

For Service Unit Use Only

Application No.:	V	-				
Application Date:	_____dd_____mm_____yyyy (the date when the duly completed application form together with copies of all the required documents reach the service unit)					
Means Test/Home Visit:	completed on _____dd_____mm_____yyyy (if applicable)					

**Community Care Fund (CCF)
 “One-off Living Subsidy for Low-income Households Not Living in Public Housing and
 Not Receiving Comprehensive Social Security Assistance” programme (2020) (the Programme)**

Application Form

Attention: 1. Applicants should read carefully the “Programme Brief” of the P...
 2. Applicants are required to submit the completed Form **together with** the **Programme Brief** to the service units assisting in the implementation of the P...

Please ensure that all parts in the application form are duly completed. Inaccurate or incomplete information may lead to delay or application not to be processed further

Part 1 : Personal Particulars of the Applicant

Name in Chinese: 陳大文 Name in English: Chan Tai Man

Hong Kong Identity Card No. (see Note 2): Z123456 **Please choose the appropriate type of identity documents** 01 dd 05 mm 1983 yyyy

(Please put a “✓” in the appropriate box below)

Type of Identity Document: Hong Kong Permanent Identity Card Gender: Male Female
 Hong Kong Identity Card

Hong Kong mobile phone no.: 9876 5432 Home/Other telephone no.: 2345 6789

Hong Kong residential address District Sham Shui Po No. and Name of Street / Lot No. 887 Un Chau Street
 No. and Name of Estate / Village _____

(see Note 3) Name of Building Un Chau Building Floor 6 Flat/Room A

Hong Kong residential rent from the Hong Kong residential address): _____

Please fill in local rental / residential address

(Please fill in the number of person(s) in the boxes below as appropriate)

Household member(s) (see Note 4) :_

(a) eligible person(s) at the age of 18 or above (must fill in Part 5 of this Form)

(b) eligible person(s) under the age of 18 and/or those who are incapable of managing their own affairs and/or mentally incapacitated (see item 8(b) of the Programme Brief and must fill in Part 6 of this Form)

(c) ineligible person(s) (see Note 5)

Total number of household member(s) : person(s) (including the applicant and the persons mentioned in items (a), (b) and (c) above)

If no ineligible person is included, please fill in ‘0’

The total number of household member(s) must include the principal applicant and the persons mentioned in items (a), (b) and (c) above

Part 2 : Disbursement of the Subsidy

The applicant may choose to receive the subsidy through b... the appropriate box below):

Bank Transfer (The applicant must provide below bank account solely under his/her name. The account holder must be the same as the applicant.)

Name of Bank: HSBC

Bank Account No.:

0	0	4	5	4	3	2	1	6	7	8	9	0	1	3
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Order Cheque in his/her name (The applicant must collect the cheque at the designated service unit (see Note 1) in person within the specified period. Please see item 10(f) of the Programme Brief.)

If the applicant chooses to receive the subsidy through bank transfer, the applicant must provide his/her local Hong Kong dollar savings/ current bank account solely under his/her name.

- Note 1 The list of service units assisting in the implementation of the Programme Brief is available at the designated service unit. Applicants should affix sufficient postage when submitting applications. The applicant is responsible for any delayed submission or non-delivery of applications.
- Note 2 Or the number of a Certificate of Exemption (if applicable).
- Note 3 For homeless persons, they are required to provide the location where they usually sleep or the name of the emergency / temporary shelter / hostel / short-term hostel in which they are staying.
- Note 4 Including the applicant’s and/or the applicant’s eligible household member(s)’ parents, who reside in non-subsidised places of private residential care homes for the elderly; and/or their household members who reside in non-subsidised places of private residential care homes for persons with disabilities; and/or household member(s) who reside in a university student hostel (see items 3 and 4 of the Programme Brief).
- Note 5 Including Comprehensive Social Security Assistance recipients, persons who have entered Hong Kong not for the purpose of settlement (e.g. two-way permit holders), and/or persons who have demonstrated to the satisfaction of the Immigration Department (ImmD) that they have adequate financial means to sustain their living in Hong Kong before they are issued with a visa / entry permit by the ImmD (see items 2(d) and 2(f) of the Programme Brief).

Part 3 : Written Declaration (For the Applicant)

1. I, the undersigned, declare that I am **Please fill in the average monthly household income in the past 3 months** as stated in Part 1 of this Form.
2. I hereby declare and confirm that:
- (a) I and the person(s) specified in Part 5 and Part 6 of this Form is (are) of one single household and my (our) average monthly household income in the past 3 months was HK\$ 25,000, which does not exceed the income limit applicable to the relevant household size under the Programme (see item 2(b) of the Programme Brief);
- (b) I and the person(s) specified in Part 5 and Part 6 of this Form (except the parents residing in non-subsidised places of private residential care homes for the elderly/the household members residing in non-subsidised places of private residential care homes for persons with disabilities/in university accommodation at the Hong Kong residential address indicated in Part 1 of this Form of the Programme Brief) belongs to the following type (please put a "✓" in the appropriate box):
- (i) Rented private permanent housing (see Note 6) of the following category:
- | | |
|--|---|
| <input type="checkbox"/> independent unit | <input type="checkbox"/> room (cubicle / solid-partitioned cubicle) |
| <input checked="" type="checkbox"/> sub-divided unit | <input type="checkbox"/> bedspace/cockloft; or |
| <input type="checkbox"/> A rented unit in an industrial building; or | |
| <input type="checkbox"/> A rented unit in a commercial building; or | |
| <input type="checkbox"/> A rented unit in social housing operated by non-governmental organisations (NGOs) (see Note 7). | |
- Please fill in the rent paid in the last month**
- The rent paid for the above accommodation last month was HK\$ 10,500, and the average monthly rent paid in the past 3 months was HK\$ 9,600, (see Note 8), which does not exceed the rent limit applicable to the relevant household size under the Programme (see item 2(c) of the Programme Brief). In addition, the accommodation is not a private flat (see Note 9), husband or wife (see item 2(g) of the Programme Brief), a flat **with premium paid** (see Note 6) or a flat having successfully joined the Home Ownership Scheme, the Tenants Purchase Scheme or the T-home "Letting Scheme for Subsidised Sale Developments with Premium Unpaid".**
- Please fill in the average monthly rent paid in the past 3 months**
- (ii) A bedspace provided under the Home Affairs Department's Singleton Hostel Programme, or a hostel bedspace provided by NGOs for rehabilitated offenders (see Note 10).
- (iii) An emergency/temporary shelter / hostel / short-term hostel operated by NGOs, or the Housing Department's Po Tin Transit Centre in Tuen Mun / Lung Tin Transit Centre in Tai O (see Note 10).
- (iv) Temporary housing (see Note 11) of the following category:
- | | |
|---|---|
| <input type="checkbox"/> squatter structure | <input type="checkbox"/> licensed structure |
| <input type="checkbox"/> roof-top structure | <input type="checkbox"/> other temporary housing. |
- (v) A vessel.
- (vi) Street sleeping. I have been sleeping on the street for at least 7 consecutive days as at the submission date of the application.
- (c) I do not receive Comprehensive Social Security Assistance (see item 2(d) of the Programme Brief).
- (d) I do not own a property in Hong Kong (see item 2(e) of the Programme Brief).
- (e) I do not belong to those persons who have entered Hong Kong not for the purpose of settlement, and/or those who have demonstrated to the satisfaction of the ImmD that they have adequate financial means to sustain their living in Hong Kong before they are issued with a visa / entry permit by the ImmD (applicable to those who are not Hong Kong permanent residents, see item 2(f) of the Programme Brief).

Signature of the Applicant

Date: 3/7/2020

Applicant must sign in person and fill in the signature date

Note 6 Including all private residential flats, rooms (cubicles / solid-partitioned cubicles), sub-divided units, bedspaces / cocklofts, villas / bungalows / modern village houses, simple stone structures / traditional village houses, staff quarters, subsidised sale flats **with premium paid** (including flats under the Home Ownership Scheme and the Tenants Purchase Scheme), flats under the T-home "Letting Scheme for Subsidised Sale Developments with Premium Unpaid" and Tai Hang Sai Estate.

Note 7 Social housing refers to transitional social housing projects supported by the relevant bureau(x) and operated by NGOs.

Note 8 The applicant is required to submit copies of rent receipts showing one of the household members as the tenant of the accommodation concerned, the residential address and the monthly rent. If the accommodation is a flat under the T-home "Letting Scheme for Subsidised Sale Developments with Premium Unpaid", a copy of the "Certificate of Participation - Tenant" must be submitted.

Note 9 Including legally recognised adoptive parents/children and those illegitimate children.

Note 10 The applicant is required to submit documentary proof of staying in these emergency/temporary shelters, hostels or short-term hostels (such as rent receipts or the proof of occupancy issued by the shelter/hostel).

Note 11 Including Temporary Housing Area units, and private temporary housing such as roof-top structures, squatter structures, licensed structures (i.e. domestic structures licensed by the Lands Department), huts, places not intended for residential purpose (such as landings, staircases, corridors, etc.), contractor's matsheds and nissen huts.

Part 4 : Declaration and Undertaking by the Applicant (For the Applicant)

3. I, the undersigned, declare that I am the holder of the Hong Kong Identity Card with the number stated in Part 1 of this Form.
4. I have read / have been read carefully the Personal Data Collection Statement (see Note 12) at Appendix 1 and the Programme Brief at Appendix 2 of this Form and I fully understand their content. I understand and agree that all terms and conditions of the Personal Data Collection Statement (including item 6 of the Personal Data Collection Statement, if applicable) and the Programme Brief apply to me and all the person(s) (if applicable) specified in Part 5 and Part 6 of this Form. I also understand and agree that my application is bound by all the terms and conditions stated in Part 3 and Part 4 of this Form.
5. I authorise and give my consent for the CCF Secretariat[#], the Commission on Poverty (CoP), the CCF Task Force under the CoP and the relevant policy bureaux and departments of the Government of the Hong Kong Special Administrative Region (the Government) to use my data (including my personal data in their possession, information provided by me in this Form and other information I have submitted / may submit under the Programme) to process my application (including ascertaining the eligibility of myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form under the Programme), to make arrangements for receiving the subsidy under the Programme, to conduct relevant vetting and/or investigation and to fulfil any other uses directly related to such purposes. I give my consent to disclose my personal data to any other parties if the disclosure is deemed necessary for such vetting and/or investigation. Relevant policy bureaux and departments include, but are not limited to, the Home Affairs Bureau (HAB), the ImmD, the Land Registry, the Social Welfare Department (SWD) and other relevant Government offices involved in the administration and operation of the Programme. I also authorise and give my consent to the policy bureaux/departments/organisations/companies holding my personal data to disclose such data to the CCF Secretariat for processing my application and making arrangement for releasing the subsidy under the Programme.
6. I give my consent for the CCF Secretariat[#] to check my data against my personal data held by the Land Registry and/or the SWD and/or other policy bureaux/departments of the Government for processing my application and making arrangements for receiving the subsidy under the Programme (see Note 13). I understand that the checking procedure is conducted to ascertain the eligibility of myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form under the Programme. I and/or the person(s) specified in Part 5 and/or Part 6 of this Form will not be granted a subsidy under the Programme in case I am ineligible.
7. I confirm that I have obtained the consent of the person(s) specified in Part 5 and/or the parents / guardians / agents / legal guardians of the person(s) specified in Part 6 of this Form (if applicable) and other relevant person(s) that their personal data and/or the information provided in this Form have been or will be submitted (as necessary) to the CCF Secretariat[#] for processing my application (including ascertaining the eligibility of myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form under the Programme) and any other directly related purposes, for vetting and/or investigation relating to my application and the arrangements for receiving the subsidy under the Programme, and for the disclosure of the data by the CCF Secretariat[#] to any other parties if the disclosure is deemed necessary for such vetting and/or investigation.
8. I understand and agree that the CCF Secretariat[#] has the right to conduct a comprehensive examination in the course of processing my application or after the disbursement of subsidy to verify that the information submitted by me is true, complete and accurate. I and the person(s) specified in Part 5 and Part 6 of this Form (if any) will fully co-operate with the CCF Secretariat[#], including providing the CCF Secretariat[#] with detailed income information and other information of myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form for examination. The CCF Secretariat otherwise has the right to disqualify me and/or the person(s) specified in Part 5 and/or Part 6 of this Form from being eligible for the Programme, and/or request my repayment of the subsidy disbursed (including the subsidy I received for myself and/or for the eligible person(s) specified in Part 5 and/or Part 6 of this Form under the Programme).
9. I agree that the subsidy for myself and/or the eligible person(s) specified in Part 5 and/or Part 6 of this Form under the Programme be paid directly into my bank account as specified in Part 2 of this Form, or that the order cheque be arranged and issued to me by the CCF Secretariat[#]. I agree and undertake to notify the CCF Secretariat[#] forthwith of its overpayment or payment of subsidy by mistake to me and/or to the eligible person(s) specified in Part 5 and/or Part 6 of this Form under the Programme and refund the amount certified by the CCF Secretariat as overpaid or paid by mistake. If I have chosen to receive subsidy through bank transfer, I thus authorise the bank specified in Part 2 of this Form to debit from my bank account the amount certified by the CCF Secretariat as overpaid or paid by mistake to me and/or the eligible person(s) specified in Part 5 and/or Part 6 of this Form.
10. I declare and confirm that all information provided in this Form and other information submitted / to be submitted under the Programme are true and correct. I understand that if I knowingly or wilfully make a false statement or withhold information or otherwise mislead the CCF Secretariat[#] for the purpose of obtaining a subsidy under the Programme for myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form, I am liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain a subsidy under the Programme for myself and/or the person(s) specified in Part 5 and/or Part 6 of this Form by deception is a criminal offence. Apart from failure to obtain a subsidy under the Programme, I and/or the person(s) specified in Part 5 and/or Part 6 of this Form are also liable to prosecution and, on conviction, to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210, Laws of Hong Kong).
11. I understand and agree that the decision of the CCF Secretariat on the application submitted by me and the person(s) specified in Part 5 and Part 6 of this Form (if applicable) shall be final.

[#] Including its agents/contractors (including but not limited to the service units listed in Annex 1 of the Programme Brief)

Signature of the Applicant



Date: 3/7/2020

Applicant must sign in person and fill in the signature date

Note 12 If you wish to receive information about the CCF or other assistance programmes in the future, please give your consent by signing your name at the bottom part of the Personal Data Collection Statement and return it together with the duly completed Form to the CCF Secretariat through service units.

Note 13 In case the findings of data verification show that the applicant is ineligible under the Programme, the eligible person(s) (if applicable) specified in Part 5 of this Form should authorise among themselves one person as the applicant and re-submit the application.

Part 5 : Information of and Declaration by the First Eligible Person at the Age of 18 or Above (if applicable)

(Attention: Each eligible person at the age of 18 or above is required to complete this part separately.)

Personal Particulars

Fill in the personal particulars of the first eligible person at the age of 18 or above

Name in Chinese : 黃小絹 Name in English : Wong Siu Kuen
Hong Kong Identity Card No. (see Note 2): R789456 (2) Date of Birth : 05 dd 09 mm 1978 yyyy
Type of Identity Document: Hong Kong Permanent Identity Card Gender: Male Female
 Hong Kong Identity Card
Residence (see Note 4): Residing with the Applicant Residing in a non-subsidised place of a private residential care home for the elderly / a private residential care home for persons with disabilities
 Residing in a university student hostel Name of the Home: _____
Monthly fee: _____
(Please put a “✓” in the appropriate box above)

Please choose the appropriate type of identity documents

Declaration and Undertaking

1. I, the undersigned, declare that I am the holder of the above Hong Kong Identity Card with the number stated above.
 2. I have read / have been read carefully the Personal Data Collection Statement at Appendix 1 and the Programme Brief at Appendix 2 of this Form and I fully understand their content. I understand and agree that all terms and conditions of the Personal Data Collection Statement (including item 6, if applicable) and the Programme Brief apply to me and the applicant and all the person(s) (if applicable) specified in Part 5 and Part 6 of this Form. I also understand and agree that my application is bound by all the terms and conditions of this Part.
 3. I understand that application under the Programme is made on a “household” basis, and I give my consent for the applicant to make an application on my behalf to the CCF Secretariat#. Should the application be successful, I give my consent for the applicant to collect my subsidy on my behalf. I understand and agree to relinquish my rights to make an application and receive the subsidy in my capacity as applicant.
 4. I declare and confirm that the accommodation in private permanent housing / an industrial building / a commercial building given in Part 1 of this Form is rented by me and the applicant and other person(s) specified in Part 5 and the person(s) specified in Part 6 of this Form (except the parents residing in non-subsidised places of private residential care homes for the elderly/household members residing in non-subsidised places of private residential care homes for persons with disabilities/university student hostels), and that the flat is not a property owned by my father, mother, son, daughter (see Note 9), husband or wife.
 5. (If applicable) I confirm that I am residing in a non-subsidised place of a private residential care home for the elderly/ a private residential care home for persons with disabilities/a university student hostel. The applicant and/or other person(s) specified in Part 5 of this Form provide support for me to cover my living expenses.
 6. I declare and confirm that I do not receive Comprehensive Social Security Assistance (see item 2(d) of the Programme Brief).
 7. I declare and confirm that I do not own a property in Hong Kong (see item 2(e) of the Programme Brief).
 8. I declare and confirm that I do not belong to those persons who have entered Hong Kong not for the purpose of settlement, and/or those who have demonstrated to the satisfaction of the ImmD that they have adequate financial means to sustain their living in Hong Kong before they are issued with a visa / entry permit by the ImmD (applicable to those who are not Hong Kong permanent residents, see item 2(f) of the Programme Brief).
 9. I authorise and give my consent for the CCF Secretariat#, the Commission on Poverty (CoP), the CCF Task Force under the CoP and the relevant policy bureaux and departments of the Government of the Hong Kong Special Administrative Region (the Government) to use my data (including my personal data in their possession, information provided by me in this Form and other information I have submitted / may submit under the Programme) to process my application (including ascertaining the eligibility of myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form under the Programme), to make arrangements for receiving the subsidy under the Programme, to conduct relevant vetting and/or investigation and to fulfil any other uses directly related to such purposes. I give my consent to disclose my personal data to any other parties if the disclosure is deemed necessary for such vetting and/or investigation. Relevant policy bureaux and departments include, but are not limited to, the HAB, the ImmD, the Land Registry, the SWD and other relevant Government offices involved in the administration and operation of the Programme. I also authorise and give my consent to the policy bureaux/departments/organisations/companies holding my personal data to disclose such data to the CCF Secretariat for processing my application and making arrangement for releasing the subsidy under the Programme.
 10. I give my consent for the CCF Secretariat# to check my data against my personal data held by the Land Registry and/or the SWD and/or other policy bureaux/departments of the Government for processing the application submitted by the applicant and making arrangements for receiving the subsidy under the Programme. I understand that the checking procedure is conducted to ascertain the eligibility of myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form under the Programme. I and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form will not be granted a subsidy under the Programme in case I am ineligible.
 11. I declare and confirm that all information provided in this Form and other information submitted / to be submitted by me and the applicant on my behalf under the Programme are true and correct. I understand that if I knowingly or wilfully make a false statement or withhold information or otherwise mislead the CCF Secretariat# for the purpose of obtaining a subsidy under the Programme for myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form, I am liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain a subsidy under the Programme for myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form by deception is a criminal offence. Apart from rendering me and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form ineligible for a subsidy under the Programme, I am also liable to prosecution and, on conviction, to imprisonment for a maximum of 14 years under the Theft Ordinance.
 12. I understand and agree that the person(s) specified in Part 6 of this Form will not be granted a subsidy under the Programme in case I am ineligible.
- # Including its agents/contractors (including but not limited to the service units listed in Annex 1)

Please ensure that the declaration is signed in person by a household member mentioned above and the signature date is filled

Signature: [Signature] Date: 3/7/2020

Part 5 : Information of and Declaration by the Second Eligible Person at the Age of 18 or Above (if applicable)

(Attention: Each eligible person at the age of 18 or above is required to complete this part separately. If there are more than two _____ for completion.)

If there is a second eligible person at the age of 18 or above, please fill in his/her personal particulars.

Personal Particulars

Name in Chinese : _____ Name in English : _____
Hong Kong Identity Card No. (see Note 2): _____ () Date of Birth : ____ dd ____ mm ____ yyyy
Type of Identity Document: Hong Kong Permanent Identity Card Gender: Male Female
 Hong Kong Identity Card
Residence (see Note 4): Residing with the Applicant Residing in a non-subsidised place of a private residential care home for the elderly / a private residential care home for persons with disabilities
 Residing in a university student hostel Name of the Home: _____
Monthly fee: _____

(Please put a “✓” in the appropriate box above)

Declaration and Undertaking

1. I, the undersigned, declare that I am the holder of the above Hong Kong Identity Card with the number stated above.
2. I have read / have been read carefully the Personal Data Collection Statement at Appendix 1 and the Programme Brief at Appendix 2 of this Form and I fully understand their content. I understand and agree that all terms and conditions of the Personal Data Collection Statement (including item 6, if applicable) and the Programme Brief apply to me and the applicant and all the person(s) (if applicable) specified in Part 5 and Part 6 of this Form. I also understand and agree that my application is bound by all the terms and conditions of this Part.
3. I understand that application under the Programme is made on a “household” basis, and I give my consent for the applicant to make an application on my behalf to the CCF Secretariat[#]. Should the application be successful, I give my consent for the applicant to collect my subsidy on my behalf. I understand and agree to relinquish my rights to make an application and receive the subsidy in my capacity as applicant.
4. I declare and confirm that the accommodation in private permanent housing / an industrial building / a commercial building given in Part 1 of this Form is rented by me and the applicant and other person(s) specified in Part 5 and the person(s) specified in Part 6 of this Form (except the parents residing in non-subsidised places of private residential care homes for the elderly/household members residing in non-subsidised places of private residential care homes for persons with disabilities/university student hostels), and that the flat is not a property owned by my father, mother, son, daughter (see Note 9), husband or wife.
5. (If applicable) I confirm that I am residing in a non-subsidised place of a private residential care home for the elderly/a private residential care home for persons with disabilities/a university student hostel. The applicant and/or other person(s) specified in Part 5 of this Form provide support for me to cover my living expenses.
6. I declare and confirm that I do not receive Comprehensive Social Security Assistance (see item 2(d) of the Programme Brief).
7. I declare and confirm that I do not own a property in Hong Kong (see item 2(e) of the Programme Brief).
8. I declare and confirm that I do not belong to those persons who have entered Hong Kong not for the purpose of settlement, and/or those who have demonstrated to the satisfaction of the ImmD that they have adequate financial means to sustain their living in Hong Kong before they are issued with a visa / entry permit by the ImmD (applicable to those who are not Hong Kong permanent residents, see item 2(f) of the Programme Brief).
9. I authorise and give my consent for the CCF Secretariat[#], the Commission on Poverty (CoP), the CCF Task Force under the CoP and the relevant policy bureaux and departments of the Government of the Hong Kong Special Administrative Region (the Government) to use my data (including my personal data in their possession, information provided by me in this Form and other information I have submitted / may submit under the Programme) to process my application (including ascertaining the eligibility of myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form under the Programme), to make arrangements for receiving the subsidy under the Programme, to conduct relevant vetting and/or investigation and to fulfil any other uses directly related to such purposes. I give my consent to disclose my personal data to any other parties if the disclosure is deemed necessary for such vetting and/or investigation. Relevant policy bureaux and departments include, but are not limited to, the HAB, the ImmD, the Land Registry, the SWD and other relevant Government offices involved in the administration and operation of the Programme. I also authorise and give my consent to the policy bureaux/departments/organisations/companies holding my personal data to disclose such data to the CCF Secretariat for processing my application and making arrangement for releasing the subsidy under the Programme.
10. I give my consent for the CCF Secretariat[#] to check my data against my personal data held by the Land Registry and/or the SWD and/or other policy bureaux/departments of the Government for processing the application submitted by the applicant and making arrangements for receiving the subsidy under the Programme. I understand that the checking procedure is conducted to ascertain the eligibility of myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form under the Programme. I and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form will not be granted a subsidy under the Programme in case I am ineligible.
11. I declare and confirm that all information provided in this Form and other information submitted / to be submitted by me and the applicant on my behalf under the Programme are true and correct. I understand that if I knowingly or wilfully make a false statement or withhold information or otherwise mislead the CCF Secretariat[#] for the purpose of obtaining a subsidy under the Programme for myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form, I am liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain a subsidy under the Programme for myself and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form by deception is a criminal offence. Apart from rendering me and/or the applicant and/or other person(s) specified in Part 5 and/or the person(s) specified in Part 6 of this Form ineligible for a subsidy under the Programme, I am also liable to prosecution and, on conviction, to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210, Laws of Hong Kong).
12. I understand and agree that _____ person(s) specified in Part 5 and the _____ person(s) specified in Part 5 and the _____

Please ensure that the declaration is signed in person by a household member mentioned above and the signature date is filled

Signature: _____ Date: _____

Part 6 : Information of the First Eligible Person who is Under the Age of 18 / Incapable of Managing His/Her Own Affairs / Mentally Incapacitated and Declaration by His/Her Parent / Guardian / Agent / Legal Guardian (if applicable)

(Attention: Each eligible person who is under the age of 18 is required to have this part completed separately by his/her parent/guardian; and each eligible person who is under the age of 18 and is incapable of managing his/her own affairs / mentally incapacitated is required to have this part completed separately by his/her parent/guardian/agent/legal guardian. If you are not the parent/guardian/agent/legal guardian of the eligible person, please contact the service unit for Supplemental Information.)

Fill in the personal particulars of first eligible person who is under the age of 18 / incapable of managing his/her own affairs / mentally incapacitated

Personal Particulars of Eligible Person

Name in Chinese: 陳小軒 Name in English: Chan Siu Hin Date of Birth: 01 dd 08 mm 2016 yyyy

Type of Identity Document: Hong Kong Permanent Identity Card Hong Kong Identity Card
 Hong Kong Birth Certificate (applicable to the person under the age of 11 only)

Please choose the appropriate type of identity documents

For eligible person(s) who is under the age of 18, this part must be filled by his/ her parents/ guardian.

For eligible person(s) who is incapable of managing his/her own affairs / mentally incapacitated, this part must be filled by his/ her agent/ legal guardian.

If you do not hold any of the above identity documents, please specify the type of document: Permit Document of Identity for Visa Purposes Document of Identity for Proceeding to Hong Kong and Macau (i.e. "DIP")

Identity Document No.: H984561 (3)

Residence: (see Note 4) Residing with the Applicant Residing in a non-subsidised private residential care home for the elderly / a private residential care home for persons with disabilities
 Residing in a university student hostel
Name of the Home: _____
Monthly fee: _____
(Please put a "✓" in the appropriate box above)

Choose the appropriate residence

Declaration and Undertaking by Parent / Guardian / Agent / Legal Guardian (see item 8(b) of the Programme Brief)

- I, the undersigned, declare that my relationship to the holder of the above identity document with the number stated above (hereinafter referred to as "the above person") is:
 Father Mother Guardian Agent Legal Guardian (Please put a "✓" in the appropriate box.)
- I confirm that I can, on behalf of the above person, give consent for the application as the following conditions have been met:
(a) the above person is:
(i) a minor; or
(ii) incapable of managing his/her own affairs; or
(iii) specified as mentally incapacitated under the Programme;
(b) the above person is incapable of both understanding the purpose of this Part and deciding whether to give the prescribed consent; and
(c) I have reasonable grounds for believing that the use of the data for this application is clearly in the interest of the above person.
- I have read / have been read carefully the Personal Data Collection Statement at Appendix 1 and the Programme Brief at Appendix 2 of this Form and I fully understand their content. I understand and agree that all terms and conditions of the Personal Data Collection Statement (including item 6, if applicable) and the Programme Brief apply to the application submitted by me on behalf of the above person and the applicant and the application of all the other person(s) (if applicable) specified in Part 5 and Part 6 of this Form. I also understand and agree that my application on behalf of the above person is bound by all the terms and conditions of this Part.
- I understand that application under the Programme is made on a "household" basis, and I give my consent for the applicant to make an application on behalf of the above person to the CCF Secretariat#. Should the application be successful, I give my consent for the applicant to collect the subsidy on behalf of the above person. I understand and agree that the above person relinquishes his/her rights to make an application and receive the subsidy in his/her capacity as applicant.
- I declare that the accommodation in private permanent housing / an industrial building / a commercial building given in Part 1 of this Form is rented by the above person and the applicant and the person(s) specified in Part 5 and other person(s) specified in Part 6 of this Form (except the parents residing in non-subsidised places of private residential care homes for the elderly/household members residing in non-subsidised places of private residential care homes for persons with disabilities/university student hostels), and that the flat is not a property owned by the above person's father, mother, son, daughter (see Note 9), husband or wife.

Choose the relationship with 'the above person'

6. (If applicable) I confirm that the above person is residing in a non-subsidised place of a private residential care home for the elderly/a private residential care home for persons with disabilities/a university student hostel. The above person is my father / mother / household member. I confirm that I provide support for the above person to cover his/her living expenses.
 7. I declare and confirm that the above person does not receive Comprehensive Social Security Assistance (see item 2(d) of the Programme Brief).
 8. I declare and confirm that the above person does not own a property in Hong Kong (see item 2(e) of the Programme Brief).
 9. I declare and confirm that the above person does not belong to those persons who have entered Hong Kong not for the purpose of settlement, and/or those who have demonstrated to the satisfaction of the ImmD that they have adequate financial means to sustain their living in Hong Kong before they are issued with a visa / entry permit by the ImmD (applicable to those who are not Hong Kong permanent residents, see item 2(f) of the Programme Brief).
 10. I authorise and give my consent for the CCF Secretariat[#], the Commission on Poverty (CoP), the CCF Task Force under the CoP and the relevant policy bureaux and departments of the Government of the Hong Kong Special Administrative Region (the Government) to use my data (including my personal data in their possession, information provided by me in this Form and other information I have submitted / may submit under the Programme) to process my application (including ascertaining the eligibility of the above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form under the Programme), to make arrangements for receiving the subsidy under the Programme, to conduct relevant vetting and/or investigation and to fulfil any other uses directly related to such purposes. I give my consent to disclose my personal data to any other parties if the disclosure is deemed necessary for such vetting and/or investigation. Relevant policy bureaux and departments include, but are not limited to, the HAB, the ImmD, the Land Registry, the SWD and other relevant Government offices involved in the administration and operation of the Programme. I also authorise and give my consent to the policy bureaux/departments/organisations/companies holding my personal data to disclose such data to the CCF Secretariat for processing my application and making arrangement for releasing the subsidy under the Programme.
 11. I give my consent for the CCF Secretariat[#] to check the data of myself and of the above person against the personal data of myself and of the above person held by the Land Registry and/or the SWD and/or other policy bureaux/departments of the Government for processing the application submitted by the applicant and making arrangements for receiving the subsidy under the Programme. I understand that the checking procedure is conducted to ascertain the eligibility of the above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form under the Programme. The above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form will not be granted a subsidy under the Programme in case the above person is ineligible.
 12. By using the subsidy granted by the CCF Secretariat to the applicant who collects the subsidy on behalf of the above person under this Programme as a cost, I undertake to indemnify the CCF Secretariat for the losses suffered by the CCF Secretariat caused by possible claims put forward by other person(s) in respect of the collection of subsidy by the applicant on behalf of the above person under the Programme.
 13. I declare and confirm that all information provided in this Form and other information submitted / to be submitted by me and/or the applicant on behalf of the above person under the Programme are true and correct. I understand that if I knowingly or wilfully make a false statement or withhold information or otherwise mislead the CCF Secretariat[#] for the purpose of obtaining a subsidy under the Programme for the above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form, I am liable to prosecution. I understand that the deliberate provision of false information or omission of information in order to obtain a subsidy under the Programme for the above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form by deception is a criminal offence. Apart from rendering the above person and/or the applicant and/or the person(s) specified in Part 5 and/or other person(s) specified in Part 6 of this Form ineligible for a subsidy under the Programme, I am also liable to prosecution and, on conviction, to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210) Law of Hong Kong).
 14. I understand and agree that the information submitted on behalf of the above person and the applicant (the above person and the applicant) shall be final.
- # Including its agents/contractors (see item 2 of the Programme Brief)

Please ensure that the declaration is signed in person by the above household members' parents/ guardian / agent / legal guardian, and the signature date is filled.

Name of the parent / guardian / agent / legal guardian:

Chan Tai Man

Signature:



Hong Kong Identity Card No. of the parent / guardian / agent / legal guardian:

Z123456(8)

Date:

3/7/2020

Personal Data Collection Statement

Purpose of Collection

1. Your data provided in this application form (this Form) and obtained under the “One-off Living Subsidy for Low-income Households Not Living in Public Housing and Not Receiving Comprehensive Social Security Assistance” programme (the Programme) will be used by the Community Care Fund (CCF) Secretariat and its agents/contractors[#] for the following purposes and directly related purposes:

- (a) to process and vet the application submitted by the applicant and to make arrangements for receiving a subsidy (if applicable) under the Programme and, if required, to communicate with you for matters relating to the Programme;
- (b) to administer the Programme and to conduct vettings and investigations relating to the application, including checking your data provided in this application form against your personal data held by the Government (including but not limited to the Immigration Department, the Land Registry, and the Social Welfare Department) and the operating agency of the residence you reported in the application to ascertain the eligibility of the applicant and/or the person(s) specified in Part 5 and/or Part 6 of this Form under the Programme;
- (c) to serve the purposes of doing statistics and researches, including but not limited to understanding the effectiveness of the assistance provided to beneficiaries under the Programme and the living conditions of the beneficiaries, on condition that the resulting statistics and research findings will not be shown in a way that data subjects or any of the persons involved can be identified; and
- (d) to fulfil the purposes required, authorised or permitted by law.

2. The provision of personal data is voluntary. However, if you do not provide sufficient and correct data, the CCF Secretariat and its agents/contractors[#] may not be able to process the application submitted by the applicant and the application may be rejected.

Categories of Parties to Whom the Data May be Transferred

3. Your data will be disclosed to the following parties or policy bureaux/departments of the Government:
- (a) the Commission on Poverty (CoP) and the CCF Task Force under the CoP and/or their agents/contractors[#] and/or relevant policy bureaux/departments of the Government for the purposes stated in paragraph 1 above; and
 - (b) the Census and Statistics Department and its agents/contractors for statistics and research purposes. The resulting statistics and research findings will not be shown in a way that data subjects or any of the persons involved can be identified.

Access to Personal Data

4. Except for the exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong), you have the right to request access and correction to your personal data held by the CCF Secretariat that has not yet been erased. Your right of access includes the right to obtain a copy of your data upon payment of a fee.

Requests for Access and Correction to Personal Data

5. Your requests for access to your personal data or your enquiries about our personal data privacy policy, and your requests for correction to the data obtained from such an access should be addressed to:

Post : Executive Officer (Community Care Fund) 2
 Address : Community Care Fund Secretariat
 16/F, Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon
 Tel. No. : 2835 2172

Use of Data in Direct Marketing (T

6. The CCF Secretariat and its agents/contractors[#] are providing you with information about the CCF or other assistance programmes, and its agents/contractors[#] cannot use your data for the above purposes unless your consent is obtained. Please indicate your consent to receiving the above information by signing this statement.

Signature of the Applicant: _____

TMC

Date: 3/7/2020

If the applicant agrees to receive any information about the CCF or other assistance programmes, he/ she must sign in person and fill in the signature date.

[#] Including but not limited to the service units listed in Annex 1 of the Programme Brief