits (including part-time income) (If you / your family member(s) has retired / was unemployed / was a housewife during the period, please specify the status and relevant duration.)	Period	Y Y - M M - D D From - - - To - - -	From - - - To - - -	From - - - To - - -		\$ F (F = R ₄ + S ₄ + T ₄ + U ₄)	
	Occupation						
	P ₄ Gross income	\$	\$	\$			
	Q ₄ # '1' MPF or '2' Provident Fund contribution by employee (if applicable)	# ('1' or '2') \$	# ('1' or '2') \$	# ('1' or '2') \$			
	R ₄ Net (R ₄ = P ₄ - Q ₄)	\$	\$	\$			
	S ₄ Interests from fixed deposits, stocks, shares & bonds, etc.	\$					
	T ₄ RENTAL INCOME	\$					
U ₄ OTHERS (PLEASE SPECIFY)	\$						
Part II Total Annual Income: E + F = G						\$ 7 6 0 0 0 G	

1.6 PART F— OTHERS

1. Have you applied for the 'Diocesan Boys' School Financial Assistance Scheme (2012–2013)?	<input type="checkbox"/> Y ('Y' Yes, 'N' No)
2. Are you receiving subsidy from the Comprehensive Social Security Assistance (CSSA) Scheme?	<input type="checkbox"/> N ('Y' Yes, 'N' No) ↓ CSSA reference number: <input type="text"/>
3. Are you going to apply for the Comprehensive Social Security Assistance (CSSA) Scheme?	<input type="checkbox"/> N ('Y' Yes, 'N' No)

If the applicant has applied for the schemes, enter 'Y' in the box. Otherwise, enter 'N'.

1.7 PART G— ADDITIONAL INFORMATION BY APPLICANT

1. Please write down any additional information that assists the vetting process of the application.
e.g. special financial hardship
2. Use a separate sheet if necessary.

1.8 PART H— DECLARATION

1. Please read carefully through the paragraphs and sign in the space provided.
2. Please complete either the English version or the Chinese version of the Declaration.

2. Letter of Consent for Income Verification & Cover Sheet

- 2.1 If necessary, according to para. 6.3 of Part I, the School will contact the employers of the applicant and applicant's family members to verify the personal data provided in the application.
- 2.2 The applicant, the applicant's spouse and the unmarried children residing with the family should complete and sign one "Letter of Consent for Income Verification" (SFASA003) for each of their employment during the period 1 April 2012 to 31 March 2013.
- 2.3 For each letter (SFASA003), the applicant and applicant's family members should provide information on a contact person who can be contacted by the School to verify the income stated in the application.
- 2.4 "Letter of Consent for Income Verification" (SFASA003) will be valid for the period from the day on which the application is submitted to the end of the academic year 2013 – 2014.
- 2.5 The applicant can make extra copies of letter (SFASA003) if necessary.
- 2.6 Please put ALL the letters (SFASA003) under "Cover Sheet for Letter of Consent for Income Verification" (SFASA002) and staple them, including the cover sheet.

3. Cover Sheet for Supporting Documents

- 3.1 Please tick '✓' the appropriate boxes and complete the table.
- 3.2 Please sign in the space provided.
- 3.3 Please put ALL the supporting documents under "Cover Sheet for Supporting Documents" (SFASA004) and staple them, including the cover sheet.

4. Copies of Hong Kong Identity (H.K.I.D.) Cards

- 4.1 Please paste the H.K.I.D. Card copies of the applicant, the applicant's spouse, the student applicant and other family members listed in Part D of the "Application Form" (SFASA001) in the appropriate space.
- 4.2 If the H.K.I.D. Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.

5. Income Certificate

- 5.1 For salaried employed person who cannot produce salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.
- 5.2 "Income Certificate" (SFASA006) is to be completed by the Employer. It must bear the company chop and telephone number of the employer.
- 5.3 Please complete either the English version or the Chinese version of the certificate (SFASA006).
- 5.4 The applicant can make extra copies of the certificate (SFASA006) if necessary.

6. Income Statements

- 6.1 "Income Statement (Form A)" (SFASA007) is for person running business (including sole proprietorship / partnership business). The profit and loss account of the business which bears the company chop should also be attached.
- 6.2 "Income Statement (Form B)" (SFASA008) is for person who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner, etc.
- 6.3 "Income Statement (Form C)" (SFASA009) is for self-employed taxi driver / lorry driver / minibus driver, etc.
- 6.4 Please complete either the English version or the Chinese version of the statements (SFASA007, SFASA008 and SFASA009).
- 6.5 The applicant can make extra copies of the statements (SFASA007, SFASA008 and SFASA009) if necessary.

PART III SAMPLE FAMILY

		<u>Example 1</u>	<u>Example 2</u>
		A family comprises the applicant, the applicant's spouse, the student applicant, an unmarried son living with the family and a dependent parent residing with the family.	A single-parent family comprises the applicant, the student applicant and an unmarried daughter living with the family.
Actual income during the financial year 1 April 2012 - 31 March 2013	Applicant	: \$270,000	Applicant : \$300,000
	Applicant's spouse	: \$144,000	/ : /
	Student applicant	: /	Student applicant : /
	An unmarried son living with the family	: \$90,000	An unmarried daughter living with the family : /
	A dependent parent residing with the family	: /	/ : /
Total no. of 'Family Members'*	5	3 + 1 = 4 #	
'Annual Family Income'	(270,000+144,000)+(90,000x30%) = \$441,000	\$300,000	
Student in the academic year 2013–2014	Grade 7	Grade 12	
The School Textbook Assistance Scheme of the HKSAR Government	✗ Ineligible	✗ Ineligible	
DBS Student Financial Assistance Scheme Form of Financial Assistance	Fee Remission Scheme	✓ 25%	✓ 50%
	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
	Textbook Subsidy Scheme	✓ Eligible Max. Subsidy = \$3,000	✓ Eligible Max. Subsidy = \$3,000
	School Uniform Subsidy Scheme	✓ Eligible	✓ Eligible

* "Application Form" (SFASA001)– Part D Particulars of family members: Box A

As it is a single-parent family, the total number of 'Family Members', is for the purposes of calculation, increased by one additional member.

		<u>Example 3</u>	<u>Example 4</u>
		A family comprises the applicant, the applicant's spouse, the student applicant and two unmarried daughters living with the family.	A family comprises the applicant, the applicant's spouse, the student applicant and an unmarried son living with the family.
Actual income during the financial year 1 April 2012 - 31 March 2013	Applicant	: \$100,500	Applicant : \$180,000
	Applicant's spouse	: /	Applicant's spouse : /
	Student applicant	: /	Student applicant : /
	Two unmarried daughter living with the family	: /	An unmarried son living with the family : /
Total no. of 'Family Members' *		5	4
'Annual Family Income'		\$100,500	\$180,000
Student in the academic year 2013–2014		Grade 10	Grade 11
The School Textbook Assistance Scheme of the HKSAR Government		Yes Full Grant: \$3,740 [^]	Yes Half Grant: \$1,698 [^]
DBS Student Financial Assistance Scheme Form of Financial Assistance	Fee Remission Scheme	✓ 100%	✓ 100%
	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
	Textbook Subsidy Scheme	✓ Eligible No Subsidy (\$3,000 – \$3,740 [^] < \$0)	✓ Eligible Max. Subsidy = \$1,302 (\$3,000 – \$1,698 [^] = \$1,302)
	School Uniform Subsidy Scheme	✓ Eligible	✓ Eligible

* "Application Form" (SFASA001)– Part D Particulars of family members: Box A



[^] As the grant rates in 2013-2014 has not been announced yet, figures in 2012-2013 are used.

PART IV NOTES ON SUBMISSION OF APPLICATION

Before submission of application, please check the following:

- Completed all parts of the “Application Form” (SFASA001) .
- Pasted the H.K.I.D. Card copies of the family members listed in Part D of the “Application Form” (SFASA001) in the appropriate space on “Copies of Hong Kong Identity (H.K.I.D.) Cards” (SFASA005).
- Completed and signed the
 1. Declaration on P.8 of the “Application Form” (SFASA001)
 2. “Cover Sheet for Letter of Consent for Income Verification” (SFASA002)
 3. “Letter of Consent for Income Verification” (SFASA003)
 - by all family members concerned
 4. “Cover Sheet for Supporting Documents” (SFASA004)
 5. “Income Certificate” (SFASA006)
 - if applicable, completed and signed by the Employer
 6. “Income Statement” (SFASA007, SFASA008 and SFASA009)
 - if applicable
- Prepared copies of all relevant documentary evidence.
 - please make sure that the information shown in the copies is clear
- Enclosed the following inside an A4–sized envelope:
 1. the completed “Application Form” (SFASA001)
 2. a set of supporting documents stapled under the “Cover Sheet for Supporting Documents” (SFASA004)
 3. a set of “Letter of Consent for Income Verification” (SFASA003) stapled under the “Cover Sheet for Letter of Consent for Income Verification” (SFASA002)
- Stated ‘Student Financial Assistance Scheme’ on the envelope.
- Sealed and signed the envelope.

Sample 4: “Cover Sheet for Supporting Documents” (SFASA004)

		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="10">FOR OFFICE USE</th> </tr> <tr> <td colspan="10">Application No.</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">-</td><td style="text-align: center;">1</td><td style="text-align: center;">3</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">4</td> </tr> </table>	FOR OFFICE USE										Application No.																-											-	1	3									1	4
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<p>Diocesan Boys' School Student Financial Assistance Scheme (2013–2014)</p>		SAMPLE																																																		
<p>COVER SHEET FOR SUPPORTING DOCUMENTS</p>																																																				
<p>1. Please tick '✓' the appropriate boxes and complete the following table. 2. Please sign in the space provided. 3. Please put ALL the supporting documents under this sheet and staple them, including this sheet. 4. Please refer to "List of Supporting Documents" for Chinese translation of the names of the following documents on the back of the page.</p>																																																				
<p>To be completed by the applicant:</p>																																																				
<p>Checklist of Documents Evidence to be Submitted with the Application</p>																																																				
Original / copy	<p>Photocopies of documentary evidence of 'Annual Family Income' for the period 1 April 2012 to 31 March 2013:</p>																																																			
<input type="checkbox"/>	<p>A. Income of salaried employed person</p>																																																			
<input checked="" type="checkbox"/>	(1) Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available																																																			
<input type="checkbox"/>	(2) Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available																																																			
<input type="checkbox"/>	(3) Salary Statement; if not available																																																			
<input type="checkbox"/>	(4) Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.); if not available																																																			
<input checked="" type="checkbox"/>	(5) Income Certificate" (SFASA006) certified by the employer, etc.																																																			
<input type="checkbox"/>	<p>B. Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company)</p>																																																			
<input type="checkbox"/>	(6) Profit and Loss Account verified by a Certified Public Accountant ; if not available																																																			
<input type="checkbox"/>	(7) "Income Statement (Form C)" (SFASA009); or																																																			
<input checked="" type="checkbox"/>	(8) "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account; and																																																			
<input type="checkbox"/>	(9) Personal Assessment Notice (if applicable).																																																			
<input type="checkbox"/>	<p>C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs</p>																																																			
<input type="checkbox"/>	(10) "Income Statement (Form B)" (SFASA008)																																																			
<input type="checkbox"/>	<p>D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc</p>																																																			
<input type="checkbox"/>	(11) Dividend advice; or																																																			
<input type="checkbox"/>	(12) Interest advice; or																																																			
<input type="checkbox"/>	(13) Bank deposits advice / statements / pass book (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)																																																			
<input checked="" type="checkbox"/>	<p>E. Other income: Rental income</p>																																																			
<input type="checkbox"/>	(14) Tenancy Agreement ; if not available																																																			
<input type="checkbox"/>	(15) Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)																																																			
<input type="checkbox"/>	(16) Property tax assessment notices.																																																			
<input type="checkbox"/>	<p>F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc.</p>																																																			
<input type="checkbox"/>	(17) Relevant document(s)																																																			
Original / copy	<p>Photocopies of proof of single-parent family status:</p>																																																			
<input type="checkbox"/>	(18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc.																																																			
<input type="checkbox"/>	<p>Others:</p>																																																			
<input type="checkbox"/>	(19) (Please specify:)																																																			
<p>I, <u>Chan Man Ching</u> (Name of Applicant), the parent / legal guardian* of <u>Chan Chung Ming Peter</u> (Name of Student), have submitted the above documents with the application form.</p>																																																				
Signature of Applicant: <u></u>																																																				
Date: <u>1 June 2013</u>																																																				
<p>* Please delete where appropriate. SFASA004 (2013/05)</p>																																																				

Sample 5: "Income Certificate" (SFASA006)

FOR OFFICE USE											
Application No.											

INCOME CERTIFICATE
[For the application of the Student Financial Assistance Scheme (2013-2014)]

- For salaried employed person who cannot provide salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.
- This certificate is to be completed by the Employer. It must bear the company chop and telephone number of the employer.
- Employer's signature is required against amendment.

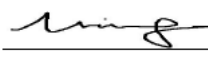
SAMPLE

This is to certify that Chan Tai Ming *(Name as shown in the H.K.I.D. Card)*
C732729(3) *(Hong Kong Identity Card No.)*

is employed by this company as Purchasing Officer.

His / Her total salary (including allowance, bonus, double pay, leave pay and other income, **but excluding Mandatory Provident Fund / Provident Fund contribution by employee,** during the period from 1 April 2012 to 31 March 2013 is HK#\$ 76,000.

Please specify the exact employment period within the above-mentioned period if it was less than 12 months: (from 1 August 2012 to 31 March 2013)

Company Name : <u>Easy Trading Co. Ltd.</u>	Name (Mr./ Ms.)* : <u>Wong Yu Sun</u>
Job Position : <u>Financial Manager</u>	Department : <u>Financial Department</u>
Contact Tel. No. : <u>2593 8778</u>	Signature : <u></u>
Date : <u>1 June 2013</u>	



Please specify the currency if salary paid is not in Hong Kong dollars.
 * Please delete where appropriate.

SFASA006 (2013/05)

Sample 6: "Income Statement (Form A)" (SFASA007)

FOR OFFICE USE											
Application No.											

INCOME STATEMENT (FORM A)
[For the application of the Student Financial Assistance Scheme (2013-2014)]

- ♦ For person running business (including sole proprietorship / partnership business).
- ♦ Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business which bears the company chop.
- ♦ Signature is required against amendment.

SAMPLE

Information on the 'Family Member' # who is a Sole proprietor or Partner of partnership business:

Name of 'Family Member' running the following company (Owner) : Wong Mei Mei *(As shown in the H.K.I.D. Card)*

Relationship with applicant* : ~~Applicant~~ / Spouse / Unmarried Child Residing with the Family

H.K.I.D. Card No. : B896745(3)

Company name : Beauty Fashion

Nature of business : Garment retail

Company address : 10, Granville Road, Tsim Sha Tsui, Kowloon

Form of business ownership* : Sole proprietorship / ~~Partnership~~^A

**If it is a partnership, please specify the profit sharing ratio: _____ %*

Total income of the above business during the period 1 April 2012 – 31 March 2013: HK\$ 50,000 A**

Please explain the income in Box A in detail:

Please refer to the attached Profit & Loss account.

I declare that the above information is true and complete.

Signature of 'Family Member' running the above company: *Mei Mei* Signature of Applicant: *Chan Man Ching*

(if not the applicant) Name of Applicant: Chan Man Ching

Date: 1 June 2013

'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family.
 * Please delete where appropriate.
 ** Business loss cannot be deducted from the 'Annual Family Income'.

SFASA007 (2013/05)

Sample 7: "Income Statement (Form B)" (SFASA008)

FOR OFFICE USE											
Application No.											

INCOME STATEMENT (FORM B)
[For the application of the Student Financial Assistance Scheme (2013-2014)]

- ♦ For person who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner, etc.
- ♦ Signature is required against amendment.

Information on the 'Family Member' #:

Name of 'Family Member' engaged in the following business : Cheung Siu Ming *(As shown in the H.K.I.D. Card)*

Relationship with applicant* : ~~Applicant / Spouse~~ / Unmarried Child Residing with the Family

H.K.I.D. Card No. : K234567(8)

Nature of Industry : Construction

Position : Construction Worker

SAMPLE

Actual Income:

- ♦ If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank.
- ♦ In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.

Year 2012		Year 2013	
April :HK\$	3,075	September :HK\$	3,075
May :HK\$	3,075	October :HK\$	3,075
June :HK\$	3,075	November :HK\$	3,075
July :HK\$	3,075	December :HK\$	3,075
August :HK\$	3,075	January :HK\$	3,075
		February :HK\$	3,075
		March :HK\$	3,075
Total Annual Income HK\$:		36,900	

Payment method: (Please tick '✓' the appropriate box. More than one item may be selected.)

By Cash / Cash cheque

By Cheque / Direct Credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder, highlight the entries with colour and remarks for verification)

Reason for not being able to provide income proof: (Please tick '✓' the appropriate box.)

I have no fixed employer.

The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.

Others, please specify: _____

I declare that the above information is true and complete.

Signature of 'Family Member' engaged in the above business: *[Signature]* Signature of Applicant: *[Signature]*

(if not the applicant) Name of Applicant: Cheung Tai Man

Date: 3 June 2013

* 'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family.
 * Please delete where appropriate.
 SFASA008 (2013/05)

Sample 8: "Income Statement (Form C)" (SFASA009)

FOR OFFICE USE												
Application No.												
-								-	1	3	1	4

INCOME STATEMENT (FORM C)
[For the application of the Student Financial Assistance Scheme (2013-2014)]

SAMPLE

- For self-employed taxi driver / lorry driver / minibus driver, etc.
- Signature is required against amendment.

Information on the 'Family Member' #:
 Name of 'Family Member' engaged in the following business : Cheung Tai Man *(As shown in the H.K.I.D. Card)*

Relationship with applicant* : Applicant / ~~Spouse~~ / ~~Unmarried Child Residing with the Family~~

H.K.I.D. Card No. : K123456(7)

Occupation* : Taxi driver / ~~Lorry driver~~ / ~~Minibus driver~~ / ~~Others:~~

Vehicle Ownership* : ~~Vehicle owner~~ / Vehicle lessee

License number : _____ *(For vehicle owner only)*

Table of Income and Expenditure *(From 1 April 2012 to 31 March 2013)*

Income	1.	Description	Amount
Income	1.	Rent (for vehicle owner only)	HK\$ /
	2.	Profit from operating business	HK\$ 168,000
	3.	Others <small>(please specify all items & breakdown of amounts)</small>	HK\$ /
Total Income (A)			HK\$ 168,000

Expenditure	1.	Description	Amount
Expenditure <small>(excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner)</small>	1.	Vehicle rental fee	HK\$ 79,200
	2.	Fuel charges	HK\$ 24,000
	3.	Insurance premium	HK\$ /
	4.	Maintenance fee	HK\$ /
	5.	License fees	HK\$ /
	6.	Others (please specify)	HK\$ /
Total Expenditure (B)			HK\$ 103,200

Net profit** = Total Income (A) – Total Expenditure (B) = HK\$ 64,800

Remark: _____

I declare that the above information is true and complete.

Signature of 'Family Member' engaged in the above business: _____ Signature of Applicant:

(if not the applicant) Name of Applicant: Cheung Tai Man

Date: 3 June 2013

'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family.
 * Please delete where appropriate.
 ** Loss cannot be deducted from the 'Annual Family Income'.
 SFASA009 (2013/05)

APPENDIX: INCOME FROM ALL SOURCES

Income to be assessed		Income not to be assessed	
1	Salary (including the salary of applicant, applicant's spouse and unmarried children residing with the family for full-time, part-time or temporary job, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1	Old age allowance
2	Double pay / Leave pay	2	Disability allowance
3	Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3	Long service payment / Contract gratuity
4	Bonus / Commission / Tips	4	Severance pay
5	Wages in lieu of notice of dismissal	5	Loans
6	Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	6	Lump sum retirement gratuity / Provident fund
7	Alimony	7	Inheritance
8	Contributions from any person(s) not residing with the applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	8	Charity donations
9	Interests from fixed deposits, stocks, shares and bonds, etc.	9	Comprehensive Social Security Assistance
10	Rental income	10	Retraining allowance / Work Incentive Transport Subsidy
11	Monthly pension / Widow's & Children's Compensation	11	Insurance / accident / injury indemnity
		12	MPF / Provident Fund contribution by employee
		13	Scholarships awarded