

Diocesan Boys' School Student Financial Assistance Scheme (2018–2019) Guidance Notes

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PART I GENERAL INFORMATION

1. Introduction

The Student Financial Assistance Scheme provides financial assistance to eligible parents of students from Grade 7 to Grade 12 in the forms of fee remission, low cost lunch, textbook subsidy and school uniform subsidy for their children in Diocesan Boys' 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 The following schemes are available for application to eligible parents or legal guardians:
 - Fee Remission Scheme
 - Low Cost Lunch Scheme
 - Textbook Subsidy Scheme
 - School Uniform Subsidy Scheme

3. Application Procedures

- 3.1 Applications must be made by the student's parents or his legal guardian(s).
- 3.2 A new application should be submitted every school year.
- 3.3 One application form should be completed for each student.
- 3.4 All application forms must be duly completed and submitted to the School with all necessary supporting documents on or before the application deadline. Under normal circumstances, the School will not accept applications submitted after the deadline. However, if need arises (e.g. the family experiencing unexpected and sudden financial hardships in the middle of the school year), the School may give special consideration to individual cases.
- 3.5 An application failing to provide detailed and accurate information or required documentary evidence may delay the vetting process.
- 3.6 After the application deadline, the School will check the application forms and may conduct investigations into the applications if deemed necessary.
- 3.7 The School reserves the right to interview applicants.
- 3.8 The School holds the final decision over the result of applications.

4. Form of Financial Assistance

4.1 Fee Remission Scheme

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

4.2 Low Cost Lunch Scheme

- (1) Eligible students can enjoy low cost lunch (without drinks) on school days from October 2018 to June 2019 at the school canteen.
- (2) In order to enjoy low cost lunch during the following periods, payments should be made to the School accordingly.

		Grade 7 to Grade 11	Grade 12
Period 1: October 2018	to December 2018	HK\$360	HK\$360
Period 2: January 2019	to March 2019	HK\$360	HK\$360
Period 3: April 2019	to June 2019	HK\$360	

4.3 Textbook Subsidy Scheme

- (1) The textbook subsidy scheme aims to provide needy students with reimbursement of the actual amount of money spent on the purchase of textbook(s) listed on the booklist.
- (2) The maximum amount of textbook subsidy is HK\$4,500 for Grade 7 to Grade 12 students. For students receiving subsidy under the School Textbook Assistance Scheme (TA Scheme) from the HKSAR government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.
 (Please refer to P.19 Examples 3 and 4 in Part III SAMPLE FAMILIES.)
- (3) Reimbursement would be made available upon presentation of <u>original</u> <u>receipts</u> to the Financial Controller's Office. The deadline for the submission of receipts is 31 December 2018.

4.4 School Uniform Subsidy Scheme

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

School Uniform		Complian
Item	Quantity	Supplier
School tie	1	
House vest	1	
Sports trousers	1	School tuckshop
School metal badge	1	
School blazer badge	1	
White shirts (long-sleeve)	2	
White shirts (short-sleeve)	2	Any local cabool uniform aupplior
Grey trousers	2	Any local school uniform supplier,
Dark blue blazer	1	e.g. Kam Lun Tailors Ltd,
Pullover	1	Alex Company, etc.
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 <u>original</u> <u>receipts</u> to the Financial Controller's Office. The deadline for the submission of receipts is 31 December 2018.

5. Method of Assessment

- 5.1 All applicants are subject to income assessment. The *Annual Family Income* mechanism will be used to assess eligibility for receiving financial assistance from the Scheme.
- 5.2 The *Annual Family Income* of the family means the annual income* of the applicant and the applicant's spouse (please refer to Appendix for details), 30% of the annual income* of any unmarried children residing with the family, and the contributions from other children, relatives and friends.
- 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 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 to 2. (For other combinations of income and family members, see para. 5.6.)
- 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	Annual Family Income (HK dollars)						
Fee Remission	Total no. of Family Members: 3	Total no. of Family Members: 4	Total no. of Family Members: 5				
100% fee remission	\$0 to \$232,000	\$0 to \$290,000	\$0 to \$348,000				
75% fee remission	\$232,001 to \$272,000	\$290,001 to \$340,000	\$348,001 to \$408,000				
50% fee remission	\$272,001 to \$320,000	\$340,001 to \$400,000	\$408,001 to \$480,000				
25% fee remission	\$320,001 to \$400,000	\$400,001 to \$500,000	\$480,001 to \$600,000				
No fee remission	Above \$400,000	Above \$500,000	Above \$600,000				

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 \$400,000	\$0 to \$500,000	\$0 to \$600,000					

^{*}Annual income refers to the total income earned in the previous fiscal year of the government.

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 and / or 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 willful misrepresentation and / or 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 addressed to the Headmaster in writing.

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 relevant documents concerning single-parent families, e.g. supporting documents for divorce / separation, death certificate of the spouse of the applicant, etc.
- 7.3 Photocopies of documentary evidence of *Annual Family Income* for the period 1 April 2017 to 31 March 2018, e.g.:
 - A. Income of salaried employed person
 - Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available
 - Salary Statement; if not available
 - Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); 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. (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.); if not available
- Property Tax Assessment Notices
- F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc.
 - Relevant document(s)
- 7.4 Applicants should provide income proof and those of the family member(s) under employment. If "Income Certificate" (SFASA006), "Income Statement (Form A)" (SFASA007), "Income Statement (Form B)" (SFASA008) or "Income Statement (Form C)" (SFASA009) are provided as the income proof, the School may still require the applicant to concurrently provide the bank passbook, salary statement or other income proof for reference.
- 7.5 If necessary, the School may seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application, such as saving, loans. The School may also request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.
- 7.6 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 2018-2019	Deadline
Grade 7 to Grade 12	26 June 2018

Late application will not be considered.

11. Submission of Application

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

Office hours: Monday to Friday 9 a.m. to 12:45 p.m. and 2 p.m. to 5 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 <u>an A4-sized envelope which is sealed and signed</u> for submission to the School.
- 11.3 On the envelope, please state 'Student Financial Assistance Scheme'.

12. Notification of Result

Applicants that have submitted all necessary information with supporting documents on or before the deadline will be informed of the result of their application in writing by August 2018.

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. So.

Telephone No.: 2768 5623

Office hours: Monday to Friday 9 a.m. to 12:45 p.m. and 2 p.m. to 5 p.m.

PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

- Please complete all the boxes of this application in <u>BLOCK LETTERS</u> using a <u>black</u> or dark blue ball pen.
- A signature is required against amendments.

1.1 PART A— APPLICANT'S PARTICULARS

1. Name in English	
2. Name in Chinese	
3. Hong Kong Identity Card No. / A 7 6 5 7 3 2 (1)	
4. Date of Birth	
5. Sex ('1' Male, '2' Female)	
6. Marital Status ('1' Married, '2' * <u>Divorced / Separated / Single / Widowed</u>)	
* Delete where appropriate. Please provide copies of document. Spouse information need <u>not</u> be filled.	f supporting
7. Relationship with Studen 1 ('1' Parent, '2' Legal guardian – <i>Please specify:</i>)
8. Residential Phone No. 23456789	,
9. HK Mobile Phone No. 9 2 9 3 7 4 6 5 (The school may contact the applicant by phone or SMS	.)
10. Office/ Other Contact No. 2 3 4 3 6 2 5 5 Ext. Please fill in a	
11. Residential Address / Flat/ Room A mobile phone in	umber. The
Floor 8 applicant by pho	
Block Block	
Name of building TI N LING HOUSE	
Estate/ Village TIN LOK GARDEN	
No. and Name of Street 1 0 TIN TIN ROAD	
District KWUN TONG	
District code** 0 9	
Region 2 ('1' Hong Kong, '2' Kowloon, '3' New Territories)	
Tregion 2 (1 Floring Rolling, 2 Rowloom, 3 New Territories)	
Right–justify the Refer to the Leave a space between I If the applicant Hong Kong following table for each word. Punctuation student's pare	
Hong Kong	
**District code	
01. Central and Western District 10. Tsuen Wan District	
02. Wan Chai District 11. Tuen Mun District 12. Yuen Long District	
04. Southern District 13. North District	
05. Yau Tsim Mong District 14. Tai 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

Name of Student in English	CHAN CHUNG MING PETER
2. Name of Student in Chinese	陳中明
3. Hong Kong Identity Card No	Z 1 2 3 3 5 6 (7)
4. Date of Birth	2 0 0 2 Year 0 5 Month 1 2 Day
5. Mobile Phone No.	9 8 7 6 5 4 3 2
6. Class	For New Student (2018–2019): Grade
	For Current Student (2017–2018): Grade 10 Class P
7. Do you give consent to the S	School to contact the above student y ('Y' Yes, 'N' No)
regarding this application?	y (T Tes, N NO)
Right–justify the Hong Kong Identity Card No.	Enter student's name in English and Chinese 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)

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

Student in the academic year 2018–2019	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 photocopies of documentary proof to establish the student's single-parent status, e.g. supporting documents for divorce / separation, death certificate of the spouse of the applicant, etc.
- 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) they are not in employment throughout the assessment year from 1 April 2017 to 31 March 2018; and
- (3) for a continuous period of not less than 6 months from 1 April 2017 to 31 March 2018:
 - (i) they have resided / been residing with the applicant's family and supported by the applicant or his / her spouse; or
 - (ii) they have taken up permanent residence at another premises owned or rented by the applicant / applicant's spouse; or
 - (iii) they have been living in their own premises, rented premises or resided in elderly homes and are <u>totally supported</u> by the applicant / applicant's spouse.

1.4 PART D— PARTICULARS OF FAMILY MEMBERS (Continued)

					the Family Member is a iffe, unemployed or retired, etc.					
		а	b	c		d	е	£		_
No	Family member	Name (As shown in the Hong Kong Identity Card)	Relationship with Applicant	Age	Card Re	I.K.I.D. I No./ Birth gistration ificate No.	Present occupation	Name of F Employer / Fir		ı
1.	I. Applicant and Applicant's Spouse									
1.	Applicant	Chan Man Ching	Applicant	47			Clerk	C & D C). Ltd	
2.	Spouse	Wong Mei Mei	Spouse	45	B89	96745(3)	Housewife	2 /		
	regarding this application?					'N' No)	o.: 9876 5432		_ 7	
II.	Unmarri	ied Children Residing wi	th the Family			n yes, wo	blie Fliolie No	0 9070 3432		_
3.	Child-1	Chan Chung Ming	Student	16			Student	Diocesan Boy	ys' School	
	(Student Applicant)	Peter	Applicant						,	
4.	Child-2	Chan Tai Ming	Son /	23	<i>C</i> 73	2729(3)	Purchasing	g Easy Trading	g Co. Ltd	
			Daughter*				officer			
5.	Child-3		Son /							
			Daughter*							
6.	Child-4		Son /							
			Daughter*							
III.	(Please	ent Parents refer to Section 1.4 in Part efinition of "Dependent Pa		ance I	Notes			Status ous period of not less that April 2017 to 31 March 2		
7.	Dependent	Chan Kin Hong	Father	62	A12	3456(7)	1 '1', '2' or '3'	' Has resided / been re applicant's family and	d supported	
	Parent-1						<u> </u>	the applicant or his / has taken up perma	nent residen	ice
								at another premises o by the applicant or his		
8.	Dependent Parent-2						'1', '2' or '3'	3' Has been living in premises, rented residing in elderly I totally supported by t his / her spouse.	premises homes and	OI is
							Total no. of	Family Members	: 5	4
								For Office Use	<u>+1</u>	

^{*}Please delete where appropriate.

1.5 PART E— FAMILY INCOME

- 1. Please provide the *Annual Family Income* during the period 1 April 2017 to 31 March 2018 and give documentary proofs.
- 2. Types of income that are to be reported are listed in Appendix.

No.	Actual Income during the Financial Year 1 April 2017 – 31 March 2018						
	Applicant and App	licant's spouse					
	Applicant						
	If the Applicant was	s unemployed / was a	housewife / has ret	ired during 1 April 20	017 to 31 March 2018	, please specify:	
	Status: *Unemplo	yed / I Housewife / Ret	ired / Other s:	(*Plea	ase delete where app	oropriate.)	
	Period: YY-MM-DD From 17-04-01 To 17-05-09						
	Income from Employment /Self-employment or						
	Business Profits Occupation Clerk						
	(including part-time income)	P ₁ Gross income	\$ 120,000	\$	\$		
		(2) # '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	#1 ('1' or '2') \$6,000	# ('1' or '2') \$	#('1' or '2') \$	\$ 1 1 7 0 0 0 B (B= R ₁ +S ₁ +T ₁ +U ₁)	
		R ₁ Net $(R_1 = P_1 - Q_1)$	\$ 114,000	\$	\$		
	Other Income	Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 3,000				
		Rental income	\$ O				
		Ut Others (Please specify)	\$ O				
2.	Applicant's spous						
		inemployed / was a h	ousewife / has retire	ed during 1 April 201	7 to 31 March 2018, p	olease specify:	
	Status: * <u>Unemplo</u>	yed / Housewife / <u>Ret</u>	i red / Other s:	(*Ple	ase delete where app	propriate.)	
	Period: YY-MM-	D D From 18-0	2 - 2 7 To 1 8	-03-31			
	Income from Employment /Self-employment	Period Y Y - M M - D D	From 17-04-01 To 18-01-21	From 18-01-22 To 18-02-26	From		
	or Business Profits	Occupation	Sole trader	Part-time cashier			
	(including part-time	P ₂ Gross income	\$ 50,000	\$ 5,000	\$		
	income)	Q2 # '1' MPF or '2' Provident Fund	# ('1' or '2')	# 1 ('1' or '2')	# ('1' or '2')	4402000	
		Mandatory contribution by employee (If applicable)	\$ 7	\$ O	\$	\$ 1 0 3 0 0 0 C (C= R ₂ +S ₂ +T ₂ +U ₂)	
_		R ₂ Net $(R_2 = P_2 - Q_2)$	\$ 50,000	\$ 5,000	\$		
	Other Income	Sz Interests from fixed deposits, stocks, shares & bonds, etc.	ed				
		T ₂ Rental income	\$ 48,000				
			\$ O				
		(Frouse specify)		Part I Total Annual I	ncome: $B + C = D$	\$ 2 2 0 0 0 D	
whi Mar	ch is ended within	ne total incomes for the period 1 April 20 nual accounts are 31 March.	017 to 31	carpark, vehicle o	rental income of r vessel, or the tota e property occupied	al annual income	

PART E FAMILY INCOME (Continued)

No.	No. Actual Income during the Financial Year 1 April 2017 – 31 March 2018							
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							
	If the Unmarried Chi	ildren Residing with the	e Family was unempl	oyed during 1 April 20	017 to 31 March 2018,	please specify:		
	Status: *Student /	Others:	(*Pi	lease delete where a	ppropriate.)			
	Period: YY-MM-	D D From 1 7 - 0	4 - 0 1 To 1 7	-07-31				
	Income from Employment /Self-employment or	Period Y Y - M M - D D	From 1 7 - 0 8 - 0 1 To 1 8 - 0 3 - 3 1	From To	From			
	Business Profits	Occupation	Purchasing officer					
	(including part-time income)	P ₃ Gross income	\$ 80,000	\$	\$			
	income)	# '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	#1 ('1' or '2') \$ 4,000	#('1' or '2')	#('1' or '2')	\$ 7 6 0 0 0 E		
		R ₃ Net $(R_3 = P_3 - Q_3)$	\$ 76,000	\$	\$			
	Other Income	Interests from fixed deposits, stocks, shares & bonds, etc.	\$ O					
		T₃ Rental income	\$ O					
		U ₃ Others (Please specify)	\$ O					
2.	Name:							
	If the Unmarried Chi	ildren Residing with the	e Family was unempl	oyed during 1 April 20	017 to 31 March 2018,	please specify:		
	Status: *Student /	Others:	(*Pi	lease delete where a	ppropriate.)			
	Period: YY-MM-	DD From -	- To					
	Income from Employment /Self-employment	Period Y Y - M M - D D	From - - -	From - - -	From - - -			
	or Business Profits	Occupation						
	(including part-time income)	P4 Gross income	\$	\$	\$			
	income)	Q4 # '1' MPF or '2' Provident Fund	# (' 1 ' or ' 2 ')	# (' 1 ' or ' 2 ')	# (' 1 ' or ' 2 ')			
Mandatory contribution \$					\$			
		R4 Net $(R_4 = P_4 - Q_4)$	\$	\$	\$	(<u> - K4 </u> + <u>54 </u> + <u>14 </u> + <u>04</u>)		
	Other Income	Interests from fixed deposits, stocks, shares & bonds, etc.	\$					
		Rental income	\$					
		Others (Please specify)	\$					
			F	Part II Total Annual	Income: E + F = G	\$ 7600G		

PART F— OTHERS 1.6

	(CSSA) Scheme?	If the applicant has appli		<u></u>		
3.	Are you going to apply for the Comprehensive So	ocial Security Assistance	Z	(' Y ' Yes,	' N ' No))
2.	Are you receiving subsidy from the Comprehensive S (CSSA) Scheme? If yes, please provide the CSSA	· ·	N CSS/	(' Y ' Yes, ↓ A reference	' N ' No	´
1.	Have you applied for the Diocesan Boys' School Stud Scheme (2017–2018)?	dent Financial Assistance	У	(' Y ' Yes,	' N ' No)

enter 'Y' in the box. Otherwise, enter 'N'.

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.

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 2017 to 31 March 2018. The School reserves the right to defer or disqualify the application if the applicant fails to submit the letter (SFAS003).
- 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.
- "Letter of Consent for Income Verification" (SFASA003) will be valid for the period 2.4 from the day on which the application is submitted to the end of the academic year 2018 - 2019.
- 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.

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, causal 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 FAMILIES

		Example 1	Example 2
		A family comprises the applicant,	A single-parent family comprises
		the applicant's spouse, the	the applicant, the student
		student applicant, an unmarried	applicant and an unmarried
		• •	' '
		son living with the family and a	daughter living with the family.
		dependent parent residing with	
		the family.	
	income during the	Applicant : \$280,000	· ·
financi	-	Applicant's spouse : \$144,000	
1 April		Student applicant : /	Student applicant : /
31 Mar	rch 2018	An unmarried son : \$90,000	An unmarried daughter
		living with the family	living with the family
		A dependent parent : residing with the family	/ : /
Total n		5	3 + 1 = 4 **
	Members*		,
Annua	I Family Income	(280,000+144,000)+(90,000x30%) = \$451,000	\$390,000
	nt in the academic 018–2019	Grade 7	Grade 12
	chool Textbook		
Assista	ance Scheme of	➤ Ineligible [#]	➤ Ineligible [#]
the HK	SAR Government		
tance Scheme stance	Fee Remission Scheme	√ 50%	√ 50%
al Assistano cial Assistar	Low Cost Lunch Scheme	√ Eligible	√ Eligible
DBS Student Financial Assistance S Form of Financial Assistance	Textbook Subsidy Scheme	✓ Eligible Max. Subsidy = \$4,500	✓ Eligible Max. Subsidy = \$4,500
DBS Stude Fol	School Uniform Subsidy Scheme	√ Eligible	√ Eligible

^{* &}quot;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.

[#] As details of the School Textbook Assistance Scheme provided by the HKSAR government of 2018/19 school year have not been released, the method of assessment and grant rates of 2017/18 school year are used.

		Example 3 A family comprises the the applicant's spouse, the applicant and two	• •	Example A family comprises the applicant's spectrum applicant	ne applicant,		
		daughters living with the fa		unmarried son livin family.			
Actual incom	e during the	Applicant	: \$228,000	Applicant	: \$240,000		
financial year	•	Applicant's spouse	: /	Applicant's spouse	: /		
1 April 2017 -		Student applicant	: /	Student applicant	: /		
31 March 201	8	Two unmarried daughters living with the family	: /	An unmarried son living with the family	: /		
Total no. of Family Memb	ers*	5		4			
Annual Famil	y Income	\$228,000		\$240,000			
Student in the year 2018–20		Grade 10	Grade 10 Grade 11				
The School Textbook Assistance Scheme of the HKSAR Government		Full Grant#: \$5,606	6 ^	Half Grant [#] : \$2,505 ^			
e Scheme	Fee Remission Scheme	√ 100%		√ 100%			
DBS Student Financial Assistance Scheme Form of Financial Assistance	Low Cost Lunch Scheme	√ Eligible		√ Eligible			
ant Financia rm of Financ	Textbook Subsidy Scheme	✓ Eligible No Subsidy (\$4,500 – \$5,606 ^ <	· \$0)	✓ Eligible Max. Subsidy = \$1,995 (\$4,500 – \$2,505^ = \$1,995)			
DBS Stude	School Uniform Subsidy Scheme	√ Eligible		√ Eligible	;		

- * "Application Form" (SFASA001)– Part D Particulars of Family Members: Box A
- As details of the School Textbook Assistance Scheme (TA Scheme) provided by the HKSAR government of 2018/19 school year have not been released, the method of assessment and grant rates of 2017/18 school year are used.
- For students receiving subsidy under the TA Scheme from the HKSAR government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.

Grant Rates of TA Scheme 2017/18 provided by the HKSAR government:

	Grade 7 to 9	Grade 10	Grade 11	Grade 12
Full Grant	\$5,274	\$5,606	\$5,010	\$3,266
Half Grant	\$2,637	\$2,803	\$2,505	\$1,633

The grant rate in 2018/19 may be adjusted in accordance with updates of the government's scheme.

PART IV NOTES ON SUBMISSION OF APPLICATION

Befor	e sub	omission of application, please check the following:
	Com	pleted all parts of the "Application Form" (SFASA001) .
	"Арр	ed the H.K.I.D. Card copies of the <i>Family Members</i> listed in Part D of the lication Form" (SFASA001) in the appropriate space on "Copies of Hong Kong tity (H.K.I.D.) Cards" (SFASA005).
	Com	pleted 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 <i>Family Members</i> 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
	Prep	ared copies of all relevant documentary evidence. – please make sure that the information shown in the copies is clear
	Encl	osed the following <u>inside</u> 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)
	State	ed 'Student Financial Assistance Scheme' on the envelope.
	Seal	ed and signed the envelope.

PART V SAMPLES

Sample 1: "Cover Sheet for Letter of Consent for Income Verification" (SFASA002)

For Office Use															
Аp	plic	ati	on	Νo											
						_					_	1	8	1	9



Diocesan Boys' School Student Financial Assistance Scheme (2018–2019)



COVER SHEET FOR LETTER OF CONSENT FOR INCOME VERIFICATION

- The applicant, the applicant's spouse and the unmarried children residing with the family should complete <u>one</u> "Letter of Consent for Income Verification" (SFASA003) for <u>each</u> of their employment during the period 1 April 2017 to 31 March 2018.
- Please put ALL the letters (SFASA003) under this sheet and staple them, including this sheet.

To be completed by the applicant:

"Letter of Consent for Income Ver	rification" (SFASA003)
Completed and signed by	Number of letters
Applicant	1
Applicant's Spouse	0
Unmarried Children Residing with the Family	1
Total	2

l,	Chan Man Ching	(Name of Applicant),
the parent / legal guardia n* o	er	(Name of Student),	
have submitted the above do	cuments with the application for	n.	
	Signature of Applicant:	Che	w
	Date:	13	June 2018

* Please delete where appropriate.

SFASA002 (2018/05)

Sample 2: "Letter of Consent for Income Verification" (SFASA003) (Completed and signed by the applicant)

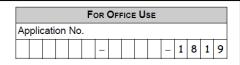
		For Office Use
PRIVATE & CONFIDENT	TIAL	Application No.
 A signature is require 	ed against amendments.	
	n (During the period 1 April 20	17 – 31 March 2018)
Name (Mr. / Ms.)*	: Chan Man Ching	(As shown in the H.K.I.D. Card)
H.K.I.D. Card No.	: A765732(1)	
Job Position	: Clerk	. 40
Department	: Administration Departi	ment A N
Company Name	: C & D Co. Ltd.	SAIN.
Company Address	: 137 Argyle Street, Kov	vloon
Phone No.	: 2343 6255	Fax No.: 2343 6578
Period of Employment:	: From: 10 May 2017	to: Present
Employer's Information	1	
Contact Person (Mr. / Ms	s.)*: Lee Yiu Shing	
Job Position	: Human Resources Mana	iger
Department	: Human Resources Depa	rtment
Company Name	: C & D Co. Ltd.	
Company Address	: 89 Queen's Road, Centi	ral, Hong Kong
	. 2242 / 274	
* Please delete where appro		Fax No.: 2343 6498
Dear Sir/ Madam, Re: Letter of Consent for the second sec	or Income Verification pplication for the Student Fina or a family member of mine, necessary verification regardi ereby confirm my agreemen	Fax No.: 2343 6498 ncial Assistance Scheme (2018-2019)** with have given consent to the school to obtain ng my income during the period 1 April 2017 t and authorization for the release of such
* Please delete where appro- Dear Sir/ Madam, Re: Letter of Consent for In connection with the appropriate of the properties of the prope	or Income Verification polication for the Student Fina or a family member of mine, necessary verification regardi ereby confirm my agreement	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017
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* Please delete where appropriately Please delete where appropriately Please delete where appropriately Please delete where appropriately Please delete appropriate appropriat	or Income Verification polication for the Student Fina or a family member of mine, necessary verification regardi ereby confirm my agreement	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017
* Please delete where appro- Dear Sir/ Madam, Re: Letter of Consent for In connection with the appropriate of the process of	or Income Verification or Income Verification or a family member of mine, necessary verification regardiereby confirm my agreement pany.	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017
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* Please delete where appro- Dear Sir/ Madam, Re: Letter of Consent for In connection with the appropriate of the properties of the prope	or Income Verification or Income Verification or Income Verification or a family member of mine, necessary verification regardi ereby confirm my agreement bany. dance.	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017 t and authorization for the release of such (As shown in the H.K.I.D. Card)
* Please delete where appropriate to 31 March 2018. I hinformation by your comparts for your faithfully, Signature Name * Please delete where appropriate appropriate appropriate appropriate to Consent for the propriate appropriate	or Income Verification or Income Verification or Income Verification or a family member of mine, necessary verification regardi ereby confirm my agreement oany. dance. han Man Ching June 2018	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017 t and authorization for the release of such (As shown in the H.K.I.D. Card)
* Please delete where appropriate to 31 March 2018. I his information by your companion for your assist Yours faithfully, Signature Name Date Date Date Date Dear Sir/ Madam, Re: Letter of Consent for Consent for Consent for Consent for School for Information by Your companion by Your assist Yours faithfully, Signature Date Date	priate. pr Income Verification pplication for the Student Fina prication a family member of mine, necessary verification regardi ereby confirm my agreement pany. tance. han Man Ching June 2018	ncial Assistance Scheme (2018-2019)** with I have given consent to the school to obtain ng my income during the period 1 April 2017 t and authorization for the release of such (As shown in the H.K.I.D. Card)
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Sample 3: "Letter of Consent for Income Verification" (SFASA003) (Completed and signed by the applicant's family member)

		ļ		R OFFICE USE
DDIVATE & CONCIDENT	141		Application No.	
PRIVATE & CONFIDENT	IAL		-	- - 1 8 1
 A signature is require 	ed against amendments.			
Employee's Information	(During the period 1 April 20	017 – 31 Mar	rch 2018)	
Name (Mr. / Ms.)*	: Chan Tai Ming		•	n the H.K.I.D. Card)
H.K.I.D. Card No.	: C732729(3)			-12
Job Position	: Purchasing Officer			
Department	: Purchasing Departmen	†		SVAII -
Company Name	Easy Trading Co. Ltd.			24
Company Address	: 6/F, Nobel Building, 59	9 King's Road	d, Hong Kong	
Phone No.	: 2593 1667	Fax	No.: 2593 266	7
Period of Employment:	: From: 1 August 2017	to:	Present	
Employer's Information	1			
Contact Person (Mr. / Ms				
Job Position	: Financial Manager			
Department	: Financial Department			
Company Name	Easy Trading Co. Ltd.			
Company Address	: 6/F, Nobel Building, 59	9 King's Road	d, Hong Kong	
Phone No.	: 2593 8778		No.: 2593 977	<u> </u>
Dear Sir/ Madam, Re: Letter of Consent fo	or Income Verification		0.1	2040 2040)
<u>Diocesan Boys' School</u> for information and conduct in	or Income Verification plication for the Student Finator a family member of mine, necessary verification regard ereby confirm my agreementany.	I have given ing my <u>incon</u>	n consent to the ne during the pe	school to obtain eriod <u>1 April 2017</u>
Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct to 31 March 2018. I he information by your compound thank you for your assist Yours faithfully,	or Income Verification plication for the Student Finator a family member of mine, necessary verification regard ereby confirm my agreementany.	I have given ing my <u>incon</u>	n consent to the ne during the pe	school to obtain eriod <u>1 April 2017</u>
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Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct to 31 March 2018. I he information by your comportant your for your assist Yours faithfully, Signature : Consent for Consent for Consent for Consent for Consent for Information Consent for Yours faithfully, Signature : Consent for C	or Income Verification plication for the Student Final or a family member of mine, necessary verification regard ereby confirm my agreemer any. ance.	I have given ing my <u>incon</u>	n consent to the ne during the perization for the	school to obtain eriod <u>1 April 2017</u> release of such
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Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct to 31 March 2018. I he information by your compour Thank you for your assist Yours faithfully, Signature : Consent for Information Consent Co	pr Income Verification uplication for the Student Finator a family member of mine, necessary verification regard ereby confirm my agreementary. Han Tai Ming	I have given ing my <u>incon</u> it and autho	n consent to the ne during the perization for the	school to obtain eriod <u>1 April 2017</u> release of such
Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct in to 31 March 2018. I he information by your compound Thank you for your assist Yours faithfully, Signature : Consent for Information Consent Consen	pr Income Verification plication for the Student Final or a family member of mine, necessary verification regard ereby confirm my agreemer any. ance. Away Man Tai Ming June 2018	I have given ing my <u>incon</u> it and autho	n consent to the ne during the perization for the	school to obtain eriod <u>1 April 2017</u> release of such
Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct in to 31 March 2018. I he information by your compound Thank you for your assist Yours faithfully, Signature : Consent Consen	pr Income Verification plication for the Student Final or a family member of mine, necessary verification regard ereby confirm my agreemer any. ance. Away han Tai Ming June 2018	I have given ing my <u>incon</u> it and autho	n consent to the ne during the perization for the	school to obtain eriod <u>1 April 2017</u> release of such
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Dear Sir/ Madam, Re: Letter of Consent for In connection with the ap Diocesan Boys' School for information and conduct to 31 March 2018. I he information by your composition of the second se	pr Income Verification plication for the Student Final or a family member of mine, necessary verification regard ereby confirm my agreemer any. ance. han Tai Ming June 2018 FOR OFFICE nce Scheme (2018-2019)	I have given ing my incon tand authority and authority and authority are use-	n consent to the ne during the perization for the	school to obtain priod 1 April 2017 release of such

Sample 4: "Cover Sheet for Supporting Documents" (SFASA004)





Diocesan Boys' School **Student Financial Assistance Scheme** (2018-2019)



COVER SHEET FOR SUPPORTING DOCUMENTS

- Please tick '√' the appropriate boxes and complete the following table.
- Please sign in the space provided.

 Please put ALL the supporting documents under this sheet and staple them, including this sheet.
- Please refer to "List of Supporting Documents" for Chinese translation of the names of the following documents on the back of the page.

To be completed by the applicant:

Original / copy Photocopies of documentary evidence of Annual Family Income for the period 1 April 2017 to 31 March 2018: A. Income of salaried employed person □ 1 Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available □ 2 Salary Statement, if not available □ 3 Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available □ 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 □ 5 Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company) □ 6 Profit and Loss Account verified by a Certified Public Accountant; if not available □ 7 Income Statement (Form C)" (SFASA008) or □ 8 Income Statement (Form C)" (SFASA009); or □ 9 Personal Assessment Notice (if applicable). C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs □ 10 Income Statement (Form B)" (SFASA008) D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc □ 10 Interest advice; or □ 11 Dividend advice; or □ 12 Interest advice; or □ 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.) E. Other Income: Rental Income □ 14 Tenancy Agreement; if not available □ 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.) □ Property tax assessment notices. F. Other Income: Alimony (Inving expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc. □ (17) Relevant document(s) Original (copy Photocopies of proof of single-parent family status: □ 18 E. Supporting documents for divorce / separation, death c
Care
B. Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company)
proprietorship business / partnership business / limited company) Gio Profit and Loss Account verified by a Certified Public Accountant; if not available (17) "Income Statement (Form C)" (SFASA009); or (18) "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account; and (19) Personal Assessment Notice (if applicable). C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs (10) "Income Statement (Form B)" (SFASA008) D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc (11) Dividend advice; or (12) Interest advice; or (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.) E. Other income: Rental income (14) Tenancy Agreement; if not available (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.) (16) Property tax assessment notices. F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc. (17) Relevant document(s) Original / copy Photocopies of proof of single-parent family status: (18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc. Others: (19) (Please specify:) (Name of Applicant), the parent / legal-gradian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
who cannot produce any income proofs (10) "Income Statement (Form B)" (SFASA008) D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc (11) Dividend advice; or (12) Interest advice; or (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.) E. Other income: Rental income (14) Tenancy Agreement; if not available (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.) (16) Property tax assessment notices. F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc. (17) Relevant document(s) Original / copy Photocopies of proof of single-parent family status: (18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc. Others: (19) (Please specify:) I
(11) Dividend advice; or (12) Interest advice; or (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.) E. Other income: Rental income
(14) Tenancy Agreement; if not available (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.) (16) Property tax assessment notices. F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc. (17) Relevant document(s) Original / copy Photocopies of proof of single-parent family status: (18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc. Others: (19) (Please specify:) I, Chan Man Ching (Name of Applicant), the parent / legal gradian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
widow's & children compensation / gratuity, etc. (17) Relevant document(s) Original / copy Photocopies of proof of single-parent family status: (18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc. Others: (19) (Please specify:) I, Chan Man Ching (Name of Applicant), the parent / legal guardian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
(18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc. Others:
Others: (19) (Please specify:) I, Chan Man Ching (Name of Applicant), the parent / legal guardian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
I, (Name of Applicant), the parent / legal-guardian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
the parent / legal-guardian* of Chan Chung Ming Peter (Name of Student),
the parent / legal guardian* of Chan Chung Ming Peter (Name of Student), have submitted the above documents with the application form
have submitted the above documents with the application form
Signature of Applicant:
Date: 1 June 2018
* Please delete where appropriate.
SFASA004 (2018/05)

Sample 5: "Income Certificate" (SFASA006)

				Fo	R (OF	FICE	U	SE					
Appl	icati	on	No											
					_					-	1	8	1	9

INCOME CERTIFICATE

[For the application of the Student Financial Assistance Scheme (2018-2019)]

- For <u>salaried employed</u> 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 <u>Employer</u>. It must bear the company chop and telephone number of the employer.
- Employer's signature is required against amendment.

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 allow	vance, bonus, double pay,	leave pay and other income
(including Hong Kong, The Mainland	l and overseas), but exclu	uding Mandatory Provident
Fund / Provident Fund contribution	n by employee), during th	ne period from 1 April 2017 to
31 March 2018 is HK#\$	76,000	
Please specify the exact employment than 12 months: (from 1 Augustian 1	t period within the above-m ust 2017 to	nentioned period if it was less 31 March 2018)
Company Name : Easy Trading Co. Lt	·d. Name (Mr./ Ms.)* :	: Wong Yu Sun
	Job Position	: Financial Manager
	Department :	: Financial Department
Company Chop :	Contact Tel. No.	2593 8778
Laquing Co	Signature :	
	Date	: 1 June 2018
# Please specify the currency if salary paid is * Please delete where appropriate.	not in Hong Kong dollars.	

SFASA006 (2018/05)

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

	Appl	lication No.
	OME STATEMENT (FORM A) the Student Financial Assistance Schem	
		•
	ber# who is a Sole proprietor or Pa	rtner of partnership
business: Name of Family Member running the following company (Owner)	: Wong Mei Mei	(As shown in the H.K.I.D. Ca
Relationship with applicant*	: Applicant / Spouse / <u>Unmarried C</u>	hild Residing with the Fami
H.K.I.D. Card No.	: B896745(3)	
Company name	: Beauty Fashion	-
Nature of business	: Garment retail	
Company address	: 10, Granville Road, Tsim Sha Tsu	ıi, Kowloon
Form of business ownership*	: Sole proprietorship / Partnership^	
during the period 1 April 2017 –	- 31 March 2018:	A**
Please refe	er to the attached Profit & Loss acc	ount.
I declare that the above informatio Signature of Family Member running the above company: (if not the applicant)	on is true and complete.	nt: Chan Man Ching
I declare that the above informatio Signature of Family Member running the above company: (if not the applicant)	on is true and complete. Signature of Applican Name of Applican Date the Guidance Notes for the definition of "Fam	nt: Char Man Ching te: 1 June 2018

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

			Application M		FFICE USE
			Application N	o. 	
INC	OME STATEM	IENT (FORM	<u> </u>		
[For the application of		•	,	3-2019)]	
 For person who cannot provid worker, causal worker, cleane 		uch as hawker,	construction	n worke	er, renovation
 A signature is required agains 	•				~1
Information on the <i>Family M</i>	lember#:				
Name of Family Member	· Chauna Siu A	Aina	(10	shown ir	n the H.K.I.D. (
engaged in the following busines			`		
Relationship with applicant*		ouse / Unmarri	ied Child Re	esiding \	with the Fan
H.K.I.D. Card No.	: K234567(8)				
Nature of Industry	: Construction				
Position	: Construction	Worker			
 If you do not have any income in a In addition, for payment made in a 	arrears, for instance,	if the payment da		•	
 In addition, for payment made in a 	arrears, for instance,	if the payment da		•	
you should fill in the salary amoun Year 2017	it in the month of Api	11, 010.	Year 201	8	
	September :HK\$		Year 2018 January	8 :HK\$	3,075
Year 2017		3,075		:HK\$	3,075 3,075
Year 2017 April :HK\$ 3,075	September :HK\$	3,075 3,075	January	:HK\$	-
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075	September :HK\$	3,075 3,075 3,075	January February	:HK\$:HK\$	3,075
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075	September :HK\$ October :HK\$ November :HK\$	3,075 3,075 3,075	January February	:HK\$:HK\$	3,075
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075 July :HK\$ 3,075 August :HK\$ 3,075 Total Annual Income HK\$:	September :HK\$ October :HK\$ November :HK\$	3,075 3,075 3,075 3,075 3,075	January February March	:HK\$:HK\$:HK\$	3,075
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075 July :HK\$ 3,075 August :HK\$ 3,075 Total Annual Income HK\$: Payment method: (Please tick ☑ By Cash / Cash cheque ☐ By Cheque / Direct Creater Creat	September :HK\$ October :HK\$ November :HK\$ December :HK\$ 36,900 'V' the appropriate the showing the nacolour and removed income proof: yer. d for has wound up do not have any of	a 3,075 3,075 3,075 3,075 5 3,075 e box. More the e a copy of the transme of the bank anarks for verification (Please tick '✓	January February March man one item masaction recore count holder, n) the approp	:HK\$:HK\$ ch may be described together highlight	3,075 3,075 Dee selected.) Deer with the page the entries with t
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075 July :HK\$ 3,075 August :HK\$ 3,075 Total Annual Income HK\$: Payment method: (Please tick ☑ By Cash / Cash cheque ☐ By Cheque / Direct Creater Creat	September :HK\$ October :HK\$ November :HK\$ December :HK\$ 36,900 'V' the appropriate the showing the nucleor colour and removed income proof: yer. d for has wound up do not have any of yer.	a 3,075 a 3,075 a 3,075 b 3,075 b 3,075 e box. More the e a copy of the transme of the bank an arks for verification (Please tick '	January February March man one item masaction recore count holder, n) the approp	:HK\$:HK\$ ch may be described together highlight	3,075 3,075 Dee selected.) Deer with the page the entries with t
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075 July :HK\$ 3,075 August :HK\$ 3,075 Total Annual Income HK\$: Payment method: (Please tick ☑ By Cash / Cash cheque ☐ By Cheque / Direct Creater of the company I worked the ex-employer and company I worked the ex-employer and company I declare that the above information of the company I declare that the company I declare the company I declare that the company I declare	September :HK\$ October :HK\$ November :HK\$ December :HK\$ 36,900 'V' the appropriate the showing the nace colour and removed income proof: yer. d for has wound up do not have any of yer. ion is true and come	a 3,075 a 3,075 b 3,075 b 3,075 c a 3,075 c b a 4,075 c a c a copy of the transport of the bank at an arks for verification (Please tick 'V') c and I cannot of the income production of the production of the complete.	January February March nan one item nsaction recor count holder, n) the approp	:HK\$:HK\$ ch may be described together highlight riate becomentary	3,075 3,075 Dee selected.) Der with the page the entries with th
Year 2017 April :HK\$ 3,075 May :HK\$ 3,075 June :HK\$ 3,075 July :HK\$ 3,075 August :HK\$ 3,075 Total Annual Income HK\$: Payment method: (Please tick ☑ By Cash / Cash chequ ☐ By Cheque / Direct Cr Reason for not being able to prov ☑ I have no fixed employ ☐ The company I worke the ex-employer and company I work	September :HK\$ October :HK\$ November :HK\$ December :HK\$ 36,900 'V' the appropriate the showing the nucleor colour and removed income proof: yer. d for has wound up do not have any of yer.	a 3,075 a 3,075 a 3,075 b 3,075 b 3,075 e box. More the e a copy of the transme of the bank an arks for verification (Please tick '	January February March man one item masaction record recount holder, n) the approprobation docurrence.	:HK\$:HK\$:HK\$ may be described together highlight riate becomentary	3,075 3,075 Dee selected.) For with the page the entries with the page the entries with the page the entries with the entri
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Sample 8: "Income Statement (Form C)" (SFASA009)

Information on the Family Member engaged in the following business: Relationship with applicant* H.K.I.D. Card No. Occupation* Yehicle Ownership* License number Income				A F. a Kin	FOR OFFICE USE
For the application of the Student Financial Assistance Scheme (2018-2019)				Application	n No.
Information on the Family Member engaged in the following business: Relationship with applicant* I. Relationship with applicant* I. R. I.D. Card No. Occupation* Vehicle Ownership* License number I. Rent (for vehicle owner / Vehicle lessee License number I. Rent (for vehicle owner only) I. Rent (for ve			SAME CASE AN INSTITUTE AN ARREST TO BE		. 4
Income and Expenditure (From 1 April 2017 to 31 March 2018) Income I				Scheme (2)	018-2019)]
Name of Family Member engaged in the following business: Cheung Tai Man Relationship with applicant* : Applicant / Sportse / Linmarried Child Residing with the H.K.I.D. Card No. : K123456(7) Occupation* : Taxi driver / Lerry driver / Minibus driver / Others: Vehicle Ownership* : Vehicle Owner / Vehicle lessee License number : (From 1 April 2017 to 31 March 2018) Income 1. Rent (for vehicle owner only) : HK\$ / Lerry driver / Minibus driver / Others: License number : (From 1 April 2017 to 31 March 2018) 1. Rent (for vehicle owner only) : HK\$ / Lerry driver / Minibus driver / Others: 1. Rent (for vehicle owner only) : HK\$ / Lerry driver / Minibus driver / Others: 2. Profit from operating business : HK\$ 168,000 2. Profit from operating business : HK\$ 168,000 2. Profit from operating business : HK\$ 168,000 3. Others					GVIII
engaged in the following business: Cheung Tai Man Relationship with applicant* H.K.I.D. Card No. Cocupation* State of Income and Expenditure Income 1. Rent (for vehicle owner / Vehicle lessee 1. Rent (for vehicle owner only) Profit from operating business Cheung Tai Man Applicant / Sports / Minibus driver / Others: Wehricle owner / Vehicle lessee Icense number Table of Income and Expenditure (From 1 April 2017 to 31 March 2018) Rent (for vehicle owner only) Profit from operating business HK\$ 168,000 Total Income (A): HK\$ 168,000 Expenditure (excluding vehicle mortgages) Insurance premium HK\$ / Insurance premium HK\$ / Maintenance fee Insurance premium HK\$ / Maintenance fee Total Income (B): HK\$ / Total Expenditure (B): HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B): HK\$ 64,800 Remark: I declare that the above business: I declare that the above business: I declare that the above business: Signature of Applicant: Name of Applicant: Cheung Tai March 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member" Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.			er#:		3L
Relationship with applicant* Applicant / Specific / Linmarried Child Residing with the H.K.I.D. Card No. Cocupation* I axi driver / Lorry driver / Minibus driver / Others: Vehicle Ownership* License number Income Income Income I Rent (for vehicle owner only) I Rest (for vehicle owner only	Name of Family Mengaged in the foll	<i>ember</i> owing business	: Cheung Tai Man	(/	As shown in the H.K.I.D. C
H.K.I.D. Card No. : K123456(7) Occupation* : Taxi driver / Lorry driver / Minibus driver / Others: Vehicle Ownership* : Vehicle lessee License number : (For vehicle lessee License number : (For vehicle owner orly) : HK\$ / 2. Profit from operating business : HK\$ 168,000 3. Others : HK\$ / (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) (1 & 2 in 5 are applicable to vehicle owner) (2 in 5 are applicable to vehicle owner) (3 in Surance premium : HK\$ / 5 License fees : 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: Cheung Tai Ma Date: 3 June 2018 ** Please delete where appropriate.** ** Please delete where appropriate.** ** Loss cannot be deducted from the Annual Family Income.				ried Child	Residing with the Fan
Cocupation* Taxi driver / Lorry driver / Minibus driver / Others: Vehicle Ownership* Vehicle Owner / Vehicle lessee			: K123456(7)		
License number : (For vehicle ow Table of Income and Expenditure (From 1 April 2017 to 31 March 2018) Income	Occupation*			i nibus driv	er / Others:
1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 168,000 3. Others : HK\$ 168,000 4. Vehicle rental fee : HK\$ 79,200 5. Fuel charges : HK\$ 24,000 6. Others : HK\$ 24,000 7. Vehicle rental fee : HK\$ 79,200 8. 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) 5. License fees : HK\$ 8. Total Expenditure (B) : HK\$ 103,200 9. Wet profit** Total Income (A) - Total Expenditure (B) HK\$ 103,200 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\$ 7. Total Expenditure (B) : HK\$ 103,200 8. Wet profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800 8. Remark: Signature of Applicant: Cheung Tai Maintenance Cheung Tai Main	Vehicle Ownership)*	: Vehicle owner / Vehicle less	ee	
Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 168,000 3. Others (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 Expenditure (excluding vehicle mortgages) 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: Cheung Tai Ma Date: 3 June 2018 ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.	License number		:	· ·	(For vehicle owner of
Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 168,000 3. Others (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 Expenditure (excluding vehicle mortgages) 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: Cheung Tai Ma Date: 3 June 2018 ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.	Table of Income a	nd Expenditure	(From 1 April 2017 to 31 M	March 2018	3)
Income 2. Profit from operating business : HK\$ 168,000 3. Others (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 Expenditure (excluding vehicle mortgages) 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: Cheung Tai Ma Date: 3 June 2018 # Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.	J. H.Johne W				/
3. Others (please specify all items & breakdown of amounts) Total Income (A): HK\$ 168,000 Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) (2. License fees (3. Insurance premium (4. Maintenance fee (5. License fees (6. Others (please specify) (7. Total Expenditure (B): HK\$ (7. Total Expenditure (B): HK\$ (8. Total Expenditure (B): HK\$ (9. Total Expenditure (B): HK\$ (1. Total Expenditure (B): HK\$ (2. Fuel charges: HK\$ (3. Insurance premium (4. HK\$ (4. Maintenance fee (5. License fees (6. Others (please specify) (6. Others (please specify) (7. Total Expenditure (B): HK\$ (8. Total Expenditure (B): HK\$ (9. Total Expenditure (B): HK\$ (1. Total Expen	Income			: HK\$	168,000
Total Income (A): HK\$ 168,000 Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) Net profit** = Total Income (A) - Total Expenditure (B): HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B): HK\$ 64,800 Remark: declare that the above information is true and complete. Signature of Family Member engaged in the above business:	income			(a)	/
Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) Net profit** = Total Income (A) - Total Expenditure (B) : HK\$ 64,800 Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800 Remark: declare that the above information is true and complete. Signature of Family Member engaged in the above business:		(please spec	Charles and the control of the contr	DESCRIPTION OF THE PROPERTY OF	168 000
Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicle slessee, 2 to 5 are applicable to vehicle owner) Net profit** = Total Income (A) - Total Expenditure (B) : HK\$		4 1/-1:1-			
(1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) Total Expenditure (B) : HK\$	Expenditure				1
(1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) 4. Maintenance fee 5. License fees 6. Others (please specify) Total Expenditure (B): HK\$ Total Expenditure (B): HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ Remark: I declare that the above information is true and complete. Signature of Family Member engaged in the above business: (if not the applicant) Name of Applicant: Cheung Tai Ma Date: 3 June 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.			307,000		24,000
to vehicles lessee, 2 to 5 are applicable to vehicle owner) 5. License fees : 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: Cheung Tai Ma Date: 3 June 2018 # Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member": Please delete where appropriate. ** Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.		Toward Services and the	92		
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: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please delete where appropriate. ** Loss cannot be deducted from the Annual Family Income.	to vehicles lessee,		<u> </u>		
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: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.			ease specify)	: HK\$	/
Remark: I declare that the above information is true and complete. Signature of Family Member engaged in the above business: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.			Total Expenditure (E	3) : HK\$	103,200
Signature of Family Member engaged in the above business: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.	00000 00000 ■ 000000 000000	Total Income (A	A) – Total Expenditure (B)	= HK\$	64,800
Signature of Family Member engaged in the above business: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.	La calcada de la		to the condition of the		
engaged in the above business: (if not the applicant) Signature of Applicant: Name of Applicant: Cheung Tai Ma Date: 3 June 2018 ** Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". ** Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.			n is true and complete.		_
Date: 3 June 2018 # Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". * Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.	engaged in the above		Signature of A	pplicant:	Julman
Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member". Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.	(if not the applicant)		Name of A	pplicant:	Cheung Tai Man
* Please delete where appropriate. Loss cannot be deducted from the Annual Family Income.				Date:	3 June 2018
	* Please delete when	re appropriate.		of "Family N	1ember".
SFASA009 (2018/05)	SFASA009 (2018/05)				

APPENDIX: INCOME FROM ALL SOURCES

Income from all sources

Income to be assessed

Income from Employment:

- 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)
- Double pay / Leave pay
- Allowance (including overtime work / living / housing or rent / transport / travel / meals / education / shift allowance, etc.)
- Bonus / Commission / Tips
- · Wages in lieu of notice of dismissal

Income from Self-employment or Business Profits:

 Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.

Other income:

- Interests from fixed deposits, stocks, shares and bonds, etc.
- Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)
- Others:
 - 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)
 - Alimony
 - Monthly pension / Widow's & Children's Compensation

	Income not to be assessed
	Old age allowance /
	Old age living allowance
	Disability allowance
	Long service payment /
	Contract gratuity
	Severance pay
	Loans
	Lump sum retirement gratuity /
	Provident fund
les	Inheritance
Examples	Charity donations
Ж	Comprehensive Social Security
	Assistance
	Retraining allowance /
	Work Incentive Transport Subsidy /
	Working Family Allowance
	Insurance / accident / injury
	indemnity
	Scholarships awarded
	MPF / Provident Fund contribution by
	employee

Examples