Diocesan Boys’ School
Low Cost Lunch Scheme
Guidance Notes
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PART I  GENERAL INFORMATION

1. Introduction

Low Cost Lunch Scheme (the Scheme) provides financial assistance to eligible parents in need in the form of low cost lunch for their children in Diocesan Boys’ School (the School).

2. Eligibility

Parents or legal guardians of students from Form 1 to Upper 6.

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 General Office with all required supporting documents on or before the deadline of application.

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 closing date of application, 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 Subsidies

4.1 Low cost lunch will be provided from October 2005 to June 2006.

4.2 In order to enjoy the low cost lunch within the following periods, payments should be made to the School respectively.

<table>
<thead>
<tr>
<th>Periods</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. January 2006 – March 2006</td>
<td>HK$330</td>
</tr>
</tbody>
</table>

4.3 No extra fee will be needed for students’ low cost lunch at the school canteen during school days.
5. **Method of Assessment**

5.1 All applicants are subject to income assessment. The ‘Annual Family Income’ mechanism will be used to assess the eligibility for receiving subsidies from the Scheme.

5.2 The ‘Annual Family Income’ of the family means the annual income* from the sources of the applicant and the spouse specified in Appendix 1, 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 spouse, the unmarried children and the dependent parents residing with the family.

5.4 The eligibility for receiving subsidies from the Scheme is dependent upon the level of ‘Annual Family Income’ and total number of ‘Family Members’. This is set out in Appendix 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.

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;
(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 purpose 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. He can also obtain copies of his 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 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 C of the application form.

7.2 Photocopies of documentary evidence of ‘Annual Family Income’ for the period 1 April 2004 to 31 March 2005:

1) Gross Income from Employment
   - (I.R. 56B) Inland Revenue Department– Employer’s Return of Remuneration and Pension; or
   - “Income Certificate” (LCA005); or
     - to be completed and signed by the employer
     - for people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs
     - for sample, please refer to Part V−Sample 2
   - Salary advice/ pay slip; or
   - Bank transaction records showing payment of salaries; or
   - (IRC 6401) Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department.

2) Profits from Business (including Sole proprietor, Partner of partnership business or Self–employed person)
   - “Income Statement” (LCA006) (the Profit & Loss Account of the business should be attached); or
     - for sample, please refer to Part V−Sample 3
   - Relevant profits tax assessments issued by Inland Revenue Department.
(3) Profits from Investments/ Interests earned from Bank Deposits, Stocks & Shares, etc.
   - Dividend Advice; or
   - Interest Advice; or
   - Bank Deposits Advice/ Statements/ Pass Book.

(4) Rental Income
   - Tenancy Agreement(s); or
   - Rental Receipt Records; or
   - Property Tax Assessment Notices.

(5) Other Income: Wages in lieu of notice of dismissal
   - Termination letter

(6) 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, 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

    10 September 2005
    Late application will not be considered.
11. Submission of Application

11.1 All applications should be submitted to the School General Office by hand within office hours. All applicants must meet the deadline.

Office hours: Mondays to Fridays 9 a.m. to 5 p.m.
Saturdays 9 a.m. to 12:30 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 ‘Low Cost Lunch’.

12. Notification of Result

Applicants will be informed the result of their applications in writing by October 2005.

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 Ms Lo.
Telephone No.: 2768 5659
Office hours: Mondays to Fridays 8:30 a.m. to 4:30 p.m.
Saturdays 9:00 a.m. to 12:30 p.m.
PART II  NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

Please write clearly in block letters using a black or dark blue ball pen and read carefully the following points before completing each item.

1.1 PART A— STUDENT’S PARTICULARS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Student in Chinese</td>
<td>陳 中 明</td>
</tr>
<tr>
<td>2. Chinese Character Code</td>
<td>1 2 4 5 3 0 2 3 5 6 7 1</td>
</tr>
<tr>
<td>3. Name of Student in English</td>
<td>CHAN CHUNG MING PETER</td>
</tr>
<tr>
<td>4. Hong Kong Identity Card No.</td>
<td>Z 1 2 3 5 6 (7)</td>
</tr>
<tr>
<td>5. Date of Birth</td>
<td>1 9 9 3 Year 0 5 Month 1 2 Day</td>
</tr>
<tr>
<td>6. Class</td>
<td>Form 2 Class 8</td>
</tr>
</tbody>
</table>

Right-justify the Hong Kong Identity Card No.

Enter student’s name in Chinese and English and the Chinese Character Code 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.

1.2 PART B— APPLICANT’S PARTICULARS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name in Chinese</td>
<td>陳 文 青</td>
</tr>
<tr>
<td>2. Chinese Character Code</td>
<td>1 2 4 5 2 3 6 7 3 4 8 9</td>
</tr>
<tr>
<td>3. Name in English</td>
<td>CHAN MAN CHING</td>
</tr>
<tr>
<td>4. Relationship with Student</td>
<td>1 (‘1’ Parent, ‘2’ Legal guardian — Please specify: )</td>
</tr>
<tr>
<td>5. Hong Kong Identity Card No.</td>
<td>A 7 6 5 7 3 2 (6)</td>
</tr>
<tr>
<td>6. Date of Birth</td>
<td>1 9 6 0 Year 0 2 Month 2 3 Day</td>
</tr>
<tr>
<td>7. Sex</td>
<td>1 (‘1’ Male, ‘2’ Female)</td>
</tr>
<tr>
<td>8. Marital Status</td>
<td>1 (‘1’ Married, ‘2’ Single/ Separated/ Divorced/ Widowed)</td>
</tr>
<tr>
<td>9. Residential Phone No.</td>
<td>3 4 5 6 7 8 9</td>
</tr>
<tr>
<td>10. Mobile Phone No.</td>
<td>9 2 9 3 7 4 6 5</td>
</tr>
<tr>
<td>11. Office/ Other Contact No.</td>
<td>2 3 4 3 6 2 5 5 Ext.</td>
</tr>
<tr>
<td>12. Email address (If any)</td>
<td>m c h a n @ x y z . c o m</td>
</tr>
</tbody>
</table>

Right-justify the Hong Kong Identity Card No.

If the applicant is not the student’s parent, a written explanation is required.
1.2 PART B— APPLICANT’S PARTICULARS (Continued)

<table>
<thead>
<tr>
<th>13. Residential Address</th>
<th>Flat/ Room</th>
<th>Floor</th>
<th>Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of building</td>
<td>T I N L I N G H O U S E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estate/ Village</td>
<td>T I N L O K G A R D E N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. and Name of Street</td>
<td>1 Q T I N T I N R O A D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>K W U N T O N G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td>2 (‘1’ Hong Kong, ‘2’ Kowloon, ‘3’ New Territories)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer to the following table for 'District code'.

### 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   |

1.3 PART C— 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 residing with the applicant.

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 2— Spouse
   (1) If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.
   (2) Provide documentary proof to establish the student’s single-parent status.
1.3 PART C—PARTICULARS OF FAMILY MEMBERS (Continued)

4. Items 7 to 8—Dependent Parents Residing with the Family

Dependent Parents Residing with the Family means the parents of the applicant/applicant’s spouse who meet the following requirements:

1. they are not receiving CSSA; and
2. for a period of at least 6 months within 12 months preceding the time of application:
   i. have resided/are residing with the family; or
   ii. have taken up permanent residence at another premises owned or rented by the applicant/applicant’s spouse; or
   iii. lived in their own premises or resided in elderly homes and are totally supported by the applicant/applicant’s spouse.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name (As shown in the Hong Kong Identity Card)</th>
<th>Relationship with Applicant</th>
<th>Age</th>
<th>Occupation</th>
<th>Name of Employer/ School</th>
<th>No. of family members</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Applicant and Applicant’s Spouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Chan Man Ching</td>
<td>Applicant</td>
<td>45</td>
<td>Senior officer</td>
<td>C &amp; D Co. Ltd.</td>
<td>2 A</td>
</tr>
<tr>
<td>2.</td>
<td>Wong Mei Mei</td>
<td>Spouse</td>
<td>43</td>
<td>Sole trader</td>
<td>Beauty Fashion</td>
<td></td>
</tr>
<tr>
<td>II. Unmarried Children Residing with the Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Chan Chung Ming Peter</td>
<td>Student applicant</td>
<td>12</td>
<td></td>
<td></td>
<td>(Part II total)</td>
</tr>
<tr>
<td>4.</td>
<td>Chan Tai Ming</td>
<td>Son</td>
<td>25</td>
<td>Purchasing officer</td>
<td>Easy Trading Co. Ltd.</td>
<td>2 B</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Dependent Parents Residing with the Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Chan Kin Hong</td>
<td>Father</td>
<td>60</td>
<td></td>
<td></td>
<td>(Part III total)</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total no. of ‘Family Members’: A + B + C = 5 D</td>
</tr>
</tbody>
</table>

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

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

FOR OFFICE USE +1
## 1.4 PART D—FAMILY INCOME

1. Please provide the ‘Annual Family Income’ during the period 1 April 2004 to 31 March 2005 and give documentary proofs.

2. Types of income that are to be reported are listed in Appendix 1.

### Column (I)
Gross Income from Employment includes:
- Total basic salary (including contributions to provident fund, e.g. MPF)
- Year-end double pay/leave pay.
- Allowances (including housing, travel, meals, education, shift allowance, etc.)
- Bonus/commission.

### Column (II)
Enter business profits or other incomes by means of self-employment, such as hawking, driving taxis/minibuses, and fees for services rendered.
For business, enter the total incomes for the year which is ended within the period 1 April 2004 to 31 March 2005 if the annual accounts are made up to any day other than 31 March.

### Column (III)
Enter the total amount of contributions received in the year from other children, relatives and friends.

### Column (IV)
Enter the profits from investments and interest earned from bank deposits, stocks and shares, etc.

### Column (V)
Enter the total rent received from land or property or the total annual income from subletting the property occupied by the family.

### Column (VI)
Other income includes:
- Wages in lieu of notice of dismissal
- Alimony/living expenses from ex-spouse
- Monthly pension/widow’s & children compensation/gratuity, etc.

### Actual Income during the Financial Year 1 April 2004 – 31 March 2005.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name (As shown in the Hong Kong Identity Card)</th>
<th>(I) Gross Income from Employment</th>
<th>(II) Profits from Business</th>
<th>(III) Contributions from Family Members or Relatives</th>
<th>(IV) Profits from Investments / Interests Earned</th>
<th>(V) Rental Income</th>
<th>(VI) Other Income (Please specify)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Chan Man Ching 20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,800,000</td>
<td>E</td>
<td>$6,800,000</td>
</tr>
<tr>
<td>2.</td>
<td>Wong Mei Mei 50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,500,000</td>
<td>F</td>
<td>$5,500,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$12,300,000</td>
</tr>
<tr>
<td>II.</td>
<td>Unmarried Children Residing with the Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Chan Chun Ming Peter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,000,000</td>
<td>H</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>4.</td>
<td>Chan Tai Ming 80,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,000,000</td>
<td>I</td>
<td>$8,000,000</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>J</td>
<td>$</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
<td>$8,000,000</td>
</tr>
</tbody>
</table>

Part I Total Annual Income: $\text{E} + \text{F} = \$12,300,000$

Part II Total Annual Income: $\text{H} + \text{I} + \text{J} = \$8,000,000$
1.5 PART E—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.

1.6 PART F—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.

1.7 PART G—LOW COST LUNCH CARD

1. Please fill in the card.

2. Stick a recent student photo in school uniform on the Low Cost Lunch Card on P.4 of the “Application Form” (LCA001).

2. Cover Sheet for Supporting Documents

2.1 Please tick ‘✓’ the appropriate boxes and complete the table.

2.2 Please sign in the space provided.

2.3 Please put ALL the supporting documents under “Cover Sheet for Supporting Documents” (LCA004) and staple them, including the cover sheet.

3. Income Certificate

3.1 For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.

3.2 “Income Certificate” (LCA005) is to be completed by the Employer.

3.3 Please complete either the English version or the Chinese version of the certificate (LCA005).

3.4 The applicant can make extra copies of the certificate (LCA005) if necessary.

4. Income Statement

4.1 “Income Statement” (LCA006) is for Sole proprietor, Partner of partnership business or Self-employed person.

4.2 Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.

4.3 Please complete either the English version or the Chinese version of the statement (LCA006).

4.4 The applicant can make extra copies of the statement (LCA006) if necessary.
PART III SAMPLE FAMILY

Example 1: A family comprises the applicant, his spouse, student applicant, an unmarried son living with the family and a dependent parent residing with the family.

<table>
<thead>
<tr>
<th>Total no. of ‘Family Members’:</th>
<th>Part C Particulars of family members– Box D</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Annual income of the applicant and the spouse:</td>
<td>Part D Family Income– Box G</td>
<td>123,000</td>
</tr>
<tr>
<td>(2) 30% of the annual income of unmarried children residing with the family:</td>
<td>(Part D Family Income– Box L) × 30%</td>
<td>24,000</td>
</tr>
<tr>
<td>(1) + (2): ‘Annual Family Income’:</td>
<td></td>
<td>147,000</td>
</tr>
</tbody>
</table>

According to Appendix 2, this family is eligible for receiving subsidies from the Low Cost Lunch Scheme.

Example 2: A single−parent family comprises the applicant, student applicant and a daughter studying in a primary school.

<table>
<thead>
<tr>
<th>Total no. of ‘Family Members’:</th>
<th>Part C Particulars of family members– Box D</th>
<th>3 + 1 = 4*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Annual income of the applicant and the spouse:</td>
<td>Part D Family Income– Box G</td>
<td>180,000</td>
</tr>
<tr>
<td>(2) 30% of the annual income of unmarried children residing with the family:</td>
<td>(Part D Family Income– Box L) × 30%</td>
<td>0</td>
</tr>
<tr>
<td>(1) + (2): ‘Annual Family Income’:</td>
<td></td>
<td>180,000</td>
</tr>
</tbody>
</table>

* As it is a single−parent family, the total number of ‘Family Members’ is for the purposes of calculation increased by one additional member.

i.e. the column of Total ‘Family Members’ (3 + 1) = 4 should be referred.

According to Appendix 2, this family is eligible for receiving subsidies from the Low Cost Lunch Scheme.

PART IV NOTES ON SUBMISSION OF APPLICATION

Before submission of application, please check the following:

☐ Completed all parts of the “Application Form” (LCA001).

☐ Stick a recent student photo in school uniform on the Low Cost Lunch Card on P.4 of the “Application Form” (LCA001).

☐ Completed and signed the
  1. Declaration on P.4 of the “Application Form” (LCA001)
  2. “Cover Sheet for Supporting Documents” (LCA004)
  3. “Income Certificate” (LCA005)
      – if applicable, completed and signed by the Employer
  4. “Income Statement” (LCA006)
      – 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 “Application Form” (LCA001)
  2. a set of supporting documents stapled under the “Cover Sheet for Supporting Documents” (LCA004)

☐ Stated ‘Low Cost Lunch’ on the envelope.

☐ Sealed and signed the envelope.
Low Cost Lunch Scheme
(2005-2006)

COVER SHEET FOR SUPPORTING DOCUMENTS

To be completed by the applicant:

Checklist of Documents Evidence to be Submitted with the Application

Copy Photocopies of 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 C of the application form.

Original copy Photocopies of documentary evidence of ‘Annual Family Income’ for the period 1 April 2004 to 31 March 2005:

A. Gross Income from Employment
☐ (5) l.R. 56B: Inland Revenue Department: Employer’s Return of Remuneration and Pension, or
☐ (6) 71-income Certificate’ (LCA005), or
☐ (7) Salary advice/pay slip, or
☐ (8) Bank transaction records showing payment of salaries, or
☐ (9) ‘NC 644: Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department.

B. Profits from Business
☐ (10) ‘Income Statement’ (LCA006), or
☐ (11) Relevant profit tax assessments issued by the Inland Revenue Department.

C. Profits from Investments: Interest earned from Bank Deposits, Stocks & Shares, etc.
☐ (12) Dividend Advice, or
☐ (13) Interest Advice, or
☐ (14) Bank Deposit Advice/Statement/Pass Book.

D. Rental Income
☐ (15) Tenancy Agreement(s) or
☐ (16) Rental Receipt/Record, or
☐ (17) Property Tax Assessment Notices.

E. Other Income: Wages in lieu of notice of dismissal
☐ (18) Termination Letter

F. Other Income: Alimony/ living expenses from ex-spouse; Monthly pension/ widow’s & children compensation/ gratuity, etc.
☐ (19) Relevant document(s)

Original copy Photocopies of proof of single-parent family status:

☐ (20) E.g. Supporting documents for divorced/separation, death certificate of spouse, etc.

Others:

☐ (21) (Please specify)

Chin Shun Pui

Chin Chung Ming Peter

have submitted the above documents with the application form.

Signature of Applicant: [Signature]

Date: 3 September 2005

* Please delete where appropriate.

LCA.004 (2005/06)
Sample 2: “INCOME CERTIFICATE” (LCA005)

INCOME CERTIFICATE

- For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salaries or other income proof.
- This certificate is to be completed by the Employer.
- Employer’s signature is required against amendment.

This is to certify that ____________________________________________
 Chan Tai Ming

(Hong Kong I.D. Card No.) C732729(3)

is employed in this company. The total salary and allowance and other income during the
period from 1 April 2004 to 31 March 2005 is HK$ 80,000

(i.e. period from 1 April 2004 to 31 March 2005)

Company Name : Easy Trading Co. Ltd. Name (Mr./Ms.)* : Wong Yu Sun

Job Position : Financial Manager

Company Choc : Trading Co

Department : Financial Department

Contact Tel. No. : 2593 8778

Signature : ____________________________

Date : 3 September 2005

* Please delete where appropriate.
Sample 3: “INCOME STATEMENT” (LCA006)

**INCOME STATEMENT**

- For Sole proprietor, Partner of partnership business or Self-employed person.
- Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.
- Signature is required against amendment.

**Information on the ‘Family Member’ who is a Sole proprietor, Partner of partnership business or Self-employed person:**

Business owned by*: Applicant / Spouse / Unmarried Children Residing with the Family

Name: **Wong Mei Mei** *(As shown in the H K Identity Card)*

H.K.I.D. No.: **8896745(3)**

<table>
<thead>
<tr>
<th>Please “✓”</th>
<th>Job nature</th>
<th>Name of company / Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Sole proprietor</td>
<td>Beauty Fashion</td>
</tr>
<tr>
<td></td>
<td>Partner of partnership business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-employed person</td>
<td></td>
</tr>
</tbody>
</table>

Total income of the above business during the period 1 April 2004 – 31 March 2005: **HK$ 50,000**

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 Applicant: [Signature]

Name of Applicant: **Chan Man Ching**

Date: **3 September 2005**

*Family Member* refers to the applicant, the spouse, the unmarried children and the dependent parents residing with the family.

* Please delete where appropriate.
**APPENDIX 1: INCOME FROM ALL SOURCES**

<table>
<thead>
<tr>
<th>Income to be assessed</th>
<th>Income not to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Basic salary (including contributions to provident fund, e.g. MPF)</td>
<td>1 Scholarships awarded</td>
</tr>
<tr>
<td>2 Year-end double pay/ leave pay</td>
<td>2 Disability allowance and Old age allowance</td>
</tr>
<tr>
<td>3 Allowance (including housing, travel, meals, education, shift allowance, etc)</td>
<td>3 Long service payment/ contract gratuity</td>
</tr>
<tr>
<td>4 Bonus/ commission</td>
<td>4 Severance pay</td>
</tr>
<tr>
<td>5 Wages in lieu of notice of dismissal</td>
<td>5 Loans</td>
</tr>
<tr>
<td>6 Profits from business/ investments</td>
<td>6 One-off retirement gratuity/ provident fund</td>
</tr>
<tr>
<td>7 Alimony/ living expenses from ex-spouse</td>
<td>7 Inheritance</td>
</tr>
<tr>
<td>8 Contributions from family members or relatives</td>
<td>8 Charitable donations</td>
</tr>
<tr>
<td>9 Interests earned from bank deposits, stocks &amp; shares, etc</td>
<td>9 Comprehensive Social Security Assistance</td>
</tr>
<tr>
<td>10 Rental from property</td>
<td>10 Retraining allowance</td>
</tr>
<tr>
<td>11 Monthly pension/ widow’s &amp; children’s compensation/ gratuity</td>
<td>11 Traffic/ insurance/ injury indemnity</td>
</tr>
</tbody>
</table>

**APPENDIX 2: CRITERIA FOR ELIGIBILITY**

The ‘Annual Family Income’ of qualified applicants must fit into respective range according to their total number of ‘Family Members’.

<table>
<thead>
<tr>
<th>Annual Family Income (HK dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of ‘Family Members’: 3, No. of ‘Family Members’: 4, No. of ‘Family Members’: 5</td>
</tr>
<tr>
<td>$0 to $150,000, $0 to $187,500, $0 to $225,000</td>
</tr>
</tbody>
</table>