







disclose the information provided in this application form.

This Declaration shall be governed by and constructed in accordance with the laws of the HKSAR. I and the HKSAR Government shall irrevocably submit to the limited jurisdiction of the Courts of HK. I have read the provisions of this declaration carefully and fully understand my obligations and liabilities under this declaration.

Date : \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_

(This part must be duly signed by the applicant as provided in Part III/student-applicant's parent/guardian (if Part III is skipped). Otherwise, the application will not be processed.)

**Part IX Checklist**

**Attention:**  
It is the responsibility of the applicants to complete the application form fully and truthfully and to provide all the supporting documents. The Committee/the SFO will assess the eligibility for and the level of financial assistance to be granted based on the information provided by the applicants in this application and/or the application for the other financial assistance schemes administered by the SFO. Insufficient information/misrepresentation of facts will render the application disqualified for further processing.

**Please check the following items carefully. Put a “√” for the completed tasks and a “X” for any items not applicable.**

**Personal Identification**

- 1. Copies of the HKID Card of the applicant, his/her spouse, the student-applicant and all other members mentioned in this form affixed onto Annex 1.
- 2. A copy of the student's valid travel document for students whose HKID Card bear the symbol “C” (Conditional Stay).
- 3. If the HKID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, Mainland Identity Card, etc.

**For student-applicants who are not successful in applying for financial assistance from the SFO —**

**Family Background**

- 4. For single-parent families, a copy of the supporting document such as the divorce certificate, death certificate or report of the missing persons.
- 5. For applicant who is not the parent of the student-applicant, written explanation on why the application is not submitted by the parent.

**Income Certificates**

6. Please submit the documentary proof of the total income earned by the applicant/applicant's spouse/unmarried children residing with the family for the period from 1 April 2016 to 31 March 2017 in accordance with the requirements listed below:

(a) Salaried employed person	<ul style="list-style-type: none"> <li>● Tax Demand Note issued by the Inland Revenue Department; if not available</li> <li>● Employer's Return of Remuneration and Pensions Form; if not available</li> <li>● Salary Statement; if not available</li> <li>● 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. For any entries other than income, please also make necessary remarks next to them or else the SFO may include the amount as part of the family income); if not available</li> <li>● Income Certificate certified by the employer (See Annex 3), etc.</li> </ul>	<input type="checkbox"/>
(b) Self-employed vehicle driver, sole proprietor or partner of partnership business	<ul style="list-style-type: none"> <li>● Profit and Loss Account verified by a Certified Public Accountant ; if not available</li> <li>● Profit and Loss Account prepared on your own (See Annex 4) and</li> <li>● Personal Assessment Notice (if applicable).</li> </ul>	<input type="checkbox"/>
(c) Salaried employed or self-employed person (except category (b) above) who cannot produce any income proofs	<ul style="list-style-type: none"> <li>● Please follow Annex 2 to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (The SFO reserves the right to decide whether applications from those applicants who cannot provide reasonable justification for not producing income proof would be accepted.)</li> </ul>	<input type="checkbox"/>
(d) Person with rental income	<ul style="list-style-type: none"> <li>● Tenancy Agreement; if not available</li> <li>● 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. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating family income).</li> </ul>	<input type="checkbox"/>

**Medical Expenses of Chronic Diseases**

7. For family members (including dependent parents) who are chronically ill or permanently incapacitated, the following documents are required as proof for any medical expenses incurred:

(a) Medical Report	Medical History/Report for the period 1 April 2016 to 31 March 2017 (Please list the details)	<input type="checkbox"/>
(b) Proofs of Medical Expenses	Proofs for Medical Expenses (such as medical receipts), showing the items and amount for the period 1 April 2016 to 31 March 2017	<input type="checkbox"/>

**For Official Use**


## Copies of Hong Kong Identity Cards / Mailing Address

## A. 請把學生、申請人及 / 或配偶及所有在第四部份所填報家庭成員的香港身份證副本貼在下面及後頁適當的空格內。

(如申請學生香港身份證上有「C」字標記(有條件限制居留)，申請學生必須同時附上有效旅行證件副本一份。)

(如沒有香港身份證，請夾附其他有效的身份證明文件副本，如香港出世紙、回港證、簽證身份書、單程證、中華人民共和國居民身份證等。)

Please paste the **HKID Card copies** of the student-applicant, the applicant and / or the applicant's spouse and all the family members listed in Part IV in the appropriate spaces below and overleaf:

(Please attach a copy of the student's valid travel document for students whose HKID Card bear the symbol "C" (Conditional Stay).)

(If the HKID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, Mainland Identity Card, etc.)

<p><b>申請人</b> <b>Applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>	<p><b>申請人配偶</b> <b>Spouse of the Applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>
申請人 Applicant	配偶 Spouse
<p><b>申請學生</b> <b>Student-applicant</b></p> <p>香港身份證副本 Copy of the HKID Card</p>	<p><b>家庭成員</b> <b>Family Member</b></p> <p>香港身份證副本 Copy of the HKID Card</p>
申請學生 Student-applicant	家庭成員 Family Member

## B. 申請人郵寄地址 Applicant's Mailing Address

(請以正楷填寫本回條 Please complete this address-slip in BLOCK LETTERS)

姓名 Name: _____	姓名 Name: _____	姓名 Name: _____
地址 Address: _____ _____ _____	地址 Address: _____ _____ _____	地址 Address: _____ _____ _____

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

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Copy of the HKID Card

家庭成員 Family Member

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

家庭成員  
**Family Member**

香港身份證副本  
Copy of the HKID Card

家庭成員 Family Member

(適用於未能提供收入證明的小販、三行工人、裝修工人、地盤雜工、散工、清潔工人等。)

(For applicants who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner.)

**警告/WARNING**

申請人必須詳實填寫申請書。如有虛報或隱瞞事實，葛量洪獎學基金委員會可能會取消申請人的申請資格及/或要求申請人全數歸還已發給的資助金額，更可能將事件轉交警方檢控。申請人須注意，根據盜竊罪條例(香港法例第210章)，任何人士以欺騙手段取得財產/金錢利益，即屬違法，一經定罪，最高可被判監禁十年。

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Grantham Scholarships Fund Committee, and possible prosecution by the Police. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

(必須填寫下列所有項目)  
(Please fill in all of the following items)

從事下述行業的家庭成員姓名 : \_\_\_\_\_  
Name of the family member engaged in the following business : \_\_\_\_\_  
(每份收入自述書只可填寫一位家庭成員的收入資料)  
(Each self-prepared income breakdown should contain the income information of ONE family member only)

此家庭成員與申請人的關係：# 申請人 / 申請人配偶 / 申請人子女 (#請刪去不適用的選項)  
The relationship between this family member and the applicant : # Applicant / Spouse / Child (# please delete the inappropriate items)

行業(例：建造業) : \_\_\_\_\_  
Nature of Industry (e.g. Construction) : \_\_\_\_\_  
職位(例：三行工人) : \_\_\_\_\_  
Position (e.g. construction worker) : \_\_\_\_\_

**實際收入**(本處不接受約數，請填報實際收入，如該月份沒有收入，請填上\$0，切勿漏空任何月份。此外，如於5月份支薪而該筆收入是在4月份工作賺取的，應填在4月份的空格內，如此類推。)

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

**2016**

**2017**

4月 : HK\$ _____	9月 : HK\$ _____	1月 : HK\$ _____
April : HK\$ _____	September : HK\$ _____	January : HK\$ _____
5月 : HK\$ _____	10月 : HK\$ _____	2月 : HK\$ _____
May : HK\$ _____	October : HK\$ _____	February : HK\$ _____
6月 : HK\$ _____	11月 : HK\$ _____	3月 : HK\$ _____
June : HK\$ _____	November : HK\$ _____	March : HK\$ _____
7月 : HK\$ _____	12月 : HK\$ _____	
July : HK\$ _____	December : HK\$ _____	
8月 : HK\$ _____		
August : HK\$ _____		

全年合共 : HK\$ \_\_\_\_\_  
Total Annual Income : \_\_\_\_\_

**支取薪金方法**(請圈以下適當方格，可選擇多項)  
**Payment method** (Please circle the appropriate item. More than one item may be selected)

- A** 現金 / 現金支票  
By Cash / Cash cheque
- B** 劃線支票 / 自動轉賬 (請提出上述期間的銀行存摺副本，連同顯示戶口持有人姓名的一頁，並用顏色筆圈出薪金的項目及計算總數，以茲證明，並在其他存入金額旁說明入數來源，否則本處或會將該筆款項納入家庭收入計算。)  
By Cheque / Direct Credit (please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color for verification. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount as part of your family income.)

未能提供收入證明文件的原因(請圈以下適當方格)  
Reason for not being able to provide income proof (Please circle the appropriate box)

- A** 沒有固定僱主。  
I have no fixed employer.
- B** 前受僱的公司已倒閉，未能向前僱主索取證明文件及沒有其他收入證明。  
The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.
- C** 其他，請註明：  
Others, please specify : \_\_\_\_\_

**聲明：本人謹此聲明，以上資料均屬完整真確。**  
**Declaration: I declare that the above information is true and complete.**

從事上述行業的家庭成員簽名(如非申請人) : \_\_\_\_\_  
Signature of family member engaged in the above business (if not applicant) : \_\_\_\_\_  
申請人姓名 : \_\_\_\_\_ 申請人香港身份證號碼 : \_\_\_\_\_  
Name of Applicant : \_\_\_\_\_ HKID No. of Applicant : \_\_\_\_\_  
申請人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

## 收入證明書

## INCOME CERTIFICATE

(適用於受薪行業而沒法提供糧單、薪俸稅單、領取薪金的銀行自動轉賬紀錄或其他收入證明的申請人 / 申請人配偶 / 同住未婚子女)

**(For applicants, applicants' spouses or unmarried children residing with the family who cannot produce Salary Statement, Salaries Tax Demand Note, Bank Statement showing autopayment of salaries or other income proofs)**

第一部 申請學生及申請人個人資料(此欄由申請人填寫)

Part I Particulars of Student-applicant and Applicant (To be completed by Applicant)

學校 / 學院名稱

Name of School/Institute \_\_\_\_\_

學生姓名

Name of Student \_\_\_\_\_

申請人姓名

Name of Applicant \_\_\_\_\_

班級

Class \_\_\_\_\_

與學生關係

Relationship with Student \_\_\_\_\_

第二部 申請人 / 申請人配偶 / 同住未婚子女<sup>#</sup>入息資料(此欄由申請人 / 申請人配偶 / 同住未婚子女<sup>#</sup>僱主填寫)

Part II Particulars of Income of Applicant / Applicant's Spouse / Unmarried Child(ren) Residing with the Family<sup>#</sup> (To be completed by **Employer of Applicant / Applicant's Spouse / Unmarried Child(ren) Residing with the Family<sup>#</sup>**)

## 收入證明書 INCOME CERTIFICATE

茲證明 \_\_\_\_\_ (香港身份證號碼 \_\_\_\_\_) 乃受僱於本公司，職位是 \_\_\_\_\_。

在 2016 年 4 月 1 日 至 2017 年 3 月 31 日期間(如不足十二個月，請註明受僱日期：\_\_\_\_年\_\_\_\_月\_\_\_\_日至

\_\_\_\_年\_\_\_\_月\_\_\_\_日)，其總薪金(包括津貼、佣金、花紅、雙糧、假期工資等其他收入(包括香港、內地及海外)，但不包括僱員強積金供款 / 公積金供款)的全年總和為港幣 \_\_\_\_\_元\*。(本處不接受約數，請填報實際收入)

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_.

His / Her total salary (including allowance, commission, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, **in actual figure**)

during the period from 1 April 2016 to 31 March 2017 please specify the exact employment period within the above-mentioned period if it was less than 12 months: from \_\_\_\_\_ to \_\_\_\_\_) is \*HK\$ \_\_\_\_\_.

僱主簽名

Signature of Employer : \_\_\_\_\_

公司蓋章

Company Chop : \_\_\_\_\_

僱主姓名

Name of Employer : \_\_\_\_\_

聯絡電話

Telephone No. : \_\_\_\_\_

公司地址

Company Address : \_\_\_\_\_

日期

Date : \_\_\_\_\_

(注意：本證明書必須是正本，並備有公司蓋章及僱主聯絡電話。如有刪改 / 塗改，請僱主在旁加簽。)

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\*如此職員支取薪金並非港幣，請註明貨幣種類。

\* Please specify the currency if salary paid is not in Hong Kong dollars.

# 請刪除不適用者。 Please delete the inappropriate sentence.

營業損益表 / Profit & Loss Account

附表  
Annex

4

(適用於的士司機 / 貨車司機 / 小巴司機等自僱人士)  
(For self-employed taxi driver / lorry driver / minibus driver etc.)

(適用於經營業務人士(包括獨資經營 / 合夥業務)  
(For person running business (including sole proprietorship / partnership business))

從事下述職業的家庭成員姓名  
Name of family member engaged in the following business : \_\_\_\_\_

的士司機 / 貨車司機 / 小巴司機 (請圈一項)  
Taxi driver / Lorry driver / Minibus driver (please circle)

車主 / 租車司機 (請圈一項)  
Vehicle owner / Vehicle lessee (please circle)

牌照編號 (車主適用)  
License number (for vehicle owner only) : \_\_\_\_\_

**營業損益表 / Profit & Loss Account**  
由2016年4月1日至2017年3月31日  
From 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017

收入項目 / Income (HK\$)

租金(只適用於車主)  
Rent (for vehicle owner only) \$ \_\_\_\_\_

自營業務之收益  
Profit from operating business \$ \_\_\_\_\_

其他(請註明)  
Others (please specify) \$ \_\_\_\_\_

營業總收入 / Total Income \$ \_\_\_\_\_

支出項目 / Expenditure (HK\$)  
(不包括車輛按揭金額) (excluding vehicle mortgages)  
(第1及2項適用於租車司機, 第2至5項適用於車主)  
(1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

1. 租車支出 / Vehicle rental fee \$ \_\_\_\_\_

2. 燃油費 / Fuel charges \$ \_\_\_\_\_

3. 保險 / Insurance premium \$ \_\_\_\_\_

4. 維修 / Maintenance fee \$ \_\_\_\_\_

5. 牌費 / Licence fees \$ \_\_\_\_\_

6. 其他(請註明) / Others (please specify) \$ \_\_\_\_\_

營業總支出 / Total Expenditure \$ \_\_\_\_\_

淨盈利 (即總收入 - 總支出)  
Net profit (Total Income - Total Expenditure) \$ \_\_\_\_\_

備註(未能提供收入證明文件的原因):  
Remark (reason for not being able to provide income proof): \_\_\_\_\_

從事上述職業的家庭成員簽名(如非申請人)  
Signature of family member engaged in the above business (if not the applicant) : \_\_\_\_\_

申請人姓名  
Name of Applicant : \_\_\_\_\_

申請人香港身份證號碼  
HKID No. of Applicant : \_\_\_\_\_

申請人簽名  
Signature of Applicant : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

經營下述公司的家庭成員姓名(東主)  
Name of family member running the following company (Owner) : \_\_\_\_\_

公司名稱  
Company name : \_\_\_\_\_

業務性質  
Nature of business : \_\_\_\_\_

公司地址  
Company address : \_\_\_\_\_

獨資或合夥  
Sole proprietorship or partnership : \_\_\_\_\_  
(如屬合夥, 請說明利潤分配比率, 如合夥(50%))  
(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

**營業損益表 / Profit & Loss Account**  
由2016年4月1日至2017年3月31日 / From 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017

(A) 總收益 / Gross Income (HK\$) \$ \_\_\_\_\_

支出項目 / Expenditure (HK\$)  
(以下所有支出均屬經營生意支出, 不應包括家庭開支)  
(The following are all running costs of the company and should not cover any household expenses.)

購貨成本 / Cost on purchasing merchandise \$ \_\_\_\_\_

水費 / Water charges \$ \_\_\_\_\_

電費 / Electricity charges \$ \_\_\_\_\_

煤氣費 / Gas charges \$ \_\_\_\_\_

電話費 / Telephone charges \$ \_\_\_\_\_

租金及差餉 / Rent and rates \$ \_\_\_\_\_

其他僱員薪金(下述'#'者除外) / Salary of employees other than those marked '#'  
below \$ \_\_\_\_\_

運輸費 / Transportation costs \$ \_\_\_\_\_

交通費 / Traveling expenses \$ \_\_\_\_\_

保險費 / Insurance premium \$ \_\_\_\_\_

機器維修費 / Fees for repair and maintenance of machinery \$ \_\_\_\_\_

其他(請註明) / Others (please specify) \$ \_\_\_\_\_

其他支出項 / Other Expenditure (HK\$)

\* 東主在此公司支取的薪金  
Salary of owner paid by this company \$ \_\_\_\_\_

\* 其他家庭成員\*在此公司支取的薪金  
Salary of other family member paid by this company \$ \_\_\_\_\_

(§姓名 / Name : \_\_\_\_\_)

(B) 總支出 / Total Expenditure (HK\$) \$ \_\_\_\_\_

家庭收入 = [(A) 總收益 - (B) 總支出]\* + 申請人 / 配偶 / 同住未婚子女在此公司的薪金\*  
Household Income = [(A) Gross Income - (B) Total Expenditure]\* + Salary of applicant / spouse / unmarried children residing with the family paid by this company #

= HK\$ \_\_\_\_\_

\*若公司總收益少於總支出(即(A)<(B)), 營業虧損不可由家庭總收入中扣除。  
If Gross Income is less than Total Expenditure (i.e. (A)<(B)), business loss cannot be deducted from the gross household income.

備註(未能提供收入證明文件的原因):  
Remark (reason for not being able to provide income proof): \_\_\_\_\_

東主簽名 (如非申請人)  
Signature of Owner (if not the applicant) : \_\_\_\_\_

申請人姓名  
Name of Applicant : \_\_\_\_\_

申請人香港身份證號碼  
HKID No. of Applicant : \_\_\_\_\_

申請人簽名  
Signature of Applicant : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

# GRANTHAM MAINTENANCE GRANTS 2017/18

## GUIDANCE NOTES ON APPLICATIONS

### 1. Grantham Maintenance Grants

The Grantham Maintenance Grants, a scheme under the Grantham Scholarships Fund, aim to provide assistance to students who are in financial need as assessed under a means test, in the form of maintenance grants.

### 2. Eligibility

2.1 The student is eligible if he / she is pursuing any one of the following full-time courses of study:

- (a) a secondary day school approved by the Education Bureau i.e. Senior Secondary 1 / Secondary 4 to Senior Secondary 3 / Secondary 6;
- (b) the following courses of the Hong Kong Institute of Vocational Education and Youth College under the auspice of the Vocational Training Council:

Course Code	Course Title	Course Code	Course Title
FS113321	Diploma in Vocational Education (Business)	FS113322	Diploma in Vocational Education (Hairdressing)
FS113323	Diploma in Vocational Education (Computer-aided Product Engineering)	FS113324	Diploma in Vocational Education (Mechanical Engineering)
FS113327	Diploma in Vocational Education (Print Media)	FS113328	Diploma in Vocational Education (Digital Electronics Technology)
FS113329	Diploma in Vocational Education (Building Services Engineering)	FS113331	Diploma in Vocational Education (Fashion Textile Design and Merchandising)
FS113332	Diploma in Vocational Education (Automotive Technology)	FS113333	Diploma in Vocational Education (Beauty Care)
FS113334	Diploma in Vocational Education (Jewellery Arts and Design)	FS113341	Diploma in Vocational Education (Information Technology)
FS113343	Diploma in Vocational Education (Gas Services Engineering)	FS113344	Diploma in Vocational Education (Electrical Engineering)
FS113346	Diploma in Vocational Education (Fitness and Sports Studies)	FS113347	Diploma in Vocational Education (Watch and Clock)
FS113351	Diploma of Vocational Education (Business)	FS113352	Diploma of Vocational Education (Hairdressing)
FS113353	Diploma of Vocational Education (Computer-aided Product Engineering)	FS113354	Diploma of Vocational Education (Mechanical Engineering)
FS113357	Diploma of Vocational Education (Print Media)	FS113358	Diploma of Vocational Education (Digital Electronics Technology)
FS113359	Diploma of Vocational Education (Building Services Engineering)	FS113361	Diploma of Vocational Education (Fashion Textile Design and Merchandising)
FS113362	Diploma of Vocational Education (Automotive Technology)	FS113363	Diploma of Vocational Education (Beauty Care)
FS113364	Diploma of Vocational Education (Jewellery Arts and Design)	FS113371	Diploma of Vocational Education (Information Technology)
FS113373	Diploma of Vocational Education (Gas Services Engineering)	FS113374	Diploma of Vocational Education (Electrical Engineering)
FS113376	Diploma of Vocational Education (Fitness and Sports Studies)	FS113377	Diploma of Vocational Education (Watch and Clock)

2.2 The student must be a Hong Kong resident who is not in receipt of the Comprehensive Social Security Assistance (CSSA) in his / her own name or as a member under the applicant's family. However, the holder of the Grantham Maintenance Grants may receive other forms of financial assistance provided that the aggregate amount of financial assistance received is not excessive.

2.3 The applicant must be financially in need as assessed under a means test. He / She must be a parent of the student. If both parents have deceased or are unable to exercise their guardianship, the applicant must be the guardian who supports the student. Written explanation on why the application is not made by parents of the student must be provided.

2.4 Assessment of eligibility:

- The mechanism for assessment of eligibility (Adjusted Family Income (AFI) mechanism) adopted by the Student Finance Office (SFO) will form the basis of assessing the applicant's financial needs.
- The Grantham Scholarships Fund Committee (Committee) with the assistance of the SFO will assess the financial needs of the applicant's family based on the information provided in this application and / or in the applicant's / the spouse's

application for other financial assistance schemes administered by the SFO.

2.5 Students who are repeaters will not be considered for this application except under very exceptional circumstances.

### 3. Provision / Handling of Personal Data

3.1 It is the responsibility of the applicants to complete the application form fully and truthfully and to provide all supporting documents. Insufficient information / misrepresentation of facts will render the application disqualified for further processing.

3.2 The Committee / the SFO will use the personal data in the application and any supplementary information provided on the request of the SFO for the following purposes:

- Activities relating to the processing and authentication of the application;
- Activities relating to the recovery of overpayments, if any;
- Activities relating to the matching of personal data provided against other databases of the SFO and Social Welfare Department as may be required;
- Statistics and research purposes; and
- Processing of applications related to other student financial assistance schemes administered by the Committee / the SFO / its agents / other relevant government bureaux / departments.

3.3 The personal data and the supplementary information provided may be disclosed to government bureaux / departments, related schools / institute or organisations for the purposes stated in Sub-section 3.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorised or required by law. If necessary, the Committee / the SFO will seek additional information from the applicant, contact other government bureaux / departments and organisations, including the employers of the family members and based on the findings, make adjustments if necessary to the grant. Any willful misrepresentation and concealment of facts revealed will lead to disqualification, restitution of the grant paid in full and possible prosecution by the Police.

3.4 All documents submitted are not returnable. However, in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to obtain, access and make corrections to the personal data in the application. He / she can also obtain copies of his / her personal data subject to the payment of necessary administrative charges. Such request should be addressed to the Secretary of the Committee:

34/F, Wu Chung House,  
213 Queen's Road East,  
Wan Chai, Hong Kong

3.5 Applicants who do not wish to submit the required photocopies of the HKID Cards or other personal data via the school / institute may present them in person by making an appointment with the Committee by phone before the deadline for submission of the applications.

### 4. Application Procedure and Payments of Grants

4.1 The completed application form should be **signed by the School Principal / Head of Department of Institute with School / Institute chop and returned together with the copies of documentary proofs, through the Head of School / Department of Institute, on or before 22 September 2017** to the Secretary of the Committee on 34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

4.2 The Committee will notify the students the results of the applications via their Schools / Institutes in mid-2018. Schools / Institutes will then assist in arranging payments of the grants to successful grantees.

4.3 If the student transfers to a school / an institute and / or course of study other than that indicated in the application form in the year of application, he / she must report the change at once to the Secretary of the Committee; otherwise, his / her application will be considered null and void.

4.4 Students awarded with the grants may be required to refund the amount they received if they fail to complete the course. Grants are not renewable. Successful grantees who wish to continue to receive grants next year must re-apply.

4.5 If there is overpayment due to error of calculation or assessment, applicants are liable to refund the overpaid amount.

### 5. How to Complete the Application Form

#### **WARNING**

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Committee, and possible prosecution by the Police. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

5.1 Application form should be completed in block letters using **black or blue ball pen**. The following points should be carefully studied before completing every item of the form.

#### 5.2 Part I Particulars of Student

- Items 1 & 2: The Name and HKID Card No. of the student should be provided. Please fill in the HKID Card No. with reference to the following example and copy of the student's identity document should be affixed onto Annex 1. If “\*”

or “\*\*\*” is shown on the HKID Card, please circle the “Y” box on the right.

- Items 3 & 4: The Name and address of the School / Institute in English should be provided.
- Item 5: The appropriate box should be circled. For example, if the student-applicant attended Senior Secondary 1 / Secondary 4 in 2016/17 and is going to be promoted to Senior Secondary 2 / Secondary 5 in 2017/18, the information should be provided as shown below:

<b>Part I Particulars of Student</b>						<b>School/Institute's Certification (Completed by School/Institute and with School/Institute Chop)</b>																			
1. Name of Student <small>(As shown on HKID Card)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>C</td><td>H</td><td>A</td><td>N</td><td>S</td><td>I</td><td>U</td><td>M</td><td>A</td><td>N</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>					C	H	A	N	S	I	U	M	A	N									I confirm that the student is a bona fide full-time student of this school/institute attending:	
C	H	A	N	S	I	U	M	A	N																
2. HKID Card No.	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>A</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>(7)</td> </tr> </table>		A	1	2	3	4	5	6	(7)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">陳小文</td> <td style="width: 50%; text-align: center;">9876 5432</td> </tr> <tr> <td style="text-align: center;"><small>Name in Chinese (if applicable)</small></td> <td style="text-align: center;"><small>Telephone No.</small></td> </tr> </table>		陳小文	9876 5432	<small>Name in Chinese (if applicable)</small>	<small>Telephone No.</small>	Secondary___/Senior Secondary___ (For Education Bureau approved secondary school students) or _____ (Year of Study)/ _____(Course Code) (For HKIVE and YC Students)								
A	1	2	3	4	5	6	(7)																		
陳小文	9876 5432																								
<small>Name in Chinese (if applicable)</small>	<small>Telephone No.</small>																								
(Please attach a copy at Annex 1) Alpha          Numeric								_____ (Year of Study)/ _____(Course Code) (For HKIVE and YC Students)																	
If “*” or “***” is shown on the HKID Card, please circle the “Y” box on the right -----								<table border="1" style="width: 30px; height: 30px; margin: auto;"> <tr> <td style="text-align: center; border: 2px solid black;">Y</td> </tr> </table>		Y															
Y																									
3. Name of School/Institute <small>(in English)</small>	SHAM SHUI PO SECONDARY SCHOOL					in the 2017/18 academic year.																			
4. Address of School/Institute <small>(in English)</small>	123 CHEUNG SHA WAN ROAD, SHAM SHUI PO, KOWLOON.					Signature of Head of School/ Department:																			
5. Class/Year (Note: Repeaters will not be considered except under very special circumstances.)								School / Institute Chop:																	
(a) Class/Year attended in the Academic Year 2016/17 <small>(Please circle the appropriate box)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>A S3</td> <td style="border: 2px solid black;">B SS1 /S4</td> <td>C SS2/ S5</td> <td>D SS3/ S6</td> <td>E Year 1</td> <td>F Year 2</td> </tr> <tr> <td colspan="4" style="background-color: #cccccc;">For Education Bureau approved secondary school students</td> <td colspan="2" style="background-color: #cccccc;">For HKIVE and YC Students</td> </tr> </table>		A S3	B SS1 /S4	C SS2/ S5	D SS3/ S6	E Year 1	F Year 2	For Education Bureau approved secondary school students				For HKIVE and YC Students		Date:										
A S3	B SS1 /S4	C SS2/ S5	D SS3/ S6	E Year 1	F Year 2																				
For Education Bureau approved secondary school students				For HKIVE and YC Students																					
(b) Class/Year attended in the Academic Year 2017/18 <small>(Please circle the appropriate box)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>G SS1/ S4</td> <td style="border: 2px solid black;">H SS2 S5</td> <td>I SS3/ S6</td> <td>J Year 1</td> <td>K Year 2</td> <td>L Year 3</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;">For Education Bureau approved secondary school students</td> <td colspan="3" style="background-color: #cccccc;">For HKIVE and YC Students</td> </tr> </table>		G SS1/ S4	H SS2 S5	I SS3/ S6	J Year 1	K Year 2	L Year 3	For Education Bureau approved secondary school students			For HKIVE and YC Students													
G SS1/ S4	H SS2 S5	I SS3/ S6	J Year 1	K Year 2	L Year 3																				
For Education Bureau approved secondary school students			For HKIVE and YC Students																						

- If student-applicant has applied for financial assistance for primary / secondary students for 2017/18 from the SFO, applicants need NOT complete Parts II to VII. They can directly go to Part VIII for completion.

### 5.3 Part III Particulars of Applicant and his / her Spouse

- Items 8-9, 11 & 12-13: The English and Chinese name(s) (if applicable) and HKID Card No. of the Applicant / Spouse as shown on the HKID Card should be provided. Copy of their identity documents should be affixed onto Annex 1. The HKID Card No. should be filled in with reference to the following example. If neither the applicant nor his / her spouse possesses a Hong Kong Identity Card, the number of the identity document and a copy of the document, such as the Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purpose, One-way Permit or Mainland Identity Card should be provided. If the applicant's spouse has deceased, the applicant and his / her spouse have divorced or separated, please leave items 12 & 13 blank, provide relevant supporting documents with specification on the date of decease / divorce / separation and circle the “Y” box for item 11.
- Item 10: The appropriate box should be circled to indicate the relationship between the applicant and the student-applicant. If the applicant is not the parent of the student-applicant, written explanation on why the application is not submitted by the student's parent should be provided separately.
- Items 14 & 15: The residential address and phone no. of the applicant should be provided.

<b>Part III Particulars of Applicant and his/her Spouse</b>																									
8. Name of Applicant <small>(As shown on HKID Card)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>C</td><td>H</td><td>A</td><td>N</td><td>T</td><td>A</td><td>I</td><td>M</td><td>I</td><td>N</td><td>G</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>					C	H	A	N	T	A	I	M	I	N	G								陳大明 <hr/> <small>Name in Chinese (if applicable)</small>	
C	H	A	N	T	A	I	M	I	N	G															
9. Applicant's HKID Card No.	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>A</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>(8)</td> </tr> </table>		A	2	3	4	5	6	7	(8)	<hr/> <small>Name in Chinese (if applicable)</small>														
A	2	3	4	5	6	7	(8)																		
(Please attach a copy at Annex 1) Alpha          Numeric																									
10. Relationship with Student <small>(Please circle the appropriate box. If the applicant is not the parent of the student-applicant, please give a written explanation separately on why the application is not submitted by the student's parent.)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="border: 2px solid black;">M</td> <td>Father</td> <td>N</td> <td>Mother</td> <td>O</td> <td>Others</td> </tr> </table>		M	Father	N	Mother	O	Others																	
M	Father	N	Mother	O	Others																				
11. Spouse: If the applicant's spouse has deceased/the applicant and his/her spouse have divorced or separated, please leave items no. 12 and 13 blank, provide relevant supporting documents with specification on the date of decease/divorce/separation and circle the “Y” box on the right -----								<table border="1" style="width: 30px; height: 30px; margin: auto;"> <tr> <td style="text-align: center; border: 2px solid black;">Y</td> </tr> </table>		Y															
Y																									
12. Name of Spouse <small>(As shown on HKID Card)</small>	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td>W</td><td>O</td><td>N</td><td>G</td><td>L</td><td>A</td><td>I</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>					W	O	N	G	L	A	I											黃麗 <hr/> <small>Name in Chinese</small>		
W	O	N	G	L	A	I																			

**Part III Particulars of Applicant and his/her Spouse**

13. Spouse's HKID Card No.		B	1	2	3	4	5	6	(7)		(if applicable)	
(Please attach a copy at Annex 1)	Alpha		Numeric									
14. Applicant's Residential Address	ROOM 1000, LOK TIN HOUSE, TIN LOK ESTATE, SHAM SHUI PO, KOWLOON.											
15. Applicant's Phone No.	Residential: 1234 5678			Daytime Contact: 3123 4567				Mobile Phone: 3123 4567				

**5.4 Part IV Particulars of Other Family Members**

- Item 16: The data of any other unmarried children living with the applicant should be provided as appropriate (position as of **September 2017**), and the appropriate boxes should be circled to indicate their present status as shown in the following example. Copy of their identity documents should be affixed onto Annex 1. If the child has just graduated from school in the 2016/17 academic year, please circle the box under "Just Graduated" and provide a copy of the graduation certificate or the student ID card.
- Item 17: The data of the parent(s) who are dependent on the applicant should be provided and the appropriate box circled to indicate the status of their dependency as shown in the following example. Copy of their identity document(s) should be affixed onto Annex 1, and the relevant documents submitted as proofs. Dependent parent means any of the applicant's parents, including in-laws, who is not in receipt of CSSA at the time of submission of application (excluding Old Age Allowance / Old Age Living Allowance / Disability Allowance). They must, throughout the normal assessment year (1 April 2016 to 31 March 2017), not in employment and meet any one of the following conditions for at least 6 months -
  - (a) resided with the applicant's family; or
  - (b) resided in premises owned or rented by the applicant or his / her spouse; or
  - (c) resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

**Remarks: Applicant or his / her spouse should continue to support their parent in the 2017/18 school year and the form of support should be similar to that in the year of assessment. Besides, as the number of family members may affect directly the level of assistance the applicant's family is eligible for, please send the completed application form together with documentary proof for supporting the parents (e.g. tenancy agreement, residential address proof or receipt of the home for the elderly, etc.) to the Secretary of the Committee.**

**Part IV Particulars of Other Family Members**

16. Unmarried Children Residing with the Family (Position as of <b>September 2017</b> )											
Name (Excluding the Student-Applicant)	HKID Card No. (Please attach a copy at Annex 1)							Present Status (Please circle the appropriate box)			
								Studying (Exclude part-time studies)	Employed	Just Graduated#	Unemployed / Others
(a) <u>CHAN SIU TIN</u>	Alpha A	Numeric 6 5 4 3 2 1	(0)	<input type="checkbox"/> P	<input type="checkbox"/> Q	<input checked="" type="checkbox"/> R	<input type="checkbox"/> S				
(b) <u>CHAN SIU FU</u>	A	5 4 3 2 1 5	(2)	<input checked="" type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/> R	<input type="checkbox"/> S				
(c) <u>CHAN SIU WA</u>	A	8 7 6 5 4 3	(1)	<input type="checkbox"/> P	<input checked="" type="checkbox"/> Q	<input type="checkbox"/> R	<input type="checkbox"/> S				
#If the child has just graduated from school/institute in the academic year 2016/17, please circle the box and provide a copy of the graduation certificate or the student ID card.											
17. Dependent Parent (Should <u>not</u> be a recipient of the Comprehensive Social Security Assistance (CSSA)) (Please refer to Paragraph 5.4 of the Guidance Notes for definition of "Dependent Parent". Please also provide supporting documents for dependence of the parents including tenancy agreement, residential address proof or receipt of the home elderly, etc.)											
	HKID Card No. (Please attach a copy at Annex 1)							Status (Please circle the appropriate box)			
								at least 6 months during 1.4.2016 to 31.3.2017			
								Residing with the applicant's family	Resided in premises owned or rented by the applicant or his/her spouse	Resided in an elderly home and the expenses were fully paid by the applicant or his/her spouse OR totally supported by the applicant or his/her spouse	
(a) <u>CHAN HEI LOK</u>	Alpha A	Numeric 7 1 2 3 4 5	(6)	<input type="checkbox"/> T	<input type="checkbox"/> U	<input checked="" type="checkbox"/> V					
(b) _____			( )	<input type="checkbox"/> T	<input type="checkbox"/> U	<input type="checkbox"/> V					
Name of Spouse's Parent(s)											
(a) _____	Alpha	Numeric	( )	<input type="checkbox"/> T	<input type="checkbox"/> U	<input type="checkbox"/> V					



Items to be reported		Items need not be reported	
5	Wages in lieu of notice of dismissal	5	Loans
6	Business profits and other income earned by means of self employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	6	Lump sum retirement gratuity / Provident Fund
7	Alimony	7	Inheritance
8	Contributions from any person(s) not residing with the applicant's family to any of the applicant's family member(s) (including money or contribution for housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	8	Charity donations
9	Interests from fixed deposits, stocks, shares & bonds, etc.	9	Comprehensive Social Security Assistance
10	Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and Overseas)	10	Retraining allowance / Work Incentive Transport Subsidy / Low-income Working Family Allowance
11	Monthly pension / Widow's & Children's Compensation	11	Insurance / Accident / Injury indemnity
		12	MPF / Provident Fund contribution by employee

**5.6 Part VI Comprehensive Social Security Assistance (CSSA): Excluding Old Age Allowance / Old Age Living / Disability Allowance**

- Item 19: If the student-applicant is receiving CSSA in his / her own name or as a member under the applicant's family, please circle the "Y" box on the right and the application will not be considered. Otherwise, please leave the part blank.
- Item 20: If any other family members are receiving CSSA, the "Y" box should be circled as appropriate and the names of the family members who are in receipt of CSSA, the effective date and the reference no. should be provided. Reference can be made to the following example. Relevant documents should be attached as proof, such as the notification letter or the Certificate of Medical Waiver for CSSA recipients. Otherwise, please leave the part blank.
- If the applicant / any other family member(s) were CSSA recipients during the period from 1 April 2016 to 31 March 2017, please provide the relevant documents. If the student-applicant has successfully applied for CSSA after submitting the application form, this should be reported to the SFO as soon as practicable.

Part VI Comprehensive Social Security Assistance (CSSA): Excluding Old Age Allowance/Old Age Living Allowance/Disability Allowance			
19. If the student-applicant is receiving CSSA from the Social Welfare Department (SWD), please circle the "Y" box on the right -----			<input type="checkbox"/> Y *
20. If any other family members are receiving CSSA from the SWD, please circle the "Y" box on the right -----			<input checked="" type="checkbox"/> Y *
* Please specify the name(s) of the family member(s), the effective date and the CSSA reference number below and attach documentary proofs such as the notification letter or the Certificate of Medical Waiver for CSSA recipients.			
Name(s) of the family member(s)	Effective date	CSSA reference no.	Attention: (1) <u>The student-applicant must not be in receipt of CSSA in his/her own name or under the applicant's family.</u> (2) If the applicant/any family member(s) received CSSA during the period from <u>1 April 2016 to 31 March 2017</u> , please provide the relevant documents. (3) If the student-applicant has successfully applied for CSSA after submitting this application, please inform the SFO as soon as practicable.
(a) CHAN HEI LOK	1.4.2016 – 30.4.2017	CW1-C-11111	
(b)			

**5.7 Part VII Other Special Family Information**

- Items 21 & 22: Other special family information which the applicant wishes to provide for the Committee's special consideration should be detailed in Part VII with relevant documentary proof. Reference can be made to the following example. The box(es) "Y" should be circled as appropriate and written explanation should be provided separately. Otherwise, please leave the part blank.
- If applicant has incurred medical expenses for family members (for family members who are chronically ill or permanently incapacitated) during the period from 1 April 2016 to 31 March 2017, he / she may state details of the situation in Part VII of the application form. Applicant should provide relevant medical certificate(s) and receipt(s) issued by the hospital / clinics / registered practitioners to the SFO for consideration of deduction such expenses (the ceiling of deductible amount for each family member is \$20,230 per year in 2017/18).

Part VII Other Special Family Information	
21. If the applicant has filled in any unmarried child in Part IV who is <b>not</b> a self-bearing child, please specify his/her name below, give written explanation separately to state the reasons for declaring him/her as family member, provide relevant documents and circle the "Y" box on the right ----- Chan Siu-wa is not a self-bearing child but I consider him as my family member. Please see the attachment for further explanation.	<input checked="" type="checkbox"/> Y
22. If the applicant has any special financial hardship/has incurred medical expenses for family members who are <b>chronically ill or permanently incapacitated</b> , please give written explanation separately to state the nature of incapacity or chronic illness, relevant duration, medical expenses incurred, provide relevant supporting documents and circle the "Y" box on the right -----	<input type="checkbox"/> Y

**5.8 Part VIII Declaration**

- The paragraphs should be read through carefully. If the applicant fully understands and agrees to the content of the declaration, he / she should sign and fill in the date in the space provided. The one who signs the application form should be the applicant provided in Part III of the form.
- If the applicant has applied for financial assistance for primary or secondary students for 2017/18 from the SFO and hence needs not complete Part III, the one who signs Part VIII of the form should be the parent of the student-applicant, or the guardian when the former is not available.

#### 5.9 Part IX Checklist

- The checklists should be read through to ensure that copies of the relevant documents have been provided as attachments to this form. Annexes 1-4 will facilitate the applicant to provide relevant documentary proof for assessment.
- **Annex 1 - Copies of HKID Cards / Mailing Address:** The copies of the HKID Cards of all the family members the applicant has mentioned in this form should be pasted. The applicant's mailing address should be put down in the space provided.
- **Annex 2 – Self-prepared Income Breakdown:** If the applicant / applicant's spouse / unmarried children residing with the family are self-employed (except those described in Annex 4), or have no fixed income, and cannot produce any income proofs, Annex 2 should be filled in.
- **Annex 3 – Income Certificate:** If the applicant / applicant's spouse / unmarried children residing with the family are salaried but cannot produce Salary Statement, Salaries Tax Demand Note, Bank Statement showing autopayment of salaries or other income proofs, this form should be completed. The applicant may make copy of the form if more than one income certificate are necessary.
- **Annex 4 – Profit and Loss Account:** If the applicant / applicant's spouse / unmarried children residing with the family are self-employed vehicle driver, sole proprietor or partner of partnership business, Annex 4 should be completed.

#### 6. Enquiries

Enquiries on application for the Grantham Maintenance Grants should be addressed to the Secretary of the Committee on 34/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Office Hours:	Monday to Friday 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.
Telephone Enquiry Hotline:	3718 6888
Website Address:	<a href="http://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm">http://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm</a>

#### Important Notes

- Failure to produce relevant documents without good reasons may lead to rejection of the application.
- All applications and documents submitted are not returnable. Applicants are advised to make their own copies for retention, if necessary.
- Applicants who do not wish to submit the required photocopies of the HKID Cards via the School / Institute may present them in person by making an appointment with the Committee by phone before the deadline for submission of their applications.