

Guangdong Scheme and Fujian Scheme



**Hong Kong Elderly People
Residing in Guangdong or Fujian can
also benefit from Old Age Allowance or
Old Age Living Allowance**

November 2019



社會福利署

Social Welfare Department

Introduction

1. The Guangdong (GD) Scheme and Fujian (FJ) Scheme under the Social Security Allowance (SSA) Scheme comprise Old Age Allowance (OAA) and Old Age Living Allowance (OALA) [including Normal OALA and Higher OALA] to provide monthly allowance for eligible Hong Kong (HK) residents who choose to reside in GD (only applicable to GD Scheme) or FJ (only applicable to FJ Scheme). OAA is designed to provide a monthly allowance on a non-means-tested basis to HK residents who are 70 years of age or above to meet their special needs arising from old age. OALA is to provide a special allowance per month to supplement the living expenses of HK residents aged 65 or above who are in need of financial support and having income and assets not exceeding the prescribed limits.
2. This booklet explains the eligibility criteria and provides other relevant information of the GD Scheme and FJ Scheme.

Eligibility Criteria

3. An applicant is eligible for an allowance under the GD Scheme/FJ Scheme if he/she:

(a) satisfies the following residence requirements:

- (1) he/she must have been a HK resident for at least seven years; and
- (2) he/she must have resided in HK continuously for at least one year immediately before the date of application (absence from HK up to a maximum of 56 days during the one-year period is treated as residence in HK).

Note:

- (i) Persons whose presence in HK is unlawful or persons who are permitted to stay in HK for a purpose other than residence (for example, imported workers or visitors) are excluded from the Scheme.
- (ii) In determining whether an applicant has resided in HK continuously for at least one year immediately before the date of application, consideration can be given to disregarding absences arising from paid work outside HK during the one-year period, subject to there being sufficient documentary proof. Where an applicant has been absent from HK for more than 56 days during the one-year period because of the need to receive medical treatment outside HK, the Director of Social

Welfare can consider exercising his discretion to disregard the absences exceeding the 56-day limit, subject to the reason for and evidence of receiving medical treatment outside HK being established.

- (iii) Absence from HK means leaving HK for the Mainland, Macao or overseas countries/territories.
- (b) continues to reside in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) during receipt of allowance [a recipient under the GD Scheme/FJ Scheme will be required to reside in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) for at least 60 days within a payment year for obtaining a full-year payment of allowance (please refer to paragraphs 12 and 13)];
- (c) should surrender his/her public rental housing unit or delete his/her name from the tenancy before leaving HK if he/she is an authorised public rental housing tenant (please refer to Annex II);
- (d) is not in receipt of any other allowance under the SSA Scheme or assistance under the Comprehensive Social Security Assistance Scheme;
- (e) is not being detained in legal custody or admitted to a penal institution; and
- (f) fulfils the following eligibility criteria required by the individual allowance:

(1) OAA

- he/she is aged 70 or above.

(2) Normal OALA

- he/she is aged 65 or above; and
- must meet the income and asset requirements (please refer to Annex I).

(3) Higher OALA

- he/she is aged 65 or above; and
- must meet the income and asset requirements (please refer to Annex I).

Application Procedures

4. Applicants must complete the application procedures in person in HK, prior to which applicants are required to return the completed “Guangdong Scheme and Fujian Scheme Application Form” together with two recent photos and photocopies of all relevant supporting documents (please refer to Annex III) to the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) [SSFU(GD Scheme & FJ Scheme)] by post or in person first. The “Guangdong Scheme and Fujian Scheme Application Form” and Guidance Notes can be downloaded from the Social Welfare Department (SWD)’s GD Scheme website (www.swd.gov.hk/gds) or FJ Scheme website (www.swd.gov.hk/fjs) or obtained from any social security field units. Applicants can also obtain the Application Form and Guidance Notes from the SSFU(GD Scheme & FJ Scheme) by phone or by post. The address, telephone number and opening hours of SSFU(GD Scheme & FJ Scheme) are at Annex IV.

5. Upon receipt of an application, SWD will make arrangements for an interview with the applicant at the SSFU(GD Scheme & FJ Scheme). Applicants need to bring along original copies of relevant documents, such as HK Identity Card, travel documents, etc., when attending the scheduled interview. Normal/Higher OALA applicants should also bring along original copies of identity documents of their spouse/cohabiting partner (if applicable) and relevant documents pertaining to their income and assets held by them and their spouse/cohabiting partner (if applicable). SWD may, when necessary, ask the applicants for supplementary information. It will speed up the process of an application if the applicants can provide complete information and produce all the necessary supporting documents. When the investigation is completed, a notification letter will be issued to the applicants notifying them of the result.
6. For applicants who have already settled in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) and can produce medical proof(s) issued by public hospital/clinic indicating that they may not be able to travel to HK for the application due to health condition, SWD will request its agent to assist the applicants in completing the application procedures.

Note:

SWD accepts application for OALA/OAA under the GD Scheme/FJ Scheme within one month prior to the applicant's reaching the respective qualifying age (i.e.,

the 65th or 70th birthday) for the allowance. Under this arrangement, payment of OALA/OAA will be calculated from the date the applicant fulfils the qualifying age and satisfies all the eligibility criteria.

NOTE: To ensure efficient handling of applications, SWD will make prior appointment for an interview with applicants. There is no need for applicants to rush to the SSFU(GD Scheme & FJ Scheme). Applicants should first return the completed application form together with two recent photos and photocopies of relevant supporting documents to the SSFU(GD Scheme & FJ Scheme) by post. The arrangement facilitates shortening the time required for processing the applications and saves applicants from having to make repeated visits to the field unit. Upon receipt of an application, SWD will make arrangements for an interview with the applicant.

Persons Unable to make Application by Himself/Herself

7. If an applicant is medically certified to be unfit to make a statement rendering him/her unable to make an application by himself/herself, which is verified by SWD, an appointee will be appointed by the Director of Social Welfare to act on his/her behalf. The appointee is required to provide the reason(s) for the applicant's having to settle in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme).

Rate of Payment and Payment Method

8. OAA/Normal OALA/Higher OALA is paid to eligible applicant on a monthly basis.
9. Payment is calculated from the date of receipt of application by SWD (or the date of application or referral if the application is referred by another organisation) or the date on which the applicant satisfies the eligibility criteria for the allowance, whichever is later.
10. Allowance will be credited to the applicant's/appointee's designated bank account in HK (joint bank account is not accepted) once a month.
11. The applicant/appointee is responsible for making his/her own arrangements to collect the allowance from the account (e.g. he/she can make arrangements with the bank to remit the payments to him/her in GD/FJ). Any expenses thus incurred have to be borne by the applicant/appointee.

After becoming a Recipient of the GD Scheme/FJ Scheme

Permissible Limit of Absence from GD/FJ during Receipt of Allowance

12. During receipt of allowance, a recipient of OAA/OALA must continue to reside in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme). Where a recipient has resided in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) for not less than 60 days in a payment year, his/her temporary absences from the province concerned (absence from GD/FJ means leaving GD/FJ for other provinces on the Mainland, HK, Macao or overseas countries/territories) will not affect the payment of allowance on condition that the total number of days of absence from the province concerned in the year does not exceed 305 days (or 306 days in a leap year). In other words, a GD Scheme/FJ Scheme recipient will be entitled to a full year allowance if he/she satisfies the minimum residence period of 60 days in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) in a payment year.
13. If a recipient has resided in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) for less than 60 days in a payment year, he/she is not entitled to any “absence” allowance in that year. He/She is eligible to receive allowance only for the periods during which he/she has resided in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme). If any overpayment involved, the recipient/appointee must refund the overpaid allowance to SWD.

Note:

- (i) Payment year under the GD Scheme/FJ Scheme refers to the 12-month period from the date when the recipient meets the eligibility criteria for receiving the allowance. For example, if a person started to receive allowance from 1 April 2020, the first payment year is from 1 April 2020 to 31 March 2021, the second payment year from 1 April 2021 to 31 March 2022 and so forth.
- (ii) Subject to there being sufficient documentary proof, consideration can be given to disregarding a recipient's absences from GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) arising from paid work outside the province concerned.

SWD's Agent

- 14. SWD has appointed the International Social Service Hong Kong Branch as the Agent for OAA and OALA under the GD Scheme and FJ Scheme to assist recipients in completing the case review so as to ascertain their continued eligibility for the allowance and to provide appropriate services to the recipients. The addresses, telephone numbers and opening hours of SWD's Agent are at Annexes V and VI.
- 15. The main duties of SWD's Agent include:
 - (a) to assist in completing the application procedures for elderly persons who have settled in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) and can provide medical document(s) issued by public hospital/clinic to prove that they are unable to travel to HK due to health condition to make the

application and on behalf of SWD, to conduct annual case reviews and to assist the recipients in completing annual review to ascertain that the recipients continue to be eligible to receive the allowance (please refer to paragraphs 6 and 18 to 20);

- (b) to handle enquiries or reports on changes in information from recipients under the GD Scheme/FJ Scheme (please refer to paragraph 17);
- (c) to handle special cases – e.g. to assist SWD in carrying out investigation into special cases under the GD Scheme/FJ Scheme to ensure accuracy of the information provided by the recipient or to identify and recommend to SWD a suitable appointee living in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) to act on behalf of a mentally-unsound recipient who is unable to express his/her wishes, etc.; and
- (d) to arrange escort service (only applicable to GD Scheme) – where a recipient has genuine need to travel between GD and HK but cannot make the necessary arrangements on his/her own (for example, a frail recipient leaving HK for GD, or a recipient living in GD seeking to return to HK for urgent medical treatment but nobody is available to escort him/her), SWD's Agent of GD Scheme will provide relevant information to the recipient or assist in arranging transport and escort services (the recipient is required to bear the cost of transport and other related expenses).

16. If recipients living in GD/FJ have any enquiry or need to report change in circumstances, they may contact SWD's Agent.

Reporting Change in Circumstances

17. If there is any change in the circumstances of a recipient, and the change is related to the information provided at the time of making application (please refer to Annex VII), the recipient/appointee should report the change immediately to SWD's Agent or SSFU(GD Scheme & FJ Scheme).

Postal Review and Spot Check

18. SWD will, through assistance of SWD's Agent, carry out annual review for all OAA and OALA cases under the GD Scheme and FJ Scheme by means of postal review or spot check in the form of home visit.
19. Upon receipt of the postal review form sent by SWD's Agent, a recipient is required to complete the postal review form, have his/her declaration witnessed by a relative or friend aged 18 or above and return the completed postal review form to SWD's Agent within the time specified in the letter. If the recipient happens to be in HK within the specified time, he/she may choose to approach SSFU(GD Scheme & FJ Scheme) or the office of SWD's Agent in HK to complete and sign his/her declaration witnessed by staff of SWD or SWD's Agent. If the recipient fails to complete the postal review form within the specified time, SWD will not be able to establish the recipient's continued eligibility for the GD Scheme/FJ Scheme and will need to consider stopping the GD Scheme/FJ Scheme payment to the recipient.

20. SWD's Agent will conduct spot check for GD Scheme/FJ Scheme cases by means of home visit so as to ascertain the recipient's continued eligibility for the allowance. The recipient/appointee should cooperate fully with staff of SWD's Agent.

Temporary Absence from GD/FJ

21. As long as the recipient resides in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) for not less than 60 days in a payment year (please refer to paragraphs 12 and 13), regardless of the reason(s) for his/her temporary absence from the province concerned, he/she is not required to report to SWD's Agent or SSFU(GD Scheme & FJ Scheme).

Returning to settle in HK or removing to GD/FJ

22. If a recipient decides to leave GD/FJ and return to settle in HK, he/she is required to report and complete formalities with the SSFU(GD Scheme & FJ Scheme) so as to arrange other allowance under the SSA Scheme for him/her, subject to meeting the relevant eligibility criteria.
23. If a recipient wishes to change his/her place of residence on a permanent basis from GD to FJ and to convert to receive allowance under the FJ Scheme or from FJ to GD and to convert to receive allowance under the GD Scheme, he/she should report to the SSFU(GD Scheme & FJ Scheme) or SWD's Agent and obtain the approval of SWD before changing his/her place of residence.

24. If a recipient who is benefited from the Special One-Off Arrangement under the GD Scheme/FJ Scheme wishes to convert to receive other allowance under the SSA Scheme in HK, or convert to receive other allowance under the FJ Scheme from the GD Scheme or convert to receive other allowance under the GD Scheme from the FJ Scheme, he/she must:

- ✧ have received OAA/OALA under the GD Scheme/FJ Scheme for not less than one year (a payment break for not more than 10 days is allowed); or
- ✧ have resided in HK continuously for one year immediately before the date of application for other allowance under the SSA Scheme;

in addition to meeting the eligibility criteria of the allowance (e.g. the income and asset requirements of OALA) that he/she wants to apply for when returning to HK or removing to GD or FJ.

Note:

In the first year of implementation of OALA under the GD Scheme and FJ Scheme (i.e., for the period from 1 January 2020 to 31 December 2020), a **Special One-Off Arrangement** is put in place to allow HK elderly people who have already settled in GD/FJ and satisfied all other eligibility criteria (e.g. age, income and asset limits for Normal OALA/Higher OALA, etc.) to benefit from OAA/OALA under the GD Scheme/FJ Scheme without having to satisfy the rule of one-year-continuous-residence in HK. However, they must have resided in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) continuously for at least one year immediately before the date of application [absence from GD (only applicable to

GD Scheme)/FJ (only applicable to FJ Scheme) for not more than 56 days during the one-year period is treated as residence in the province concerned] and provide supporting documents.

Appeals

25. If an applicant disagrees with the decision of SWD regarding his/her application, he/she may lodge an appeal with the Social Security Appeal Board, which is an independent body comprising non-officials appointed by the Chief Executive. An appeal must be lodged within four weeks immediately following the date of notification of the decision from the Director of Social Welfare. Enquiries about the appeal procedures can be made with the SSFU(GD Scheme & FJ Scheme).

Enquiries

Guangdong Scheme and Fujian Scheme

Enquiry Line:

3105 3266

SWD's Guangdong Scheme website:

www.swd.gov.hk/gds

SWD's Fujian Scheme website:

www.swd.gov.hk/fjs

Income and Assets under the GD Scheme/FJ Scheme (only applicable to Normal OALA/ Higher OALA applicants⁽¹⁾)

- “Income” includes wages from employment, income from handiwork, business, etc. (including salaries, wages, monthly commissions or bonuses received, and monthly income from self-employment), retirement benefits/pensions, net income on rentals collected, and payout from the annuity scheme(s)⁽²⁾. Contributions from family members, relatives or friends, and monthly payments received under reverse mortgage schemes are excluded, but any unspent and accumulated amount of savings/cash in hand generated will be treated as “assets”.
- “Assets”⁽³⁾ include land and non-owner-occupied properties⁽⁴⁾, cash in hand, bank savings, investments in stocks and shares (including bonds, trust fund, interest in any business of sole proprietorship, partnership or firms/limited companies and accrued retirement benefits⁽⁵⁾), vehicle for investment (e.g. taxi and public light bus) and its business license, and gold bars and gold coins, etc. Owner-occupied properties, columbarium niche for self-use in future, and the cash value of insurance schemes are excluded.

Note:

- (1) If an applicant’s marital status is “Never Married”, “Separated”, “Divorced” or “Widowed”, he/she is only required to provide his/her personal particulars and information on his/her own income and assets. If an applicant’s marital status is “Married” or “Cohabiting*”,

the applicant is required to provide his/her spouse's/ cohabiting partner's personal particulars and information on income and assets. The information on the levels of the prescribed income and asset limits is obtainable from the SSFU(GD Scheme & FJ Scheme) or any social security field units of the SWD or by visiting the SWD website (www.swd.gov.hk).

(*Only applicable to cases where the applicant (i) is currently living with a cohabiting partner in the same household; (ii) is living on shared resources with the cohabiting partner; and (iii) agrees to provide the personal and financial information of the cohabiting partner to the SWD, regardless of whether the applicant's cohabiting partner is/is not currently receiving the Normal OALA/Higher OALA/ other allowance. Such application will be subject to the means test assessment based on the "Financial Resource Limits for Married Couples".)

- (2) Annuity Schemes include "HKMC Annuity Plan" launched by HKMC Annuity Limited and other annuity schemes in the market. The payout under the annuity scheme(s) provided on a regular basis (normally on a monthly basis) is counted as income. If the regular payout is provided on quarterly, half-yearly or yearly basis, it will be apportioned according to the number of months covered as the monthly income. However, the pre-surrender value of the annuity scheme(s) will be disregarded under the asset test. The surrender value (if any) after surrendering the annuity scheme(s) will be counted as assets.
- (3) Including those in HK, Macao, the Mainland or overseas separately or jointly owned by the applicant and/or his/her spouse/cohabiting partner (if applicable) or jointly owned with other person(s).

- (4) Properties include land, real estate and parking space of any use in and outside GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme). Only the value of one residential property which is the principal place of residence in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) and one parking space for self-use will be disregarded. Other real estate and parking space separately or jointly owned by the applicant and/or his/her spouse/cohabiting partner (if applicable) or jointly owned with other person(s) are regarded as “non-owner-occupied properties” and should be taken into account for assessment of “assets”.
- (5) Accrued retirement benefits refer to the retirement benefits currently held in Mandatory Provident Fund (“MPF”) Scheme(s) or other retirement scheme(s). The estimated total amount of such accrued retirement benefits is based on information on the latest benefit statement(s) issued by MPF trustee(s) or other retirement schemes trustee(s)/ administrator(s) or information obtained through other relevant documents. For applicant’s spouse/cohabiting partner (if applicable) aged below 65, the accrued retirement benefits are disregarded in the asset test while the monthly mandatory contributions to MPF Scheme(s) or other retirement scheme(s) are disregarded in the income test.

Supplementary Information for Applicants who are Public Rental Housing (PRH) Tenants

Surrendering of PRH Unit or Self Deletion from PRH Tenancy

- (1) Applicants who are PRH tenants are required to surrender their PRH units or delete their names from the PRH tenancies before they depart from HK in order to be eligible for the GD Scheme/FJ Scheme. Applicants who are allocated PRH units or listed in the PRH tenancies during receipt of allowance are also required to surrender their PRH units or delete their names from the PRH tenancies in order to continue to be eligible for the GD Scheme/FJ Scheme.
- (2) Therefore, if an applicant decides to leave HK and reside in GD/FJ on a long-term basis, he/she is required to inform the Housing Department (HD)/Hong Kong Housing Society (HKHS) and submit relevant document(s) for surrendering PRH unit or requesting for name deletion from PRH tenancies concerned to HD/HKHS. Besides, the applicant should authorise SWD to inform HD/HKHS of his/her decision on leaving HK to facilitate HD/HKHS in taking appropriate follow-up action.

Issuing of Letter of Assurance after surrendering of PRH Unit

- (3) If an applicant voluntarily surrenders his/her PRH unit to the Hong Kong Housing Authority (HA)/HKHS on the decision to move to GD/FJ, HA/HKHS will issue a Letter of Assurance (LA) to the applicant upon his/her request when surrendering the PRH unit. The LA serves to ensure that HA/HKHS will allocate a refurbished PRH unit to the applicant if he/she fulfills the eligibility criteria for PRH application and conditions as laid down in the LA in the event of his/her return to HK for good and at the time of redemption of LA, subject to availability of resources.
- (4) An elderly resident living in interim housing (IH) unit may also request a LA such that an IH unit will be allocated to him/her when he/she returns to HK for good.
- (5) If the spouse of the LA holder is also listed in the LA, the spouse may become the LA holder after the death of the original LA holder.
- (6) If the applicant deletes his/her name from the tenancy while his/her family member(s) is/are still living in the PRH unit, the applicant can apply to HA for a Letter of Reinstatement (LR). In the event of his/her return to HK for good, subject to meeting the prevailing housing policies, HA/HKHS will reinstate his/her name into the tenancy as authorised family member provided that the tenancy of the flat concerned still exists by the time of redemption.

Retention of PRH Unit during Absence from HK

- (7) An applicant may find it necessary to retain his/her PRH unit for some time in case of any adjustment problem after moving to GD/FJ. The HD/HKHS normally allows an applicant to retain the unit for a maximum of three months counting from his/her departure from HK. However, the applicant should first obtain the approval of the relevant estate management office and make his/her own arrangement to pay the rent to HD/HKHS during his/her absence from HK.

If deciding to return to settle in HK

- (8) If a recipient holding a LA issued by HA/HKHS decides to return to HK for good, he/she may inform the Housing Manager of the PRH estate where he/she used to live (applicable to former HA PRH tenants) or HKHS's Applications Section (applicable to former HKHS PRH tenants) of his/her decision before returning to HK so that HD/HKHS can handle relevant formalities as soon as possible. After he/she returns to HK, HA/HKHS will allocate a PRH unit to him/her as soon as possible. (The above procedures are also applicable to the IH licensees.)

Documents required for making Application for the GD Scheme/FJ Scheme

- (1) When an applicant/appointee makes application by post or in person, he/she must provide his/her/the applicant's two recent photos and photocopies of the following documents:
 - (a) documentary proof(s) of the applicant's identity, age and residence in HK (e.g. HK Identity Card, Birth Certificate, etc.) and residential address in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) (e.g. rental receipts, utilities bills, etc.);
 - (b) first page of the applicant's HK bank account passbook (must clearly show the name of the applicant and account number; only sole account is acceptable for the purpose of payment of allowance, joint bank account is not applicable); and
 - (c) for an applicant who has already settled in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) and may not be able to travel to HK for the application due to health condition, documentary proof(s) issued by public hospital/clinic to prove his/her health condition.
- (2) When attending scheduled appointment for completing the application procedures in SSFU(GD Scheme & FJ Scheme), applicant/appointee should bring along the original copies of the documents stated in (1) above together with the following original documents:

- (a) all travel documents of the applicant (e.g. Passport, HKSAR Document of Identity for Visa Purposes, etc.);
 - (b) (for Normal/Higher OALA applicants only) the identity document of the applicant's spouse/cohabiting partner (only applicable to an applicant whose marital status is "Married" or "Cohabiting"); and
 - (c) (for Normal/Higher OALA applicants only) all documents pertaining to the applicant's and his/her spouse's/cohabiting partner's (only applicable to an applicant whose marital status is "Married" or "Cohabiting") monthly income as well as assets held by the applicant and his/her spouse/cohabiting partner (only applicable to an applicant whose marital status is "Married" or "Cohabiting") (including all bank account passbooks).
- (3) If the application is made by an appointee, apart from the above-mentioned documents, the appointee is required to bring along his/her own identity document(s) and the bank account passbook for receiving the applicant's allowance (joint bank account is not accepted).

Address, Telephone Number and Opening Hours of Social Security Field Unit (Guangdong Scheme and Fujian Scheme)

Office	Address	Tel. No.
Social Security Field Unit (Guangdong Scheme and Fujian Scheme)	Unit 2110-2111, 21/F., Landmark North, 39 Lung Sum Avenue, Sheung Shui, Hong Kong	3105 3294
Opening Hours		
Monday to Friday:	8:45 am to 1:00 pm 2:00 pm to 6:00 pm	
Saturday, Sunday and Public Holidays:	Closed	
Enquiry		
Guangdong Scheme and Fujian Scheme Enquiry Line		3105 3266
Social Welfare Department Hotline		2343 2255

Address, Telephone Number and Opening Hours of SWD's Agent for OAA and OALA under the GD Scheme

SWD has commissioned the International Social Service Hong Kong Branch as an agent to monitor the OAA and OALA cases under GD Scheme and provide services to applicants and recipients. The office address, telephone number and the opening hours of the agent are as below:

Office	Address	Tel. No.
International Social Service Hong Kong Branch	Unit 1, G/F, Lung Wo House, Lower Wong Tai Sin Estate, Wong Tai Sin, Kowloon, Hong Kong	2755 3000
		Fax No.
		2755 7500
Opening Hours		
Monday:	9:00 am to 1:00 pm 2:00 pm to 6:00 pm	
Tuesday to Friday:	9:00 am to 1:00 pm 2:00 pm to 5:45 pm	
Saturday, Sunday and Public Holidays:	Closed	

Address, Telephone Number and Opening Hours of SWD's Agent for OAA and OALA under the FJ Scheme

SWD has commissioned the International Social Service Hong Kong Branch as an agent to monitor the OAA and OALA cases under FJ Scheme and provide services to applicants and recipients. The office address, telephone number and the opening hours of the agent are as below:

Office	Address	Tel. No.
International Social Service Hong Kong Branch	Restaurant Block, Ping Shek Estate, Kowloon, Hong Kong	2755 6800
		Fax No.
		2755 3400
Opening Hours		
Monday:	9:00 am to 1:00 pm 2:00 pm to 6:00 pm	
Tuesday to Friday:	9:00 am to 1:00 pm 2:00 pm to 5:45 pm	
Saturday, Sunday and Public Holidays:	Closed	

Responsibilities of Applicants/ Recipients/Appointees of the GD Scheme/FJ Scheme

- (1) Applicants/Recipients/Appointees must provide true, correct and complete information. SWD will grant the allowance on the basis of the information provided by the applicants/recipients/appointees. Any change in the circumstances of the applicants/recipients, such as absence from GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) exceeding the permissible limit, may affect the amount of the allowance payable to the applicants/recipients or the recipients may no longer be eligible for the allowance. If the amount paid is more than the recipient's entitlement, the recipients/appointees must refund the overpaid allowance to SWD.
- (2) In case of following changes in circumstances, the applicants/recipients/appointees should report to SWD's Agent or SSFU(GD Scheme & FJ Scheme) as soon as possible [please provide the specified date(s) of change(s)]:
 - change of residential/correspondence address;
 - no longer reside in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme);
 - resided in GD (only applicable to GD Scheme)/FJ (only applicable to FJ Scheme) for less than 60 days in a payment year;
 - imprisoned or detained in legal custody for more than 29 days;

- allocation of a PRH unit or tenancy right of a PRH unit; and
- change of financial condition of Normal OALA/ Higher OALA recipients, including increase in income and asset value resulting in income and assets exceeding the prescribed limits and change of marital status.