



社會福利署

Social Welfare Department

# Application for Guangdong Scheme Guidance Notes

## **Introduction**

The Guangdong Scheme under the Social Security Allowance Scheme is to provide Old Age Allowance, on a monthly basis, for eligible Hong Kong residents aged 65 or above who choose to reside in Guangdong to meet their special needs arising from old age.

The Guangdong Scheme is non-contributory. Except for applicants aged 65 to 69, applicants for the Guangdong Scheme are not required to go through a means test.

# Contents

---

|       |                                                                                                                | <b>Page</b> |
|-------|----------------------------------------------------------------------------------------------------------------|-------------|
| I.    | Eligibility Criteria                                                                                           | 4 - 8       |
| II.   | Application Procedures                                                                                         | 9 - 10      |
| III.  | Persons Unable to Make Application by Him/Herself                                                              | 10          |
| IV.   | Responsibilities of Applicants/Appointees                                                                      | 10 - 11     |
| V.    | Collection of Personal Data                                                                                    | 11 - 12     |
| VI.   | How to Complete the Application Form                                                                           | 12 - 20     |
| VII.  | Documents Required for Making Application                                                                      | 21 - 22     |
| VIII. | Address, Telephone Number and Opening Hours of Social Security Field Unit (Guangdong Scheme and Fujian Scheme) | 23          |
| IX.   | Enquiry                                                                                                        | 23          |

## I. Eligibility Criteria

An applicant is eligible for an allowance under the Guangdong Scheme if he/she:

| (a) | reaches the qualifying age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Aged<br>65 to 69 | Aged 70<br>or above |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| (b) | <p>satisfies the following residence requirements:</p> <p>(1) he/she must have been a Hong Kong resident for at least seven years; and</p> <p>(2) he/she must have resided in Hong Kong continuously for at least one year immediately before the date of application (absence from Hong Kong up to a maximum of 56 days during the one-year period is treated as residence in Hong Kong).</p> <p><u>Note:</u></p> <p>(i) Persons whose presence in Hong Kong is unlawful or persons who are permitted to stay in Hong Kong for a purpose other than residence (for example, imported workers or visitors) are excluded from the Scheme.</p> <p>(ii) In determining whether an applicant has resided in Hong Kong continuously for at least one year immediately before the date of application, consideration can be given to disregarding absences arising from paid work outside Hong Kong during the one-year period, subject to there being sufficient documentary proof. Where an applicant has been absent from Hong Kong for more than 56 days during the one-year period because of the need to receive medical treatment outside Hong Kong, 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 Hong Kong being established.</p> | √                | √                   |

|                 |                                                                                                                                                                                       | Aged<br>65 to 69 | Aged 70<br>or above |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| (b)<br>(cont'd) | (iii) Absence from Hong Kong means leaving Hong Kong for the Mainland, Macao or overseas countries/territories.                                                                       | √                | √                   |
| (c)             | continues to reside in Guangdong during receipt of allowance (see 'Permissible Limit of Absence from Guangdong during Receipt of Allowance' on page 6).                               | √                | √                   |
| (d)             | is not in receipt of other allowances under the Social Security Allowance Scheme or assistance under the Comprehensive Social Security Assistance Scheme.                             | √                | √                   |
| (e)             | is not being detained in legal custody or admitted to a penal institution.                                                                                                            | √                | √                   |
| (f)             | is required to surrender his/her public rental housing unit or delete his/her name from the tenancy before leaving Hong Kong if he/she is an authorised public rental housing tenant. | √                | √                   |
| (g)             | is having an income and assets below the prescribed limits (see 'Income and Assets Limits for applicants aged 65 to 69' on pages 7-8).                                                | √                | Not applicable      |

## **Permissible Limit of Absence from Guangdong during Receipt of Allowance**

1. Where a recipient of Guangdong Scheme under the Social Security Allowance Scheme has resided in Guangdong for not less than 60 days in a payment year, his/her temporary absences from Guangdong (i.e., leaving Guangdong for other provinces on the Mainland, Hong Kong, Macao or overseas countries/territories) will not affect the payment of allowance on condition that the total number of days of absence from Guangdong in the year does not exceed 305 days (or 306 days in a leap year). In other words, a Guangdong Scheme recipient will be entitled to a full year allowance if he/she satisfies the minimum residence period of 60 days in Guangdong in a payment year.
2. If a Guangdong Scheme recipient has resided in Guangdong 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 Guangdong. If any overpayment involved, the recipient/appointee must refund the overpaid allowance to the Social Welfare Department (SWD).

### **Note:**

- (1) Payment year under the Guangdong 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 November 2016, the first payment year is from 1 November 2016 to 31 October 2017, the second payment year is from 1 November 2017 to 31 October 2018 and so forth.
- (2) Subject to there being sufficient documentary proof, consideration can be given to disregarding a recipient's absences from Guangdong arising from paid work outside Guangdong.

## Income and Asset Limits for applicants aged 65 to 69

|                                                              | <u>Single person <sup>(1)</sup></u><br><u>(HK\$)</u> | <u>Married couples <sup>(2)</sup></u><br><u>(HK\$)</u> |
|--------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| Total income per month<br>(with effect from 1 February 2019) | \$7,970                                              | \$13,050                                               |
| Total asset value<br>(with effect from 1 February 2019)      | \$343,000                                            | \$520,000                                              |

- ✧ “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) <sup>(3)</sup>. 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” <sup>(4)</sup> include land and non-owner occupied properties <sup>(5)</sup>; 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 <sup>(6)</sup>); vehicle for investment (e.g. taxi and public light bus) and its business licence; and gold bars and gold coins, etc. Owner occupied property, columbarium niche for self-use in future, and the cash value of insurance schemes are excluded.

Note:

- (1) “Income and Asset Limits for Single Person” are applicable to an applicant whose marital status is “Never Married”, “Separated”, “Divorced” or “Widowed”. The applicant is only required to provide his/her personal particulars and information on his/her own income and assets.
- (2) “Income and Asset Limits for Married Couples” are applicable to an applicant whose 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.  

(\*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 Social Welfare Department, regardless of whether the applicant’s cohabiting partner is/is not currently receiving the allowance under Guangdong Scheme/other allowance. Such application will be subject to the means test assessment based on the “Financial Resource Limits for Married Couples”. )
- (3) 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 schemes will be counted as assets.
- (4) Including those in Hong Kong, 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).
- (5) Properties include real estate and parking space of any use in and outside Guangdong. Only the value of one residential property which is the principal place of residence in Guangdong 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”.
- (6) 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 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.



## II. Application Procedures

1. Applicants must complete the application procedures in person in Hong Kong, prior to which applicants are required to return the completed “Guangdong Scheme Application Form” together with two recent photos and photocopies of all relevant supporting documents listed in Item VII (see page 21) to the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) by post or in person first. The “Guangdong Scheme Application Form” and Guidance Notes can be downloaded from SWD’s Guangdong Scheme website ([www.swd.gov.hk/gds](http://www.swd.gov.hk/gds)) or obtained from any social security field units. Applicants can also obtain the Application Form and Guidance Notes from the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) by phone or by post.
2. Upon receipt of an application, SWD will make arrangements for an interview with the applicant at the Social Security Field Unit (Guangdong Scheme and Fujian Scheme). Applicants need to bring along original copies of identity documents, bank account passbook(s), documentary proof of residential address in Guangdong and travel documents (including Passport, HKSAR Re-entry Permit, Certificate of Identity, Home Visit Permit, HKSAR Document of Identity for Visa Purposes, Hong Kong Entry Permit and One-way Permit, etc.) for verification during the process of application. Applicants aged 65 to 69 should also bring along original copies of identity documents of their spouse (if applicable) and relevant documents pertaining to their income and assets held by them and their spouse (if applicable). SWD may, where necessary, ask the applicants for supplementary information. It will speed up the process of the applications if the applicants/appointees can provide complete information and produce all the necessary supporting documents.
3. Existing recipients under the Social Security Allowance Scheme or the Comprehensive Social Security Assistance Scheme who choose to apply for the Guangdong Scheme instead are also required to complete the “Guangdong Scheme Application Form” to provide information required such as residential address in Guangdong, updated income and assets information (applicable to applicants aged 65 to 69), etc.
4. For applicants who have already settled in Guangdong and can produce medical proof(s) issued by public hospital/clinic on their health condition, to show that they may not be able to travel to Hong Kong for the application, SWD will request its agent to assist the applicants in completing the application procedures.
5. After completion of investigation, a notification letter will be issued to the applicants. Subject to meeting all the eligibility criteria, payment will be arranged. 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 organization) or the date on which the applicant satisfies the eligibility criteria for the allowance, whichever is later.

Note: SWD accepts application from a Guangdong Scheme applicant within one month of his/her reaching the qualifying age for the allowance (i.e., the 65th or 70th birthday respectively). Payment of allowance under the Guangdong Scheme will be calculated from the date the applicant fulfils the qualifying age and satisfies all the eligibility criteria, whichever is later.

### **III. Persons Unable to Make Application by Him/Herself**

1. If an applicant is medically certified to be unfit to make a statement rendering him/her unable to make an application by him/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 Guangdong.

### **IV. Responsibilities of Applicants/Appointees**

1. Applicants/Appointees must provide true, correct and complete information to SWD and its agent. A person who knowingly or wilfully provides false statement or withholds any information in order to obtain the allowance by deception commits a criminal offence. He/She is also breaking the law if he/she has the deliberate intention of not reporting the changes of given information to SWD or its agent which may cause a reduction of the amount of allowance payable or disqualification for the allowance. The applicant or his/her appointee may be liable to prosecution. Furthermore, any overpaid allowance must be refunded to SWD.
2. In case of any change in circumstances, such as change of address, absence from Guangdong exceeding the permissible limit (see page 6), income or total value of assets exceeding the prescribed limits after the date specified (see page 7-8) or change of marital status (applicable to applicants aged 65 to 69 only), being imprisoned or detained in legal custody for more than 29 days, allocation of a public rental housing unit or tenancy right of a public rental housing,, etc., the applicant or his/her appointees should report the change immediately to the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) or SWD's Agent so that timely adjustment to the amount of allowance can be made.
3. SWD conducts data matching periodically/on need basis with other government departments, banks and organizations (including the Immigration Department, Treasury, Correctional Services Department, Land Registry, Companies Registry, Transport Department, etc.) to cross-check the information given by the applicant

or his/her appointees. SWD or its agent will also conduct checks on targeted Guangdong Scheme cases through home visits or postal reviews. The applicant or his/her appointee should cooperate fully with SWD or its agent.

## **V. Collection of Personal Data<sup>#</sup>**

### **Purposes of Collection**

1. The personal data supplied by you will be used by SWD and/or those non-governmental organisations (“NGOs”) which receive subventions or subsidies from or which are commissioned by SWD to provide you/the applicant and/or your/the applicant’s family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you/the applicant and/or your/the applicant’s family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you/the applicant and/or your/the applicant’s family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you/the applicant and/or your/the applicant’s family members.

### **Classes of Transferees**

2. The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above –
  - (a) Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies **if** they are involved in:
    - (i) processing and/or assessing any application from you/the applicant and/or your/the applicant’s family members for the provision of service/assistance to you/the applicant and/or your/the applicant’s family members by SWD and/or the NGOs mentioned in paragraph 1 above;
    - (ii) the provision of service/assistance to you/the applicant and/or your/the applicant’s family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
    - (iii) monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;
  - (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you/the applicant and/or your/the applicant’s family members by SWD;

- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

## Access to Personal Data

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to the supervisor of the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) (see 'Address, Telephone Number and Opening Hours of Social Security Field Unit (Guangdong Scheme and Fujian Scheme)' on page 23).

<sup>#</sup> Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

## VI. How to Complete the Application Form

1. Please complete all items in the application form in block letters with a blue or black ball pen. Please cross out any incorrect entries and sign against the amendment. Do not use correction fluid.
2. Please ensure the relevant parts of the application form are fully completed before submission. Otherwise, SWD will return it to you for completion. This will delay the processing of your application.

✧ **Applicant aged 65 to 69 should complete the following parts :**

|        |                                                                     |
|--------|---------------------------------------------------------------------|
| Part 1 | Personal data of Applicant / Applicant's Spouse / Appointee / Agent |
| Part 2 | Residence requirements                                              |
| Part 3 | Monthly income and asset value of the applicant and spouse          |
| Part 4 | Public rental housing tenant                                        |
| Part 5 | Travel document                                                     |

|         |                                                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------|
| Part 6  | Applicant's / Appointee's / Agent's Hong Kong bank account particulars (for auto-payment)                                        |
| Part 7  | Applicant's / Appointee's / Agent's bank account particulars (for receipt of remittance) (disclosure of information is optional) |
| Part 10 | Declaration and undertaking                                                                                                      |

✧ **Applicant aged 70 or above should complete the following parts :**

|         |                                                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------|
| Part 1  | Personal data of Applicant / Applicant's Spouse / Appointee / Agent                                                              |
| Part 2  | Residence requirements                                                                                                           |
| Part 4  | Public rental housing tenant                                                                                                     |
| Part 5  | Travel document                                                                                                                  |
| Part 6  | Applicant's / Appointee's / Agent's Hong Kong bank account particulars (for auto-payment)                                        |
| Part 7  | Applicant's / Appointee's / Agent's bank account particulars (for receipt of remittance) (disclosure of information is optional) |
| Part 10 | Declaration and undertaking                                                                                                      |

3. This part provides the applicant/appointee with the steps to complete each item in the application form. Examples are given for illustration. If the applicant/appointee needs further assistance to complete the application form, he/she can contact the staff of the Social Security Field Unit (Guangdong Scheme and Fujian Scheme) or call Guangdong Scheme and Fujian Scheme Enquiry Line 3105 3266.



公共福利金計劃 Social Security Allowance Scheme  
廣東計劃 Guangdong Scheme  
申請表 Application Form

此欄供本署填寫 For office use

|                                |                                                                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 檔案編號<br>Casefile<br>Reference  | <input type="text"/> <input type="text"/> <input type="text"/> - S - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 申請日期<br>Date of<br>Application | <input type="text"/> <input type="text"/> <input type="text"/> 年 <input type="text"/> <input type="text"/> 月 <input type="text"/> <input type="text"/> 日<br>Year Month Day                         |

注意：此表格免費派發。填寫前，請先詳閱「廣東計劃申請指引」。請用黑色或藍色原子筆，以正楷填寫。如書寫錯誤，請用筆劃線刪改，並在旁簽署作實，切勿使用塗改液。

Note: This form is issued free of charge. Please read carefully the 'Application for Guangdong (GD) Scheme Guidance Notes' and complete all items in this form in block letters with a blue or black pen. Please cross out any incorrect entries and sign against the amendment. Do not use correction fluid.

第一部分  
Part 1

The name of the applicant/applicant's spouse/appointee/agent should be exactly as shown on the Hong Kong Identity Card.

Agent

申請人的個人資料  
Applicant's personal data

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|
| 姓名 (中文)<br>Name in Chinese                                | 李 式 田                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            | (英文)<br>Name in English                                                                                                                                                | LEE SIK TIN                                                          |                                                          |
| 身份證明文件號碼<br>Identity document number                      | E222222(5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            | 類別<br>Category                                                                                                                                                         | <input checked="" type="checkbox"/> 香港身份證<br>Hong Kong Identity Card | <input type="checkbox"/> 香港出生證明書<br>HK Birth Certificate |
| 性別<br>Sex                                                 | <input checked="" type="checkbox"/> 男<br>Male                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> 女<br>Female                       | The date of birth should be exactly as shown on the Hong Kong Identity Card, Hong Kong Birth Certificate, other proofs of identity or travel documents, e.g. Passport. |                                                                      |                                                          |
| 出生日期<br>Date of birth                                     | <input type="text"/> <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Day                                                                                                                                                                                                                                                                                                                                                                                                     |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
| 國籍<br>Country of origin                                   | <input checked="" type="checkbox"/> 中國<br>China                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> 其他(請註明)<br>Others(Please specify) |                                                                                                                                                                        |                                                                      |                                                          |
| 取得香港居民身份日期<br>Date of acquiring Hong Kong resident status | 2002 年 10 月 1 日<br>Year Month Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 方言<br>Dialect spoken                                       | <input type="checkbox"/> 廣州話<br>Cantonese                                                                                                                              | <input type="checkbox"/> 其他(請註明)<br>Others(Please specify)           |                                                          |
| 婚姻狀況<br>Marital status                                    | <input type="checkbox"/> 從未結婚<br>Never married                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> 已婚<br>Married          | <input type="checkbox"/> 離婚<br>Divorced                                                                                                                                |                                                                      |                                                          |
| 教育程度<br>Education                                         | The date of acquiring Hong Kong resident status can be referred to the Hong Kong Identity Card (HKIC), Hong Kong Birth Certificate, other proofs of identity or travel documents, e.g. Passport. If you do not possess any document to prove the date of acquiring Hong Kong resident status, please fill in the first day of the month and year of the first registration of your HKIC. The relevant month and year can be found in the bracket under the Date of Issue of your HKIC, for example, (10-02) which means you can fill in 1 <sup>st</sup> October 2002. |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
| 廣東省<br>Residential address in Guangdong                   | Please cross out any incorrect entries and sign against the amendment. Do not use correction fluid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
| 廣東省<br>Accommodation in GD                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
| 通訊地址<br>Correspondence address                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
| (如與住址不同)<br>(Only if different from residential address)  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |                                                                                                                                                                        |                                                                      |                                                          |
|                                                           | 郵編<br>Postal code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                            | 222-510032                                                                                                                                                             |                                                                      |                                                          |
|                                                           | 電話號碼 (廣東)<br>Telephone number in GD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            | 13579246810                                                                                                                                                            |                                                                      |                                                          |
|                                                           | *香港/廣東<br>流動電話號碼<br>Mobile phone number in *HK / GD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            |                                                                                                                                                                        |                                                                      |                                                          |

☐ 請在適當方格內填上「√」號。 \* 請刪去不適用字句。  
Tick as appropriate. Delete whichever is inappropriate.

**申請人配偶的個人資料（只適用於 65 至 69 歲的申請人）**

**Spouse's personal data (for applicant aged 65 to 69 only)**

|                                                                              |                                                                                    |                                                      |        |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------|--------|
| 姓名 (中文)<br>Name in Chinese                                                   | 吳 蘭                                                                                | (英文)<br>Name in English                              | NG LAN |
| 身份證明文件號碼<br>Identity document number                                         | E 222223 (4)                                                                       | 類別<br>Type                                           |        |
| 性別<br>Sex                                                                    | <input type="checkbox"/> 男<br>Male <input checked="" type="checkbox"/> 女<br>Female | 出<br>Date of                                         |        |
| 住址<br>Residential address                                                    | *香港／九龍／新界／廣東<br>*HK/KLN/NT/GD                                                      |                                                      |        |
| (如與申請人住址不同，始須填寫)<br>(Only if different from applicant's residential address) |                                                                                    |                                                      |        |
| *香港／廣東電話號碼<br>Telephone number in *HK/GD                                     |                                                                                    | *香港／廣東流動<br>電話號碼<br>Mobile phone number<br>in *HK/GD |        |

Please refer to 'Persons Unable to Make Application by Him/Herself' on page 10.

**受委人的個人資料（只適用於未能親自提出申請的申請人）**

**Appointee's personal data (for applicant unable to make application by him/herself only)**

|                                          |                               |                                                      |                                                                                                                       |
|------------------------------------------|-------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 姓名 (中文)<br>Name in Chinese               |                               | (英文)<br>Name in English                              |                                                                                                                       |
| 身份證明文件號碼<br>Identity document number     |                               | 類別<br>Type of identity document                      | <input type="checkbox"/> 香港身份證<br>HK Identity Card <input type="checkbox"/> 其他 (請註明)<br>Others (Please specify)       |
| 與申請人關係<br>Relationship with applicant    |                               | 關係證明文件<br>Proof of relationship                      | <input type="checkbox"/> 香港出生證明書<br>HK Birth Certificate <input type="checkbox"/> 其他 (請註明)<br>Others (Please specify) |
| 住址<br>Residential address                | *香港／九龍／新界／廣東<br>*HK/KLN/NT/GD |                                                      | 郵編 (如適用)<br>Postal code (if any)                                                                                      |
| *香港／廣東電話號碼<br>Telephone number in *HK/GD |                               | *香港／廣東流動<br>電話號碼<br>Mobile phone number in<br>*HK/GD |                                                                                                                       |

**代理人的個人資料（只適用於本署接納為有需要授權第三者領款的申請人）**

**Agent's personal data (for applicant who requires the third party to act as an agent with acceptable reason only)**

|                                          |  |                                              |  |
|------------------------------------------|--|----------------------------------------------|--|
| 姓名 (中文)<br>Name in Chinese               |  | (英文)<br>Name in English                      |  |
| 身份證明文件號碼<br>Identity document number     |  | 其他 (請註明)<br>Others (Please specify)          |  |
| 與申請人關係<br>Relationship with applicant    |  | 住<br>Res<br>Pos                              |  |
| *香港／廣東電話號碼<br>Telephone number in *HK/GD |  | *香<br>號碼<br>Mobile phone number in<br>*HK/GD |  |

Under special circumstances, an agent will be appointed by the Director of Social Welfare for receiving payment.

☐ 請在適當方格內填上「√」號。  
Tick as appropriate.

\* 請刪去不適用字句。  
Delete whichever is inappropriate.



Please refer to item (b) on pages 4-5

**第二部分 居住規定**  
**Part 2 Residence requirements**

Please complete item 2 if you are presently residing in Hong Kong and choose to reside in Guangdong.

1. 申請人在申請日期前是否已成為香港居民最少七年？  
Has the applicant been a Hong Kong resident for at least seven years?

2. 申請人現時在香港居住並選擇移居廣東，請在下列句子中選擇其中一項，以說明在緊接申請日期前一年的離港日數。  
Applicant is presently residing in Hong Kong and chooses to reside in Guangdong. Please select one sentence below to state the total number of days of absence from Hong Kong during the one-year period immediately before the date of application.

- ☐ 申請人在緊接申請日期前一年內並無離港超過 56 天  
The applicant has been absent from Hong Kong for not more than 56 days
- ☐ 申請人未能確定在緊接申請日期前一年內的離港日數  
The applicant cannot ascertain the exact number of days of absence from Hong Kong during the one-year period immediately before the date of application.

Tick this box if you are able to declare the exact number of days of your pre-application absences from Hong Kong. If you haven't left Hong Kong, please fill in "0" day.

Tick this box if you are unable to tell the exact number of days of your pre-application absences from Hong Kong, but you have been absent from Hong Kong for not more than 56 days during this period.

Tick this box if you cannot recall the number of days of your pre-application absences from Hong Kong.

☐ 請在適當方格內填上「√」號。  
Tick as appropriate.

SWD307 GD (11/2018)



**第三部分 申請人及其配偶的人息及資產（只適用於 65 至 69 歲的申請人，詳情請參閱「廣東計劃申請指引」第 7 頁）**

**Part 3 Monthly income and asset value of the applicant and spouse [for applicant aged 65 to 69 only, please refer to Pages 7-8 of 'Application for Guangdong Scheme Guidance Notes' for details)**

**甲. 每月人息（包括來自香港及海外所獲的津貼及退休金等金錢上的津助）**

**A. 人息（包括來自香港及海外所獲的津貼及退休金等金錢上的津助）**  
(Monthly income (including allowances and pension payments received from family members, relatives and friends, etc.))

If you receive payout from annuity scheme, please select "Yes" in the row of "HKMC Annuity Plan" or other annuity scheme(s). If you receive payout from both "HKMC Annuity Plan" and other annuity scheme(s), please select "Yes" in both of the rows.

| 申請人<br>Applicant                                     |                                                                                                                                   | 配偶<br>Spouse                                                                                  |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1. 其他津貼及退休金<br>Other allowances and pension payments | <input checked="" type="checkbox"/> 有 Yes HK\$ <u>3 000</u>                                                                       | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____        |
| 2. 退休金<br>Retirement benefits                        | <input type="checkbox"/> 沒有 No<br><input checked="" type="checkbox"/> 有 Yes HK\$ _____                                            | <input type="checkbox"/> 沒有 No<br><input checked="" type="checkbox"/> 有 Yes HK\$ <u>1 500</u> |
| 3. 從收租所得的淨收益<br>Net income on rentals collected      | <input type="checkbox"/> 沒有 No<br><input checked="" type="checkbox"/> 有 Yes HK\$ <u>2 000</u>                                     | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____        |
| 4. 從年金計劃所得的固定年金<br>Payout from the annuity scheme(s) | a) 「香港年金計劃」<br>HKMC Annuity Plan<br><input type="checkbox"/> 沒有 No<br><input checked="" type="checkbox"/> 有 Yes HK\$ <u>5 000</u> | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____        |
|                                                      | b) 其他年金計劃<br>Other Annuity Scheme(s)<br><input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____    | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____        |
| 總人息<br>Total income                                  |                                                                                                                                   | HK\$ <u>1 0 0 0 0</u> <u>0 0</u><br>HK\$ <u>1 5 0 0</u> <u>0 0</u>                            |

**乙. 資產（包括在香港及海外所擁有的物業、股票及股份、銀行儲蓄、金條及金幣等）**

**B. 資產（包括在香港及海外所擁有的物業、股票及股份、銀行儲蓄、金條及金幣等）**  
(Assets (including property, stocks and shares, bank savings, gold bars and gold coins, etc.))

If you receive a monthly payout of \$5,000 from annuity scheme(s), please tick this box and fill in \$5,000. If you receive \$15,000 per quarter, please apportion it into monthly payout (i.e. \$15,000 ÷ 3 months = \$5,000) and fill in as your monthly income.

$\$3,000 + \$2,000 + \$5,000 = \$10,000$

| 申請人<br>Applicant                                                                                                              |                                                                                        | 配偶<br>Spouse                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. 現金<br>Cash in hand                                                                                                         | <input checked="" type="checkbox"/> 有 Yes HK\$ <u>1 000</u>                            | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____         |
| 2. 銀行儲蓄<br>Bank savings                                                                                                       | <input checked="" type="checkbox"/> 有 Yes HK\$ <u>20 000</u>                           | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ <u>10 000</u> |
| 3. 股票及股份的投資(包括債券、基金及累算退休權益)<br>Investments in stocks and shares (including bonds, trust fund and accrued retirement benefits) | <input checked="" type="checkbox"/> 有 Yes HK\$ <u>30 000</u>                           | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____         |
| 4. 金條及金幣等<br>Gold bars and gold coins, etc.                                                                                   | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____ | <input type="checkbox"/> 沒有 No<br><input checked="" type="checkbox"/> 有 Yes HK\$ <u>35 000</u> |
| 5. 商業車輛(例如的士及公共小巴)及其營業牌照<br>Vehicle for investment (e.g. taxi and public light bus) and its business licence                  | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____ | <input checked="" type="checkbox"/> 沒有 No<br><input type="checkbox"/> 有 Yes HK\$ _____         |
| 總值<br>Total value                                                                                                             | HK\$ <u>1 5 1 0 0</u> <u>0 0</u>                                                       | HK\$ <u>5 0 0 0 0</u> <u>0 0</u>                                                               |

☐ 請在適當方格內填上「√」號  
Tick as appropriate.

$\$100,000 + \$1,000 + \$20,000 + \$30,000 = \$151,000$

#### 第四部分 公屋住戶 Part 4 Public rental housing tenant

申請人是否公屋住戶？  
Is the applicant a public rental housing tenant?

☐ 否  
No



是 (請註明\*公共屋邨/中轉屋單位地址)  
Yes (Please specify the address of the \*Public Housing Estate / Interim Public Rental Housing)

If applicant is a public rental housing tenant, please tick "Yes" and provide the address of the housing unit.

#### 第五部分 旅遊證件 Part 5 Travel document

申請人是否持有任何有效的或已過期的或已失效的旅遊證件？  
Does the applicant possess any valid or expired or invalid travel document(s)?

☐ 否  
No

☒ 是 (請註明如下)

| 證件類別<br>Document type | 證件號碼<br>Document number |
|-----------------------|-------------------------|
| Home Visit Permit     | H123                    |
| HKSAR Passport        | H001                    |
|                       |                         |
|                       |                         |
|                       |                         |

Travel documents include Passport, HKSAR Re-entry Permit, Certificate of Identity, Home Visit Permit, HKSAR Document of Identity for Visa Purposes, Hong Kong Entry Permit and One-way Permit, etc.

#### 第六部分 \*申請人 Part 6 \*Applicant's particulars

Account name, name of bank and account number should be exactly as shown on the bank passbook (only sole and not joint accounts are acceptable for payment purposes).

|                                        |                                 |
|----------------------------------------|---------------------------------|
| 帳戶持有人名稱 (中文)<br>Account name (Chinese) | 李 式 田                           |
| 銀行名稱<br>Name of bank                   | Kowloon Bank                    |
| 帳戶號碼<br>Account number                 | 0 0 1 - 0 0 2 - 0 - 0 0 3 0 0 3 |

#### 第七部分 \*申請人／受委人／代理人的 (可選擇提供有關資料)

Part 7 \*Applicant's / Appointee's / Agent's (receipt of remittance) (disclosure of information is optional)

If an appointee applies the allowance for the applicant, the appointee should fill his/her/the agent's account particulars (joint account is not accepted).

|                                        |                                |
|----------------------------------------|--------------------------------|
| 帳戶持有人名稱 (中文)<br>Account name (Chinese) | (英文)<br>Account name (English) |
| 銀行及分行名稱<br>Name of bank & branch       |                                |
| 帳戶號碼<br>Account number                 |                                |

☐ 請在適當方格內填上「√」號。  
Tick as appropriate.

\* 請刪去不適用字句。  
Delete whichever is inappropriate.

**第八部分**  
**Part 8**

**聯絡人的個人資料**  
**Particulars of contact person**

|                                          |                                 |                                           |
|------------------------------------------|---------------------------------|-------------------------------------------|
| 姓名 (中文)<br>Name in Chinese               | 李年樂                             | NAME: LEE NIAN LOK                        |
| 與申請人關係<br>Relationship with applicant    | SON                             |                                           |
| 通訊地址<br>Correspondence address           | Flat C, 18/F, 96 Yee Tin Street |                                           |
| *香港／廣東電話號碼<br>Telephone number in *HK/GD | 6666 5555                       | *香港／廣東流動<br>Mobile phone number in *HK/GD |

Provision of relative's/friend's personal data will provide an additional channel to contact the applicant when necessary.

**第九部分**  
**Part 9**

**其他資料**  
**Other information**

請註明  
Please specify

---

---

---

**第十部分**  
**Part 10**

**聲明及保證**  
**Declaration and undertaking**

本人（即下方簽署人）現聲明據本人所知，本表以上所列各項資料是正確無訛。

I, the undersigned, DECLARE that to the best of my knowledge and belief, the information in the above items is true.

如以上表內所列的資料有任何改變，或\*本人／申請人遷離廣東、在一個付款年度內在廣東居住少於 60 天、遭監禁或合法羈留超過 29 天，本人將盡快向社會福利署或其代理機構申報。

I undertake to report immediately to the Social Welfare Department or its agent any changes in the particulars contained herein. I further undertake to report immediately to the Social Welfare Department or its agent ~~\*my/the applicant's~~ cessation to live in Guangdong, residence in Guangdong for less than 60 days in a payment year, imprisonment or detention in legal custody for more than 29 days.

本人已閱讀最後頁「收集個人資料聲明」，並明白其內容。

I have read the "Personal Information Collection Statement" at the last page and understand its content.

本人承諾會通知\*本人／申請人的家庭成員及其他有關人士，他們的個人資料已提供予社會福利署及其代理機構作本申請用途。

I undertake to inform the other members of ~~\*my/the applicant's~~ household and other relevant persons that their personal data have been provided to the Social Welfare Department and its agent for the purpose of this application.

本人同意社會福利署及其代理機構就\*本人／申請人領取公共福利金一事而進行有關的調查，包括向入境事務處、各政府部門、銀行及其他團體、人士索取\*本人／申請人／和配偶的個人資料及記錄（例如\*本人／申請人的出入境電腦資料）用來進行資料核對程序。本人亦同意該等政府部門、銀行及其他團體、人士將所需資料及記錄提供予社會福利署及其代理機構。

I consent to any investigations into the circumstances relating to ~~\*my/the applicant's~~ receipt of Social Security Allowance being carried out by the Social Welfare Department and its agent, including but not limited to asking the Immigration Department, other government departments, banks and other parties to match ~~\*my/the applicant's~~ personal data relating to ~~\*my/the applicant's~~ receipt of Social Security Allowance with ~~\*my/the applicant's~~ personal data held by such other departments or such other parties (such as travel records held on the computer) and those of ~~\*my/the applicant's~~ spouse. I also consent to such government departments, banks and parties providing the requested data and records to the Social Welfare Department and its agent.

\* 請刪去不適用字句。  
Delete whichever is inappropriate.

\*本人／申請人並無向社會福利署申請或領取\*公共福利金／綜合社會保障援助。

No application for \*Social Security Allowance/Comprehensive Social Security Assistance has been made by \*me/~~the applicant~~ nor \*am I/~~is the applicant~~ receiving \*Social Security Allowance/Comprehensive Social Security Assistance from the Social Welfare Department.

在寬限期過後，如\*本人／申請人／和配偶的每月總入息或資產總值超逾社會福利署所定的限額，本人必須盡快向社會福利署或其代理機構申報（以書面通知為準）。本人明白如不申報，將有被檢控的可能（只適用於七十歲以下的高齡津貼（廣東計劃）申請人）。

I undertake to notify the Social Welfare Department or its agent (in writing) immediately if, after the grace period, the monthly income or assets of \*myself/~~the applicant~~ and spouse exceed the limits set by the Social Welfare Department. I understand that if I fail to notify the Department or its agent, I shall render myself liable to prosecution (for Guangdong Scheme applicant aged below 70 only).

本人明白社會福利署有權從\*本人／申請人每月可得的津貼金中扣除經社會福利署核實的多領款項。

I understand that the Social Welfare Department has the right to deduct from \*my/~~the applicant's~~ monthly entitlements any amount certified by the Social Welfare Department as overpayment.

The account number should be the same as Part 6 of the application form.

本人／代理人的銀行帳戶\_\_\_\_\_取回任何多領  
(銀行名稱)，從\*本人／申請人／代理人上述的銀行帳戶，

I agree to recover any overpayment received for \*me/~~the applicant~~ from \*my/~~the applicant's~~/~~the agent's~~ bank account no. 001-002-0-003003 held for \*my/~~the applicant's~~ use and benefit. I also agree to Kowloon Bank (name of bank) to debit \*my/~~the applicant's~~/~~the agent's~~ bank account as specified above from time to time with any amount certified by the Social Welfare Department as overpayment.

本人明白如本人蓄意或存心提供不正確資料或隱瞞任何事項，以圖獲得現金援助，將有被檢控的可能。

I understand that if I knowingly or willfully make any false statement or mislead the Social Welfare Department or its agent for the purpose of obtaining cash assistance, I shall be liable to prosecution.

The name of bank should be the same as Part 6 of the application form.

以上聲明，本人已詳細閱讀，本人亦完全明白。

The above statement has been read by me and well understood by me.

\*申請人／受委人 \*簽名／指模

\*Signature/~~Thumbprint~~ of \*applicant/appointee

見證人 \*簽名／指模

\*Signature/~~Thumbprint~~ of witness

見證人姓名

Name of witness

日期

Date

Applicable if there is a witness.

申請人的近照

Recent photo of applicant

Please provide two recent photos of the applicant to facilitate contact by Social Welfare Department and its agent.

\* 請刪去不適用字句。  
Delete whichever is inappropriate.

## VII. Documents Required for Making Application

- A. Please return the completed Guangdong Scheme application form by post or in person together with two recent photos and photocopies of the following supporting documents:

|    |                                                                                                                                                                                                                                          | Aged<br>65 to 69 | Aged 70<br>or above |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 1. | Any documents confirming the applicant's identity, age (e.g. Hong Kong Identity Card, Birth Certificate, etc.) and residential address in Hong Kong/Guangdong (e.g. rental receipts, utilities bills, etc.)                              | √                | √                   |
| 2. | First page of the applicant's Hong Kong 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 account is not applicable) | √                | √                   |
| 3. | For an applicant who has settled in Guangdong and may not be able to travel to Hong Kong for the application due to health condition, documentary proof(s) issued by public hospital/clinic to prove his/her health condition            | √                | √                   |

- B. When attending scheduled appointment for completing the application procedures at Social Security Field Unit (Guangdong Scheme and Fujian Scheme), applicant should bring along original copies of the documents stated in part A above together with the following original documents:

|    |                                                                                                                                                                                                                   | Aged<br>65 to 69 | Aged 70<br>or above |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| 1. | All travel documents of the applicant (e.g. Passport, HKSAR Document of Identity for Visa Purposes, etc.)                                                                                                         | √                | √                   |
| 2. | Identity document of the applicant's spouse (applicable to married applicants only)                                                                                                                               | √                | Not applicable      |
| 3. | All documents pertaining to the applicant's and his/her spouse's (if applicable) monthly income as well as assets held by the applicant and his/her spouse (if applicable) (including all bank account passbooks) | √                | Not applicable      |

- C. 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).

## VIII. 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<br>2:00 pm to 6:00 pm |
| Saturday, Sunday and Public Holidays | Closed                                   |

## IX. Enquiry

|                                                 |                          |
|-------------------------------------------------|--------------------------|
| Guangdong Scheme and Fujian Scheme Enquiry Line | 3105 3266                |
| Social Welfare Department Hotline               | 2343 2255                |
|                                                 | Facsimile No.: 2763 5874 |