



**Diocesan Boys' School  
Primary Division  
Fee Remission Scheme  
(2023–2024)  
Guidance Notes**

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## **PART I GENERAL INFORMATION**

### **1. The Fee Remission Scheme**

This scheme provides financial assistance in the form of fee remission, to eligible parents in need, for their children to attend and receive education in Diocesan Boys' School Primary Division.

### **2. Eligibility**

The student must either be:

- (1) already studying in Diocesan Boys' School Primary Division and will continue to study in Diocesan Boys' School Primary Division in the coming academic year; or
- (2) enrolled to start his study in Diocesan Boys' School Primary Division in the coming academic year.

### **3. Application Procedures**

- 3.1 Applications must be made by the student's parent or his legal guardian.
- 3.2 All application forms must be duly completed and submitted to the School General Office with all required documentary evidence. All applicants must meet the deadline.
- 3.3 A fresh application should be made every school year.
- 3.4 One application form should be completed in respect of each student.
- 3.5 An application which fails to provide detailed and accurate information or required documentary evidence may delay the vetting process.
- 3.6 After the closing date of application, the School will check the application forms and may conduct investigations into the applications, if deemed necessary.
- 3.7 The School reserves the right to interview the applicants.
- 3.8 The School has the sole discretion in granting any fee remission and the amount thereof; the decision of the School is final.

### **4. Method of Assessment**

- 4.1 All applicants are subject to income assessment. The 'Annual Family Income' mechanism will be used to assess the eligibility for fee remission.
- 4.2 The 'Annual Family Income' of the family means the annual income from the sources of the applicant and the spouse specified in Appendix 1, 30% of the annual income of any unmarried children residing with the family, and the contributions from other children, relatives and friends.
- 4.3 A 'Family Member' refers to the applicant, the spouse, the unmarried children and the dependent parents residing with the family.

- 4.4 The eligibility for the various levels of remission (and no remission) is dependent upon the level of 'Annual Family Income' and total number of 'Family Members'. This is set out in Appendix 2. (See para.4.6 for other combinations of income and family members.)
- 4.5 In a single parent family, the total number of 'Family Members' is for the purposes of calculation increased by one additional member.
- 4.6 The School will also consider, on a case-by-case basis, applications from families whose 'Annual Family Income' exceeds HK\$1,080,000 and/or if the number of 'Family Members' exceeds eight.
- 4.7 The School reserves the right to verify the information provided by the Applicant in support of the application.

## **5. Amount of Fee Remission**

The actual amount of fee remission is based on the level of assistance, as expressed in percentage of fee remission, as applied to the school fee chargeable by the School in the particular school year.

## **6. Provision / Handling of Personal Data**

- 6.1 An applicant should supply his/her personal data and those of his/her family members to the School by completing the application form fully and truthfully and attach all required documentary evidence. Insufficient information / misrepresentation of facts will render his/her application disqualified for further processing.
- 6.2 The personal data provided in this application and any supplementary information provided will be used for the following purposes:
- (1) activities relating to the processing and authentication of application;
  - (2) activities relating to the overpayments, if any; and
  - (3) statistics and research purposes.
- 6.3 If necessary, the School will contact government departments and organizations (including the employers of the applicant and applicant's family members) to verify the personal data provided in the application for the purposes mentioned in para. 6.2 above.
- 6.4 The personal data an applicant has provided will ONLY be disclosed to those parties concerned:
- (1) for the purpose mentioned in para. 6.2 above; or
  - (2) where the applicant has given his/her consent to such disclosure; or
  - (3) where such disclosure is authorized or required by law.
- 6.5 All personal data given in the application form are subject to investigation, including home visits by the School. Any wilful misrepresentation and concealment of facts will lead to disqualification, restitution in full and possible prosecution.

- 6.6 All documents submitted are not returnable. However, according to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administration Region), an applicant has the right to access and make corrections to the data provided by him. He can also obtain copies of his personal data subject to the payment of necessary administration charges. Such requests should be addressed to the Headteacher in writing.
- 6.7 Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to the Headteacher.

## **7. Documentary Evidence Required**

- 7.1 Photocopies of identity cards or other identity documents of:
- (1) the applicant;
  - (2) the applicant's spouse;
  - (3) other family members listed in Part C of the application form; and
  - (4) the student applicant.
- 7.2 Photocopies of documentary evidence of annual income for the period 1 April 2022 to 31 March 2023.
- (1) Gross Income from Employment
- ♦ (IRC 6401) Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department.
- If not available at the time of application, the following documents are required:
- ♦ (IR 56B) Hong Kong Inland Revenue Employer's Return of Remuneration and Pension Form; or
  - ♦ Bank transaction records showing payment of salary; or
  - ♦ Income Certificate
    - To be completed and signed by the employer.
    - For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs.
    - For sample, please refer to Part V–Sample 5.
- (2) Profits from Business (including Sole proprietor, Partner of partnership business or Self-employed person)
- ♦ Accounts of the business; and
  - ♦ Relevant profits tax assessments issued by Inland Revenue Department; and
  - ♦ Income Statement
    - For sample, please refer to Part V–Sample 6.

- (3) Profits from Investments/Interest earned from Bank Deposits, Stocks & Shares, etc.
  - ◆ Dividend Advice; or
  - ◆ Interest Advice; or
  - ◆ Bank Deposits Advice/Statements/Pass Book
- (4) Rental Income
  - ◆ Property Tax Assessment Notices; or
  - ◆ Rental Receipt Records; or
  - ◆ Tenancy Agreement(s)
- (5) Other Income: Wages in lieu of notice of dismissal
  - ◆ Termination letter
- (6) Other Income: Alimony/living expenses from ex-spouse; monthly pension/ widow's & children compensation/gratuity, etc.
  - ◆ Relevant document(s)

7.3 Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse, etc.

7.4 Applicants may mark the word 'copy' or '副本' in Chinese across the photocopies.

## **8. Declaration**

The applicant is required to declare that the information given in the application is true and complete.

## **9. Other Special Family Information**

An applicant who has special financial hardship can inform the School in writing.

## **10. Deadline for Application**

31 May, 2023

## **11 Submission of Application**

11.1 All applications should be submitted to the School General Office by hand within office hours. All applicants must meet the deadline.

Office hours:	Mondays to Fridays	9 a.m. to 5 p.m.
	Saturdays	9 a.m. to 1 p.m.

11.2 To protect personal data from unauthorized disclosure, the applicant should enclose the completed application form, the supporting documents and other required documents in an A4-size envelope which is sealed and signed for submission to the School.

11.3 On the envelope, please state 'Fee Remission'.

## **12. Notification of Result**

The School will inform each applicant directly of the result of his/her application in writing by October 2023.

## **13. Appeals**

If applicants are dissatisfied with the results of their applications, they can apply in writing to the Headteacher for a review within two weeks from the date of notification, providing detailed justifications and any documentary evidence in support of their applications.

## **14. Enquiries**

Any applicant who has enquiries concerning his/her application may contact Mrs. Vivian Chu.

Telephone No.: 3159 4310

## PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

### 1. Application Form

Please write clearly in block letters using a black or dark blue ball pen and read carefully the following points before completing each item.

#### 1.1 PART A—STUDENT'S PARTICULARS

1. Name of Student in Chinese	陳 中 明
2. Name of Student in English	C H A N C H U N G M I N G P E T E R
3. Hong Kong Identity Card No.	Z 1 2 3 3 5 6 (7)
4. Date of Birth	1 2 Day 0 5 Month 2 0 1 7 Year
5. Grade	For New Student (2023–2024):
	Grade <input type="text"/>
	For Current Student (2022–2023):
	Grade <input type="text"/> Class <input type="text"/>

Right-justify the Hong Kong Identity Card No.

Enter student's name in Chinese and English as shown in the Hong Kong Identity Card.  
Please use block letters, start with the first box and leave a space between each word.  
Punctuation marks are not necessary.

#### 1.2 PART B—APPLICANT'S PARTICULARS

1. Name in Chinese	陳 文 青
2. Name in English	C H A N M A N C H I N G
3. Relationship with Student	1 ('1' Parent, '2' Legal guardian –Please specify: _____)
4. Hong Kong Identity Card No.	A 7 6 5 7 3 2 (1)
5. Date of Birth	2 3 Day 0 2 Month 1 9 8 3 Year
6. Sex	1 ('1' Male, '2' Female)
7. Marital Status	1 ('1' Married, '2' Single/Separated/Divorced/Widowed)
8. Residential Phone No.	2 3 4 5 6 7 8 9
9. Mobile Phone No.	9 2 9 3 7 4 6 5
10. Office /Other Contact No.	2 3 4 3 6 2 5 5 EXT. <input type="text"/>
11. Email Address (If any)	m c c h a n @ x y z . c o m

Right-justify the Hong Kong Identity Card No.

If the applicant is not the student's parent, a written explanation is required.



**1.2 PART B—APPLICANT'S PARTICULARS (Continued)**

12. Residential Address	Flat/Room	A				Floor	8			Block									
	Name of building	T	I	N		L	I	N	G		H	O	U	S	E				
	Estate/Village	T	I	N		L	O	K		G	A	R	D	E	N				
	No. and Name of Street	1	0			T	I	N		T	I	N		R	O	A	D		
	District	K	W	U	N		T	O	N	G							District code	0	9
	Region	2	('1' Hong Kong, '2' Kowloon, '3' New Territories)																

Leave a space between each word.  
Punctuation marks are not necessary.

Refer to the following table for  
'District code'

District code	
01. Central and Western District	10. Tsuen Wan District
02. Wan Chai District	11. Tuen Mun District
03. Eastern District	12. Yuen Long District
04. Southern District	13. North District
05. Yau Tsim Mong District	14. Tai Po District
06. Sham Shui Po District	15. Sai Kung District
07. Kowloon City District	16. Sha Tin District
08. Wong Tai Sin District	17. Kwai Tsing District
09. Kwun Tong District	18. Islands District

**1.3 PART C—PARTICULARS OF FAMILY MEMBERS**

- For assessment of your eligibility and student's fee remission, a 'Family Member' normally includes
  - you and your spouse; and
  - your unmarried children residing with the family; and
  - dependent parents residing with you.
- A 'Family Member' does not include
  - non-Hong-Kong residents; and
  - those who receive Comprehensive Social Security Assistance(CSSA) offered by the Social Welfare Department; and
  - those who have left Hong Kong permanently and no longer consider Hong Kong their home.
- Item 2— Spouse
  - If you are now single, divorced, separated or your spouse is deceased, leave this item blank.
  - Provide documentary proof to establish the student's single-parent status.

**1.3 PART C—PARTICULARS OF FAMILY MEMBERS – Continued****4. Items 7 to 8 — Dependent Parents Residing with the Family**

Dependent Parents Residing with the Family means the parents of the applicant / applicant's spouse who meet the following requirements:

- (1) they are not receiving CSSA; and
- (2) for a period of at least 6 months within 12 months preceding the time of application:
  - (i) have resided / are residing with the family; or
  - (ii) have taken up permanent residence at another premises owned or rented by the applicant / spouse; or
  - (iii) have lived in their own premises or have resided in elderly homes and are totally supported by the applicant / spouse.

*If you are now single, divorced, separated or your spouse is deceased, leave this item blank.*

*State if the family member is a housewife, unemployed or retired, etc.*

Item No.	Name (As shown in the Hong Kong Identity Card)	Relationship with Applicant	Age	HK Identity Card No./Birth Registration Certificate No.	Occupation	Name of Employer/School	No. of family members
<b>I. Applicant and Applicant's Spouse</b>							
1.	Chan Man Ching	Applicant	40		Senior Officer	C & D Co. Ltd.	(Part I total)
2.	Wong Mei Mei	Spouse	38	B896745(3)	Sole trader	Beauty Fashion	2 A
<b>II. Unmarried Children Residing with the Family</b>							
3.	Chan Chung Ming Peter	Student applicant	6				(Part II total)
4.	Chan Tai Ming	Son	20	C732729(3)	Purchasing Officer	Easy Trading Co. Ltd.	2 B
5.							
6.							
<b>III. Dependent Parents Residing with the Family</b>							
7.	Chan Kin Hong	Father	60	A123456(7)			(Part III total)
8.							1 C
<b>Total No. of Family Members: A + B + C =</b>							5 D

## 1.4 PART D—FAMILY INCOME

- Please provide the total annual income during the period 1 April 2022 to 31 March 2023 and give documentary proofs.
- Types of income that are to be reported are listed in Appendix 1.

### Column (I)

Gross Income from Employment includes:

- Total basic salary (including contributions to provident fund, e.g. MPF.)
- Year-end double pay / leave pay.
- Allowances (including housing, travel, meals, education, shift allowance, etc.)
- Bonus / commission.

### Column (II)

Enter the mandatory contribution by employee (if applicable)

'1' MPF

'2' Provident Fund

### Column (III)

Enter business profits or other incomes by means of self-employment, such as hawking, driving taxis/minibuses, and fees for services rendered.

For business, enter the total incomes for the year which is ended within the period 1 April 2022 to 31 March 2023 if the annual accounts are made up to any day other than 31 March.

### Column (IV)

Enter the total amount of contributions received in the year from other children, relatives and friends.

### Column (V)

Enter the profits from investments and interest earned from bank deposits, stocks and shares, etc.

### Column (VI)

Enter the total rent received from land or property or the total annual income from subletting the property occupied by the family.

### Column (VII)

Other income includes:

- Wages in lieu of notice of dismissal
- Alimony/living expenses from ex-spouse
- Monthly pension / widow's & children compensation/gratuity, etc.

### Actual Income during the Financial Year 1 April 2022 – 31 March 2023.

Item No.	Name (As shown in the Hong Kong Identity Card)	(I) Gross Income from Employment	(II) Mandatory Contribution by Employee (if applicable) '1' MPF '2' Provident Fund	(III) Profits from Business	(IV) Contributions from Family Members or Relatives	(V) Profits from Investments /Interest Earned	(VI) Rental Income	(VII) Other Income (Please specify)	Total
<b>I. Applicant and Applicant's Spouse</b>									
1.	Chan Man Ching	120,000					48,000		\$ 1 6 8 0 0 0 . 0 0 E
2.	Wong Mei Mei			150,000	5,000				\$ 1 5 5 0 0 0 . 0 0 F
<b>Part I Total Annual Income: E + F</b>									\$ 3 2 3 0 0 0 . 0 0 G
<b>II. Unmarried Children Residing with the Family</b>									
3.	Chan Chun Ming Peter								\$ . . . . 0 . 0 0 H
4.	Chan Tai Ming	80,000							\$ 8 0 0 0 0 . 0 0 I
5.									\$ . . . . . J
6.									\$ . . . . . K
<b>Part I Total Annual Income: H + I + J + K</b>									\$ 8 0 0 0 0 . 0 0 L

## 1.5 PART E—OTHERS

1. Have you applied for the Diocesan Boys School Primary Division Fee Remission Scheme (2022–2023)?	<input type="checkbox"/>	('Y' Yes, 'N' No)
2. Are you receiving subsidy from Student Financial Assistant Scheme?	<input type="checkbox"/>	('Y' Yes, 'N' No)
3. Are you receiving subsidy from the Comprehensive Social Security Assistance (CSSA) Scheme? If yes, please provide the CSSA reference number.	<input type="checkbox"/>	('Y' Yes, 'N' No) ↓
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <i>If you have applied for the above scheme(s) (2022–2023), enter 'Y' in the box. Otherwise, enter 'N'.</i> </div>		CSSA reference number: <div style="border: 1px solid black; height: 20px; width: 150px;"></div>

## 1.6 PART F—ADDITIONAL INFORMATION BY APPLICANT

- Please write down any additional information that assists the vetting process of the application.  
e.g. special financial hardship
- Use a separate sheet if necessary.

## 1.7 PART G—DECLARATION

- Please read carefully through the paragraphs and sign in the space provided.
- Please complete either the English version **or** the Chinese version of the Declaration.

## 2. Letter of Consent for Income Check & Cover Sheet

- If necessary, according to para. 6.3, the School will contact the employers of the applicant and applicant's family members to verify the personal data provided in the application.
- The "Letter of Consent for Income Check" should be completed and signed by the applicant and the other family members whose income is indicated in Column (I) 'Gross Income from Employment' of Part D 'Family Income' in the application form.
- The applicant and applicant's family members should complete one letter for each of their employment during the period 1 April 2022 to 31 March 2023.
- For each letter, the applicant and applicant's family members should provide information on a contact person who can be contacted by the School to verify the income stated in the application.
- The applicant can make extra copies of the letter if necessary.
- The letter will be valid for the period from the day on which the application is submitted to the end of the academic year 2023 – 2024.

## 3. Cover Sheet for Supporting Documents

- Please tick '✓' the appropriate boxes and complete the table.
- Please sign in the space provided.
- Please put ALL the supporting documents under this sheet and staple them, including this sheet.

#### 4. Income Certificate

4.1 For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs.

4.2 The certificate is to be completed by the Employer.

4.3 Please complete either the English version **or** the Chinese version of the certificate.

#### 5. Income Statement

5.1 The statement is for Sole proprietor, Partner of partnership business or Self-employed person.

5.2 Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.

5.3 Please complete either the English version **or** the Chinese version of the statement.

### PART III SAMPLE FAMILY

Example 1:

A family comprises the applicant, his spouse, student applicant, an unmarried son living with the family and a dependent parent residing with the family.

Total No. of Family Members:	Part C Particulars of family members– Box D	5
(1) Annual income of the applicant and the spouse:	HK\$	
	Part D Family Income– Box G	323,000
(2) 30% of the annual income of unmarried children residing with the family:		
	(Part D Family Income– Box L) × 30%	24,000
(1) + (2): Annual Family Income:		347,000

According to Appendix 2, this family is eligible for a 50% fee remission.

Example 2:

A single parent family comprises the applicant, student applicant and a daughter studying in a primary school.

Total No. of Family Members:	Part C Particulars of family members– Box D	*3 + 1 = 4
(1) Annual income of the applicant and the spouse:	HK\$	
	Part D Family Income– Box G	180,000
(2) 30% of the annual income of unmarried children residing with the family:		
	(Part D Family Income– Box L) × 30%	0
(1) + (2): Annual Family Income:		180,000

\* As it is a single parent family, the total number of 'Family Members' is for the purposes of calculation increased by one additional member.

i.e. the column of Total family members (3 + 1) = 4 should be referred.

According to Appendix 2, this family is eligible for a 100% fee remission.


## **PART IV NOTES ON SUBMISSION OF APPLICATION**

Before submission of application, please check if you have:

- ☐ Completed all parts of the application form.
- ☐ Completed and signed the
  1. Declaration on P.5 of the "Application Form"
  2. "Letter of Consent for Income Check" (*By all family members concerned.*)
  3. "Cover Sheet for Letter of Consent for Income Check"
  4. "Cover Sheet for Supporting Documents"
  5. "Income Certificate" (*If applicable, completed and signed by the Employer.*)
  6. "Income Statement" (*If applicable.*)
- ☐ Prepared copies of all relevant documentary evidence.  
(Please make sure that the information shown in the copies is clear.)
- ☐ Enclosed the following inside an A4–size envelope:
  1. the application form
  2. a set of supporting documents stapled under the "Cover Sheet for Supporting Documents"
  3. a set of Letters of Consent for Income Check stapled under the Cover Sheet.
- ☐ Stated 'Fee Remission' on the envelope.
- ☐ Sealed and signed the envelope.

## PART V SAMPLES

### Sample 1: 'COVER SHEET FOR LETTER OF CONSENT FOR INCOME CHECK'



FOR OFFICE USE									
Application No.									

**Diocesan Boys' School Primary Division**  
**Fee Remission Scheme**  
**(2023-2024)**

SAMPLE

**COVER SHEET FOR LETTER OF CONSENT FOR INCOME CHECK**

The "Letter of Consent for Income Check" should be completed and signed by


- ♦ the applicant
- ♦ the applicant's spouse
- ♦ the unmarried children residing with the family

whose income is indicated in Column (I) 'Gross Income from Employment' of Part D 'Family Income' in the application form.

**To be completed by the applicant:**

'Letter of Consent for Income Check'	
Completed and signed by	Number of letters returned
Applicant	<b>1</b>
Applicant's Spouse	<b>0</b>
Unmarried Children Residing with the Family	<b>1</b>
Total	<b>2</b>

I, Chan Man Ching (Name of Applicant),  
the \*parent / ~~legal guardian~~ of Chan Chung Ming Peter (Name of Student),  
have submitted the above documents with the application form.

Signature of Applicant: 

Date: 26 May 2023

\* Please delete where appropriate.

May 2023 Version

## Sample 2: 'LETTER OF CONSENT FOR INCOME CHECK'

(Completed and signed by applicant)

### PRIVATE & CONFIDENTIAL

#### *Employee's Information (During the period 1 April 2022 – 31 March 2023)*

Name (\*Mr. / ~~Ms.~~) : Chan Man Ching (As shown in the H.K. Identity Card)  
H.K.I.D. No. : A765732(1)  
Job Title : Senior Officer  
Department : Administration Department  
Company Name : C & D Co. Ltd.  
Company Address : 137 Argyle Street, Kowloon  
Phone No. : 2343 6255  
Fax No. : 2343 6578  
Period of Employment: : 1 May 2020 - Present

#### *Employer's Information*

Contact Person (\*Mr. / ~~Ms.~~) : Lee Yiu Shing  
Job Title : Human Resources Manager  
Department : Human Resources Department  
Company Name : C & D Co. Ltd.  
Company Address : 137 Argyle Street, Kowloon  
Phone No. : 2343 6255  
Fax No. : 2343 6578

Date : \_\_\_\_\_ FOR OFFICE USE


Dear Sir/Madam,

#### **Re: Letter of Consent for Income Check**

In connection with the application for Fee Remission Scheme (2023-2024) with Diocesan Boys' School Primary Division for a family member of mine, I have given consent to the school to obtain information and conduct necessary checks regarding my income during the period 1 April 2022 to 31 March 2023. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature :   
Name : Chan Man Ching (As shown in the H.K. Identity Card)  
Date : 26 May 2023

\* Please delete where appropriate.

May 2023 Version



### Sample 3: 'LETTER OF CONSENT FOR INCOME CHECK'

(Completed and signed by applicant's family member)

#### PRIVATE & CONFIDENTIAL

##### *Employee's Information (During the period 1 April 2022 – 31 March 2023)*

Name (\*Mr. / ~~Ms.~~) : Chan Tai Ming (As shown in the H.K. Identity Card)  
H.K.I.D. No. : C732729(3)  
Job Title : Purchasing Officer  
Department : Purchasing Department  
Company Name : Easy Trading Co. Ltd.  
Company Address : 6/F, Nobel Building, 59 King's Road, Hong Kong  
Phone No. : 2593 8778  
Fax No. : 2593 9778  
Period of Employment: : 10 August 2021 - Present

##### *Employer's Information*

Contact Person (\*Mr. / ~~Ms.~~) : Wong Yu Sun  
Job Title : Financial Manager  
Department : Financial Department  
Company Name : Easy Trading Co. Ltd.  
Company Address : 6/F, Nobel Building, 59 King's Road, Hong Kong  
Phone No. : 2593 8778  
Fax No. : 2593 9778

Date : \_\_\_\_\_ *FOR OFFICE USE*


Dear Sir/Madam,

#### **Re: Letter of Consent for Income Check**

In connection with the application for Fee Remission Scheme (2023-2024) with Diocesan Boys' School Primary Division for a family member of mine, I have given consent to the school to obtain information and conduct necessary checks regarding my income during the period 1 April 2022 to 31 March 2023. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature :   
Name : Chan Tai Ming (As shown in the H.K. Identity Card)  
Date : 26 May 2023

\* Please delete where appropriate.

May 2023 Version

## Sample 4: 'COVER SHEET FOR SUPPORTING DOCUMENTS'



**Diocesan Boys' School Primary Division**  
**Fee Remission Scheme**  
**(2023–2024)**  
**COVER SHEET FOR SUPPORTING DOCUMENTS**

FOR OFFICE USE							
Application No.							

SAMPLE

1. Please tick '✓' the appropriate boxes and complete the following table.
2. Please sign in the space provided.
3. Please put ALL the supporting documents under this sheet and staple them, including this sheet.

**To be completed by the applicant:**

Checklist of Documents Evidence to be Submitted with the Application	
Copy	Photocopies of identity cards or other identity documents of:
<input checked="" type="checkbox"/>	(1) the applicant;
<input checked="" type="checkbox"/>	(2) the applicant's spouse;
<input checked="" type="checkbox"/>	(3) other family members listed in Part C of the application form; and
<input checked="" type="checkbox"/>	(4) the student applicant.
Original/ copy	Photocopies of documentary evidence of annual income for the period 1 April 2022 to 31 March 2023:
<input checked="" type="checkbox"/>	<b>Gross Income from Employment</b> (5) (IRC 6401) Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department  If not available at the time of application, the following documents are required: <input type="checkbox"/> (6) (IR 56B) Hong Kong Inland Revenue Employer's Return of Remuneration and Pension Form; or <input type="checkbox"/> (7) Bank transaction records showing payment of salaries; or <input checked="" type="checkbox"/> (8) Income Certificate
<input checked="" type="checkbox"/>	<b>Profits from Business</b> (9) Accounts of the business; and <input checked="" type="checkbox"/> (10) Relevant profits tax assessments issued by the Inland Revenue Department; and <input checked="" type="checkbox"/> (11) Income Statement
<input type="checkbox"/>	<b>Profits from Investments/ Interest earned from Bank Deposits, Stocks &amp; Shares, etc.</b> <input type="checkbox"/> (12) Dividend Advice; or <input type="checkbox"/> (13) Interest Advice; or <input type="checkbox"/> (14) Bank Deposits Advice/Statements/Pass Book
<input type="checkbox"/>	<b>Rental Income</b> <input checked="" type="checkbox"/> (15) Property Tax Assessment Notices; or <input checked="" type="checkbox"/> (16) Rental Receipt Records; or <input type="checkbox"/> (17) Tenancy Agreement(s)
<input type="checkbox"/>	<b>Other Income: Wages in lieu of notice of dismissal</b> <input type="checkbox"/> (18) Termination Letter
<input type="checkbox"/>	<b>Other Income: Alimony/living expenses from ex-spouse; Monthly pension / widow's &amp; children compensation/gratuity, etc.</b> <input type="checkbox"/> (19) Relevant document(s)
Original/ copy	Proof of single-parent family status:
<input type="checkbox"/>	(20) E.g. Supporting documents for divorce/separation, death certificate of spouse, etc.
	Others:
<input type="checkbox"/>	(21) (Please specify:)

I, Chan Man Ching (Name of Applicant),  
 the \*parent / ~~legal guardian~~ of Chan Chung Ming Peter (Name of Student),  
 have submitted the above documents with the application form.

Signature of Applicant:

Date: 26 May 2023

\* Please delete where appropriate  
 May 2023 Version

### Sample 5: 'INCOME CERTIFICATE'

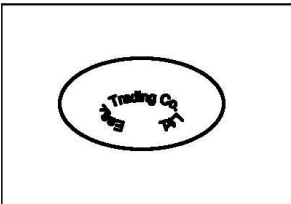

#### INCOME CERTIFICATE

(For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs)

Note: This certificate is to be completed by the Employer.  
Employer's signature is required against amendment.

**SAMPLE**

This is to certify that Chan Tai Ming  
(Hong Kong I.D. Card No.) C732729(3)  
is employed in this company. The total salary and allowance and other income during the  
Period from 1 April 2022 to 31 March 2023 is 80,000  
HK\$  
(i.e. period from 1 April 2022 to 31 March 2023)

Company Name :	<u>Easy Trading Co. Ltd.</u>	Name (*Mr./Ms.) :	<u>Wong Yu Sun</u>
		Position :	<u>Financial Manager</u>
		Department :	<u>Financial Department</u>
Company Chop :		Contact Tel. No. :	<u>2593 8778</u>
		Signature :	<u></u>
		Date :	<u>20 May 2023</u>

\* Please delete where appropriate.

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## Sample 6: 'INCOME STATEMENT'

### INCOME STATEMENT

- ♦ For Sole proprietor, Partner of partnership business or Self-employed person.
- ♦ Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.

**SAMPLE**

Information on the family member who is a Sole proprietor, Partner of partnership business or Self-employed person:

Business owned by\* : ~~Applicant~~ / Spouse / ~~Unmarried Children~~ Residing with the Family

Name : **Wong Mei Mei** (As shown in the H.K. Identity Card)

H.K.I.D. No. : **B896745(3)**

Please "✓"	Job nature	Name of company / Occupation
✓	Sole proprietor	<b>Beauty Fashion</b>
	Partner of partnership business	
	Self-employed person	

Total income of the above business  
during the period 1 April 2022 – 31 March 2023

HK\$ **150,000** **A**

Please explain the income in Box A in detail:

Please refer to the attached Profit & Loss account.

I declare that the above information is true and complete.

Signature of Applicant:



Name of Applicant: **Chan Man Ching**

Date: **26 May 2023**

\*Please delete where appropriate.

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**APPENDIX 1: INCOME FROM ALL SOURCES**

Income to be assessed		Income not assessed	
1	Basic salary (including contributions to provident fund, e.g. MPF)	1	Scholarships awarded
2	Year- end double pay/leave pay	2	Disability allowance & Old age allowance
3	Allowances (including housing, travel, meals, education, shift allowance, etc)	3	Long service payment/contract gratuity
4	Bonus/commission	4	Severance pay
5	Wages in lieu of notice of dismissal	5	Loans
6	Profits from business/investments	6	One-off retirement gratuity/provident fund
7	Alimony/living expenses from ex-spouse	7	Inheritance
8	Contributions from family members or relatives	8	Charitable donations
9	Interest earned from bank deposits, stocks & shares, etc.	9	Comprehensive Social Security Assistance
10	Rental from property	10	Retraining allowance
11	Monthly pension/widow's & children's compensation/gratuity	11	Traffic/insurance/injury indemnity

**APPENDIX 2: LEVEL OF FEE REMISSION**

Criteria		Gross Annual Family Income (HK dollars)					
	Number Of Family Members	3	\$0 to \$280,000	\$280,001 to \$320,000	\$320,001 to \$380,000	\$380,001 to \$480,000	> \$480,000
		4	\$0 to \$350,000	\$350,001 to \$400,000	\$400,001 to \$475,000	\$475,001 to \$600,000	> \$600,000
		5	\$0 to \$420,000	\$420,001 to \$480,000	\$480,001 to \$570,000	\$570,001 to \$720,000	> \$720,000
		6	\$0 to \$490,000	\$490,001 to \$560,000	\$560,001 to \$665,000	\$665,001 to \$840,000	> \$840,000
		7	\$0 to \$560,000	\$560,001 to \$640,000	\$640,001 to \$760,000	\$760,001 to \$960,000	> \$960,000
		8	\$0 to \$630,000	\$630,001 to \$720,000	\$720,001 to \$855,000	\$855,001 to \$1,080,000	> \$1,080,000
Result	Fee Remission Scheme:	100% Fee Remission	75% Fee Remission	50% Fee Remission	25% Fee Remission	No Remission	