

保良局馬錦明慈善基金

申請程序

1. 申請表格可向保良局董事會秘書處索取，秘書處地址為銅鑼灣禮頓道 66 號莊啓程大廈 10 字樓；表格亦可於保良局網頁 www.poleungkuk.org.hk 下載。
2. 填妥表格後連同有關文件交回保良局董事會秘書處辦理。
3. 審查員（胡關李羅律師行）將對申請人提供的資料作出審查，然後將建議交由基金委員會批核。
4. 批核結果將由基金義務秘書通知申請人。

申請者須知

1. 本基金主要援助下列情況：
 - (i) 資助有迫切需要的貧苦人士購買醫療輔助器材及用品，例如助聽器、輔行用品（例如：手杖、手叉、輔行架）、輪椅或其他經醫護人員推薦之用品及個人衛生用品，以及資助醫藥費；
 - (ii) 資助有迫切需要的貧苦人士改善居所設施，例如裝置扶手、平安鐘系統、維修設備、添置基本傢俬及電器等；
 - (iii) 資助暫居庇護所人士生活上的需要，例如交通、食物、暫托子女、子女的學費及書簿費等，以舒緩其經濟困難；
 - (iv) 資助因家中經濟支柱病重入院/去世或配偶離異，而經濟頓入困境者的生活費、學費或書簿費等；
 - (v) 其他天災、人禍或突發事件引致經濟困難，由基金委員會按個別情況考慮。
2. 申請人及受資助人必須是香港居民。
3. 遞交申請表時，申請人應出示下列有關文件：
 - (i) 申請人及受資助人的香港身份證副本；
 - (ii) 經社會工作者註冊局註冊社工的推薦信；
 - (iii) 其他有助基金委員會審查個案的證明文件，例如醫生或有關醫護人員的建議報告、死亡證、入息證明、住址證明、銀行存摺/月結單、主要/大額開支的收據（如租單等）、申請資助購買的物品的報價單/發票/收據等；
 - (iv) 若轉介社工所屬的機構同時為申請人申請資助購買的物品的提供者，申請人除出示轉介社工所屬機構的報價單外，亦須提交至少一份由另一供應商提供的報價單。

上述有關文件必須由有關組織或機構的負責人正式簽署，簽署人應同時填報其電話號碼以便進一步聯絡。未能提供有關文件的申請將不獲考慮。
4. 就有關「添置基本傢俬及電器」之申請：
 - (i) 遞交申請表時須出示最少兩間不同供應商的報價單；申請獲批後，申請人須
 - (a) 提交供應商的發票，基金將直接開支票予有關供應商；或
 - (b) 自行付款購買有關物品，並將有關單據提交基金，由基金發款予申請人或受資助人，但在申請獲批前的購物單據則不接受；若遇特殊情况申請人未能提供上述發票或收據，基金委員會會按個別情況考慮。
 - (ii) 如申請人擬購買的傢俬或電器已超出一般家庭的基本需要，申請人須提供由醫護人員或註冊社工發出的書面證明，作為申請資助購買有關物品的理據。
5. 每一次申請人或受資助人最高獲批港幣一萬元。每一申請人或受資助人一生只可獲本基金批款一次。
6. 申請人或受資助人不能因同一理由同時成為保良局其他慈善基金及本基金的受益人。
7. 任何人士因獲得本基金批款而喪失申請其他基金援助或保險賠償的資格，本基金及基金委員會概不負責。
8. 基金委員會保留拒絕任何申請及不作解釋的權利。
9. 若因批核申請或就申請作出建議或決定而引致有疏忽、錯誤、拖欠、違約或遺漏等情況，基金管理委員會、義務執行秘書及審查員皆毋須負任何責任。
10. 本基金向申請人收集的個人資料只作審查用途。如申請人提供的個人資料不正確、失實或不完整，其申請將不獲基金考慮。
11. 在有需要的情况下，本基金可能會向其他機構、團體及人士收集申請人的個人資料，以執行基金審批程序，或因履行法例、政府及監管方面的規定而作出有關之透露，包括在保密的情況下持有、使用、轉移或向下列人士披露申請人的個人資料：(i) 任何代理機構或與本基金運作有關的行政或服務機構；(ii) 其他慈善基金及有關審批委員會及其成員。根據個人資料（私隱）條例，申請人如欲查閱或更改有關此表格上的個人資料，請與保良局馬錦明慈善基金義務秘書聯絡，電話：2277-8108。查閱或更改普通資料一般不會收取任何費用，但本基金有權就申請人的特殊要求酌情收取處理該等查詢的手續費。
12. 若申請條款的中、英文本之間有任何歧義時，則應以中文本為準。

Po Leung Kuk Ma Kam Ming Charitable Foundation

Application Procedures:

1. Application forms can be obtained from Po Leung Kuk Board Secretariat at 10/F, Vicwood K.T. Chong Building, 66 Leighton Road, Causeway Bay, or can be downloaded from www.poleungkuk.org.hk.
2. Completed application forms should be forwarded to Po Leung Kuk Board Secretariat.
3. Applications will be vetted by the Adjudicator (Woo, Kwan, Lee and Lo Solicitors & Notaries) who will make recommendations for consideration of the Foundation Management Committee (hereafter referred to as the "Committee").
4. Applicants will be informed of the result of their applications by the Honorary Executive Secretary of the Foundation.

Terms & Conditions:

1. The Foundation provides financial assistance/relief: -
 - (i) for those who are poor and in pressing needs to purchase rehabilitative aids, such as hearing aids, walking aids (e.g., walking stick, hand stick, walking frame, etc.), wheelchair and other equipment or personal hygiene products as recommended by medical professionals, and to pay for their medical and medicine expenses;
 - (ii) for those who are poor and in pressing needs to improve their housing conditions, such as by installing handrails and the Personal Emergency Link Service, undertaking maintenance works or acquiring basic and essential furniture and electrical appliances;
 - (iii) for those living in temporary shelters by subsidising their expenses on travelling, food, child care services, school fees and textbooks for their children, etc.;
 - (iv) for those who are caught in sudden financial difficulty caused by the death or hospitalisation of the primary earner of their family or family members divorced or separated by subsidising their living expenses, school fees and textbooks for their children, etc.;
 - (v) for those who are caught in financial difficulty caused by natural disasters, man-made calamities or adversities as considered needy of help by the Committee on a case-by-case basis.
2. The applicant and the grant recipient must be Hong Kong residents.
3. All applications must be accompanied by the following supporting documents:
 - (i) Copies of Hong Kong Identity Card of the applicant and the grant recipient;
 - (ii) Recommendations by registered social worker(s);
 - (iii) Any other documents that will facilitate the Committee in considering the application, such as reports from medical doctors or medical professionals, death certificate, income statements, address proof, bank passbooks/statements, receipts of major expenditure (e.g., rental), quotations/invoices/receipts of the goods applied for grant, as appropriate;
 - (iv) If the referring body of the application is at the same time the provider of the goods under application for grant, at least one more quotation from another supplier would need to be provided.

The above documents must bear the authorised signatures of the respective organisations/bodies, and the telephone numbers of the signatories should also be provided. Applications not providing sufficient information will not be processed further.
4. For applications for grant to purchase basic and essential furniture and electrical appliances,
 - (i) applicants need to provide at least two quotations from different suppliers. After obtaining approval of their applications by the Foundation, the applicants should submit:-
 - (a) invoice(s) of the goods to be purchased to the Foundation which will issue cheque(s) payable to the respective suppliers; or
 - (b) receipt(s) for reimbursement by the Foundation if the goods approved have already been purchased and paid for by the applicants. However, the Foundation will not accept any receipt(s) of purchase made before the application is approved;

The Committee may consider the application on a case-by-case basis if, in special circumstances, the applicants are unable to present the invoice(s) or receipt(s) mentioned above.
 - (ii) if the furniture or electrical appliances applied for are considered to be beyond the basic or essential needs of an average household, a written recommendation from a medical professional or registered social worker must be provided certifying the need for such furniture or electrical appliances.
5. The maximum amount of grant by the Foundation for each application is HK\$10,000. An applicant or the grant recipient will only be eligible to receive a grant from the Foundation once in a life time.
6. The applicant or grant recipient is not allowed to apply for grants for the same cause from the Foundation and other charitable funds of Po Leung Kuk concurrently.
7. In the event that an applicant should become unqualified to apply for other funds or to claim insurance compensation as a result of being granted financial assistance by this Foundation, the Committee shall not be held responsible whatsoever.
8. The Committee reserves the right to reject any application.
9. The Committee, the Honorary Executive Secretary and the Adjudicator of the Foundation shall not be held responsible for any negligence, mistakes, defaults or omissions made as a result of their vetting, recommendations or decisions.
10. Personal data collected by the Committee are for the processing of the applications only. The Committee will reject the application if the personal data provided are incorrect, untrue or incomplete.
11. Personal data of the applicant are collected for the purpose of processing applications. If deemed necessary, the Committee may collect the applicant's personal data from other organisations, associations or relevant persons. In the course of vetting, or in compliance with government legislation, under strict confidentiality, the Committee will hold, use, transfer or disclose the applicant's personal data to:
 - (i) those organisations relating to the functioning of the Foundation;
 - (ii) other charitable funds and their respective fund management committees.Applicants who wish to make access to or to change the personal information provided in this form, please contact the Honorary Executive Secretary of the Foundation at 2277-8108. Normally, no fee will be imposed for request for data access/correction; however, the Foundation reserves the right to impose a fee for special requests as appropriate.
12. The English text is a translation only. In case of any difference in meaning between the two languages, the Chinese text shall prevail.

保良局馬錦明慈善基金申請表

Po Leung Kuk Ma Kam Ming Charitable Foundation Application Form

I. 申請人個人資料 Applicant's Personal Particulars

(請在適當方格內填「✓」號 Please tick appropriate box)

姓名 Name *請以正楷填寫(先寫姓氏) In block letters (surname first)

性別 Sex (英文 In English) (中文 In Chinese)
出生日期 Date of birth 國籍 Nationality
男 Male 女 Female 年 Year 月 Month 日 Day

婚姻狀況 Marital Status

單身 Single 已婚 Married 離婚 Divorced 分居 Separated 鰥寡 Widowed

配偶姓名 Spouse's Name *請以正楷填寫(先寫姓氏) In block letters (surname first)

申請人香港身份證號碼 Applicant's HKID Card No. (英文 In English) (中文 In Chinese)
配偶香港身份證號碼 Spouse's HKID Card No.
() ()

地址 Address

職業 Occupation + 現 / 最後一任僱主姓名 Name of present/ last employer

+ 現 / 最後一任僱主之地址 Address of present / last employer

電話 Telephone

+ 請刪去不適用者 Please delete as appropriate

II. 申請理由 Reason for Application

申請金額
Amount applied

\$

III. 申請人經濟狀況 Applicant's Financial Information

(請在適當方格內填「✓」號，並提供所需資料 Please tick appropriate box and provide necessary information)

1. 家庭每月平均收入 Average monthly family income

\$

主要入息來源 Major sources of income

1.1 申請人 Applicant 配偶 Spouse 其他 Others

1.2 薪金 Salary \$ _____ 租金收入 Rental Income \$ _____

營業純利 Business net profit \$ _____ 其他 Others _____

2. 其他非經常性收入 Other sources of income

保險金 Insurance compensation \$ _____ 其他 Others _____

3. 住所費用 Housing expenses

租住公屋 Public housing 按揭 Mortgage

每月租金 Monthly rent \$ _____ 每月供款 Monthly instalment \$ _____

租住私人樓宇 Private housing 每季差餉 Quarterly rates \$ _____

每月租金 Monthly rent \$ _____ 其他 Others _____

自置居所 Self-owned property 每季差餉 Quarterly rates \$ _____

每季差餉 Quarterly rates \$ _____

4. 受申請人供養人士之資料 Particulars of dependents

| 姓名 Name | 年齡 Age | 香港身份證號碼 HKID Card No. | 關係 Relationship | 職業 Occupation | 是否與申請人同住 Whether residing with the applicant |
|------------|-----------|--------------------------|--------------------|------------------|--|
| | | | | | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| | | | | | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| | | | | | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |
| | | | | | <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No |

家庭平均每月總支出 Average monthly household expenses

\$

IV. 其他基金之申請情況 Application of other Funds

本人就上頁第 II 部份的申請理由，

Regarding the reason for application as described in Part II on the previous page,

曾申請 _____ (基金名稱)，並獲得撥款共 \$ _____。

I have applied for _____ (name(s) of the fund(s)), and have been granted a total of \$ _____.

現正申請 _____ (基金名稱)，申請結果待覆。

I am applying for _____ (name(s) of the fund(s)), awaiting the result of the application.

沒有申請其他任何基金。I have not applied and am not applying for any other funds.

V. 聲明 Declaration

本人謹此聲明，所呈報之資料均屬真確及並無遺漏。

I hereby declare that the information given herein is true, correct and complete.

 申請人簽署 Signature of applicant (姓名 Name) 日期 Date

VI. 以下由審核機構填寫 For Official Use Only

檔案編號 File No.

1. 補充資料 Supporting data

簽署 Signature

日期 Date

2. 審查員胡關李羅律師行報告 Recommendations from Woo, Kwan, Lee & Lo, Solicitors & Notaries

簽署 Signature

日期 Date

3. 基金義務秘書報告 Recommendations from the Hon. Executive Secretary of the Foundation

簽署 Signature

日期 Date

4. 批准資助金額 Approved amount

\$

5. 批准人 Approved by

 主席 Chairman 委員 Committee Member 委員 Committee Member 日期 Date
 () () ()