

**申請程序 Application Procedure**

1. 填妥之表格請連同所需文件副本交回計劃辦事處。 Please send the application form with supporting document to the project office.

**遞交申請前，請先致電計劃辦事處查詢是否符合初步審批條件。**

**Please call the project office for preliminary eligibility screening before sending the application form.**

**2. 所需文件包括**

Example of supporting document:

**身份證明資料**

- 申請人的香港身份證<sup>1</sup>
- 各家庭成員的香港身份證或出生登記證明書<sup>1</sup>
- 學生身份證明(如:學生證、學生手冊等)
- 離世親人的死亡證<sup>2</sup>(只適用於有家庭成員不幸離世之個案)

**備註 1** 若未能提供有關身份證,請提供其他可識別其香港居民身份之證明文件

**備註 2** 如離世親人之死亡證尚未發出,可以醫學證明書(火葬)、授權火葬屍體命令證明書等證明文件代替

**入息資料**

- 申請人及所有家庭成員最近半年之入息證明文件<sup>3</sup>
  - 綜援有效期證明文件(如有)
  - 傷殘津貼證明文件(如有)
- 備註 3** 如薪金結算書(糧單)、僱主填報的薪酬及退休金或其他收入證明;如已離職,請提交離職證明文件。

**資產/居住資料**

- 住址證明(公屋租戶請提交租約副本,其他人士可提交最近3個月內之租約副本、電費單、水費單等)
- 申請人及其家庭成員的所有銀行存摺/月結單,顯示最近半年內定期存款結存的收據/通知書;並影印載有帳戶持有人的姓名和帳號的首頁,以及顯示該帳戶半年內提存記錄的各頁(包括在半年期間新開及結束的帳戶)
- 申請人及其家庭成員的所有投資項目,顯示有現金價值及紅利的儲蓄或與投資連繫的保險計劃的價值的文件,例如:年結/季結文件/股票/債券/基金等
- 其他資產證明文件包括物業、車位、在香港之外的銀行戶口或資產等
- 遺產管理書連同死者的資產及負債清單(如有)(只適用於有家庭成員不幸離世之個案)

**其他資料**

- 覆診紙(只適用於如家庭成員因疾病而導致經濟困難之個案)

**3. 有關遞交文件的注意事項**

- 1 如未能提供有關證明文件,需前往民政事務署作出宣誓。
- 2 本計劃辦事處可因個別個案的情況而要求申請者遞交不在上列要求之文件。
- 3 未能遞交所需證明文件,將有可能影響申請人之援助金申請。

**Information on Personal Identity**

- Applicant's Hong Kong Identity Card<sup>1</sup>
- Hong Kong Identity Card or Birth Certificate of all other family members<sup>1</sup>
- Document proof of student identity (e.g. Student Card / Handbook etc.)
- Death Certificate of the deceased family member<sup>2</sup> (for case that involved death of family member only)

**Remark 1** Please provide other official document to prove the identity of Hong Kong Resident if no ID card / BC could be provided.

**Remark 2** Medical Certificate (Cremation), Cremation Order or other similar document could be replaced if Death Certificate was not yet issued.

**Information on Family Income**

- Income proof of the applicant and all family members in the past 6 months<sup>3</sup>
  - Document proof of Comprehensive Social Security Assistance (if any)
  - Document proof of Disability Allowance (if any)
- Remark 3** Example: Payment advice, income or pension statement that provided by employer etc. Please provide the demission certificate if the applicant / family member(s) leave the job.

**Information on Family Asset and Address Proof**

- Address Proof (For family who lived in Public Rental Housing (PRH) Unit, please provide the copy of tenancy agreement; For other family, please provide the copy of the tenancy agreement or utility bills, etc.)
- All bankbook record that showed the transactions in the **past six months** OR the bank statements in the past six months. The copy of the bankbook should include the page that printed the name of account holder and the account number. (Please provide the document proof for all bank accounts that were active, opened or closed within the past six months)
- The document proof of all investment items owned by the applicants or family members. The document must show the monetary value of those investment items. (e.g. Year / month / quarter statements of insurance / securities / bonds / fund)
- Other document proof of asset including but not limited to property, parking space or other bank account / assets out of Hong Kong
- Letters of administration that showed the assets or debts of the deceased (for case that involved death of family member only)

**Other Information**

- Medical Appointment Slips (for case that required financial needs that caused by the illness of family members)

Important Notice regarding the submission of supporting document:

Applicant and family members are required to provide all necessary supporting document listed above. Declaration at Home Affairs Department would be required to prove the truthfulness if relevant documents are unavailable.

Hong Kong Family Welfare Society may require additional document for handling the application.

Progress of handling the application would be affected if the applicant(s) could not provide the necessary document.

**注意事項 Other Important Notice**

- 1 所有經濟援助及服務接受機構轉介及自行申請。申請經濟援助之家庭需通過收入及資產審查,收入限額會根據政府統計署公佈的家庭住戶每月收入中位數百分之75為限額,資產限額則以政府綜合社會保障援助計劃之1.5倍為限額。
- 2 本計劃保留經濟援助之最終批款額的最終決定權。在一般情況下,援助金會在成功批核後七個工作天內發放。而緊急援助金會於成功批核後的三個工作天內發放。
- 3 如申請人未有按要求交上一次援助金的收據或證明,本計劃有權拒絕其後的申請。
- 4 如申請人已經獲得其他基金的援助,計劃有權拒絕其申請。
- 5 申請人需於提交申請一個月內交齊所需文件,否則其申請當作自動放棄論。
- 6 申請人所提供的資料將會由周大福慈善基金及香港家庭福利會根據個人資料(私隱)條例處理。申請人資料可能會透露予相關職員或本計劃義工以作提供服務之用。
- 7 周大福慈善基金及香港家庭福利會對所有申請有最終審批權。

Both referral by agencies or self-approach are accepted for applying our services. Income and Asset Test is required for application of financial assistance. The household income of applicant should not exceed 75% percentile of MMDHI. The total household asset could not exceed the 1.5x of the asset limit of CSSA.

The amount of grant in all financial assistance would be finalized by our project. Under normal condition, ordinary grant and emergency grant will be offered within 7 and 3 working days after approval respectively.

Our project office reserves the right to reject the application if the applicant fails to provide the receipts or document proof for the items / service purchased.

Our project office reserves the right to reject the application if the applicant has received other financial assistance or emergency funds.

Applicant should submit all supporting document within one month. Otherwise, the project will assume that the applicant withdraws from the application.

Information provided by applicant would be used by Chow Tai Fook Charity Foundation and Hong Kong Family Welfare Society under the Personal Data (Privacy) Ordinance. Information provided would be released to relevant staff or volunteers to provide service for eligible applicants.

Chow Tai Fook Charity Foundation and Hong Kong Family Welfare Society reserve the right of final decision on all applications.