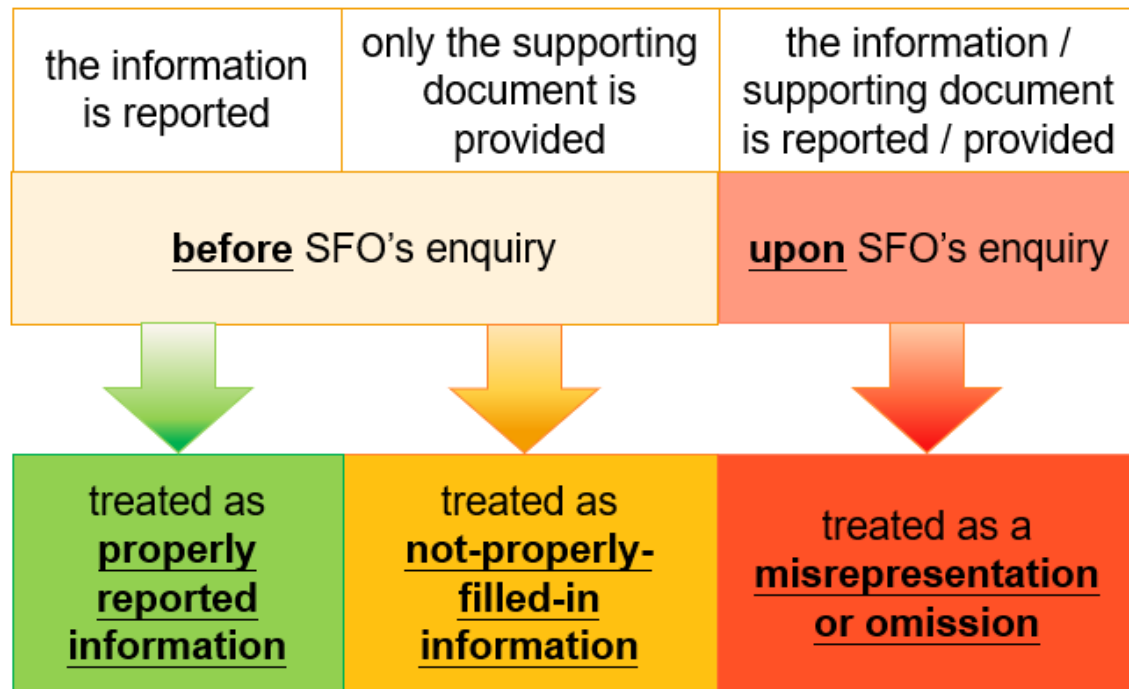


Any information or supporting document provided upon SFO's enquiry will be treated as a misrepresentation or omission, and your application may be rejected. If you have any unavailable information or documents at the time of application submission, you should fill in **Step 12** to inform the SFO in advance and subsequently submit the information or documents when they become available.

If an applicant **fails to report** the relevant family income / assets **in the application form** and ...

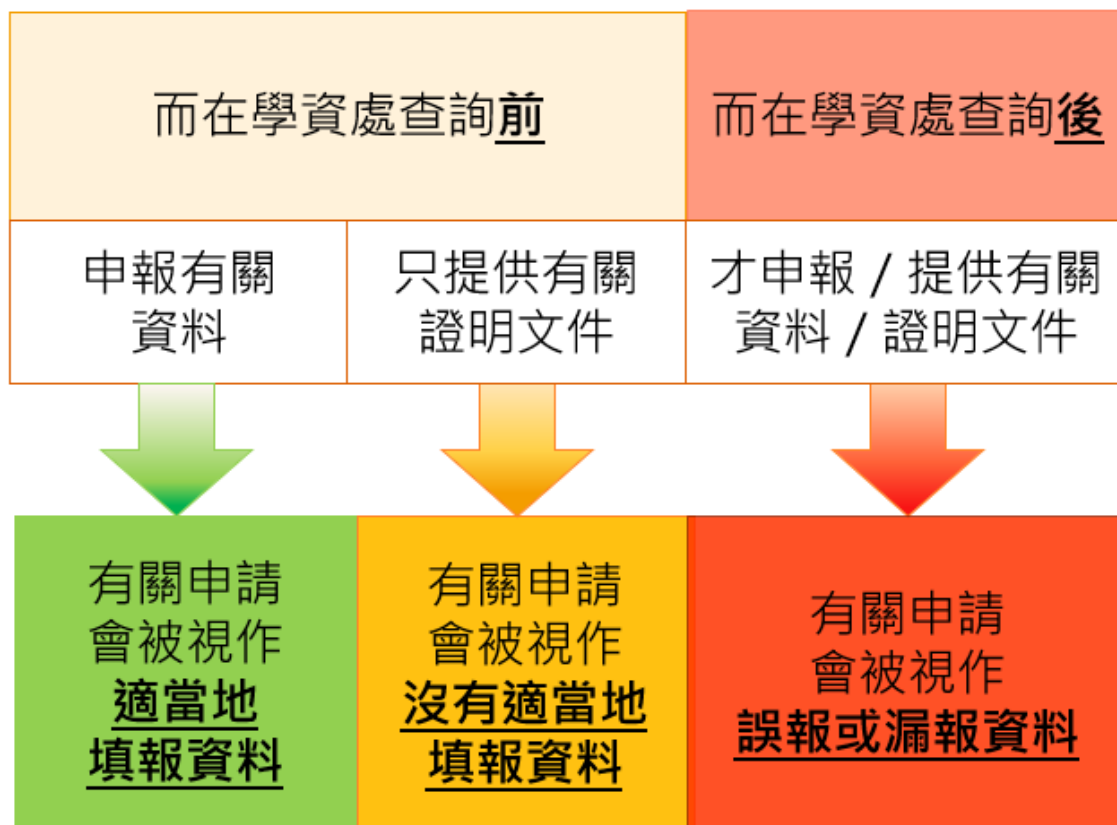


SFO will accord priority to those applications with **complete** information and supporting documents upon submission.

If the information provided is incomplete, the application processing will be **delayed** or the application may be **rejected**.

Any misrepresentation, omission or not-properly-filled-in information in the application form may lead to rejection of the application and **refund of all** financial assistance disbursed. The applicant and his / her family members may also be liable to prosecution.

倘若申請人沒有在申請書填報相關家庭收入或資產，



學資處會優先處理於提交申請書時資料及證明文件已齊備的申請。

如提供的資料不齊備，將延誤申請的處理或引致申請被拒絕。

若申請書上有誤報/漏報/沒有適當地填報資料，學資處有權拒絕有關申請，並要求申請人全數歸還已獲發的資助，申請人及其家庭成員更可能會被檢控。

Please make good use of **Step 12** of application form to report special family circumstances and unavailable information / documents at the time of application submission.

Step 12 Fields with * are mandatory. You should also fill in fields without * if they are applicable to you. All unavailable information/ supporting documents should be stated in Step 12 and you should take the initiative to submit to SFO once available.

Please read the relevant parts of Guidance Notes before starting this step and view "Illustration of Reporting Income and Assets".

Additional Information



Please provide additional information in the following table and submit the relevant supporting document(s) if:

- there has been substantial change of your family situation after 31.3.2024 or
- there are any special circumstances or information that may not be reflected in Step 2 to Step 11 that are deemed useful for SFO to process the application.

Father was dismissed by the company in December 2023 and is currently unemployed and looking for a job.

Mother passed away due to illness in April 2024.

You may report relevant information in Step 12 "Additional Information" if there has been substantial change in your family situation (i.e. retired, unemployed, change of jobs, etc.). Please also provide relevant supporting documents (e.g. document of retirement, resignation letter, income statement, etc.).

Information/ Supporting Document(s) Not Yet Available



Any information/supporting document(s) that should be provided to SFO once available. If you do not take the initiative to submit the said information/document(s), SFO may treat it / them as omission and reject your application.

1) Father's monthly statements of Bank of Hong Kong (September 2023 - February 2024) which are pending for re-printing by the bank

2) Mother's death certificate

Please list out with explanations all unavailable information / documents at the time of submitting the application and state when the information / documents will be available. You should take the initiative to provide the information / documents once they are available. Otherwise, SFO will treat them as omissions and may reject your application.

Next

請善用申請書**第12步**交代特殊的家庭狀況及尚未齊備的資料。

第12步

註有*號的項目必須填寫。未註有*號而適用於你的項目亦須填寫。所有暫未能提供的資料/證明文件必須在第12步說明，並在取得有關資料/文件後主動遞交學資處。

開始前，請先細閱申請指引的相關部分及參考填報家庭收入及資產範例。

補充資料



如有下述情況，請於下表提供補充資料和遞交相關的證明文件

- 家庭狀況在2024年3月31日後有重大轉變；或
- 有助學資處處理申請但未能於第2至11步反映的特殊情況或資料

父親於2023年10月被公司解僱，現正失業及尋找工作。
母親於2024年4月因病離世。

如果你的家庭狀況在2024年3月31日後有重大轉變（例如退休、失業、轉換新工作等），你可於第12步「補充資料」填報有關資料，並提供有關證明文件（例如退休文件、離職通知書、糧單等）。

暫時未能提供的資料/證明文件



請在此列明所有暫時未能提供的資料/證明文件，並在取得後立即遞交學資處。如未有主動遞交有關資料/文件，學資處或會視作漏報處理，申請將被撤銷。

- 1) 父親香港銀行月結單2023年9月至2024年2月，現正向銀行申請列印。
- 2) 母親死亡證明。

請清楚列出所有在提交申請書時無法提供的資料/證明文件、說明原因及指出何時能提交有關資料/證明文件。你需要主動提交有關資料/證明文件，否則有關申請會被視作漏報資料處理，學資處有權拒絕你的申請。

儲存

下一步

Examples to be reported in Step 12
of application form:

If parents were gainfully employed in the 2023-24 financial year (assessment period), but are **recently unemployed and lost income**, please report their income for the assessment period in Step 6 of the application form and provide the updates in Step 12.

Please state here if family members' income or assets are uncertain because certain supporting documents (e.g. their salary statements or bank statements) are **temporarily not available** for some reason.

If a parent **deserted or has bad relationship with the family** and refused to provide information, please state here and provide supporting documents (e.g. petition for divorce, proof of seeking assistance from social worker).

可於申請書第12步申報的特殊情況例子:

若父母在2023-24財政年度(評核期)仍受僱且有收入，但近期失業並失去收入。請仍然在申請書第6步填報評核期內的收入，但在第12步解釋最新情況。

若部分證明文件(例如家庭成員的糧單或銀行戶口月結單)因某種原因暫時未能提供，以致未能確定該收入或資產金額，請在此說明。

若父親或母親因與家庭長期分離或關係惡劣而拒絕提供資料，請在此說明並盡可能提供證明(例如正辦理離婚或曾尋求社工協助等)。