



社會福利署

Social Welfare Department

Application for Social Security Allowance Guidance Notes

Introduction

The Social Security Allowance Scheme includes Old Age Allowance, Disability Allowance (comprising Normal Disability Allowance and Higher Disability Allowance) and Old Age Living Allowance (comprising Normal Old Age Living Allowance and Higher Old Age Living Allowance).

The Scheme is non-contributory. Old Age Allowance and Disability Allowance are designed to provide a monthly allowance on a non-means-tested basis to Hong Kong residents who are 70 years of age or above or who are severely disabled to meet their special needs arising from old age or disability respectively. Old Age Living Allowance is to provide a special allowance per month to supplement the living expenses of Hong Kong residents aged 65 or above who are in need of financial support and having income and assets not exceeding the prescribed limits.

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I. Eligibility Criteria

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

A. Old Age Allowance

| | | Old Age Allowance |
|-----|--|---------------------|
| (a) | reaches the qualifying age. | aged 70 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 Old Age Allowance 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 Old Age Allowance 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</p> | √ |

| | | Old Age Allowance |
|-----------------|---|-------------------|
| (b) (cont'd) | <p>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> <p>(iii) Absence from Hong Kong means leaving Hong Kong for the Mainland, Macao or overseas countries/territories.</p> | √ |
| (c) | continues to reside in Hong Kong during receipt of Old Age Allowance (see “Permissible Limit of Absence from Hong Kong during Receipt of Allowance” at <u>Note 1 on page 11</u>). | √ |
| (d) | is not in receipt of Disability Allowance or Old Age Living Allowance or assistance under the Comprehensive Social Security Assistance Scheme. | √ |
| (e) | is not being detained in legal custody or admitted to a penal institution. | √ |

B. Disability Allowance

| | | Normal Disability Allowance | Higher Disability Allowance |
|-----|--|-----------------------------------|-----------------------------------|
| (a) | is certified by the Director of Health or the Chief Executive, Hospital Authority (or under exceptional circumstances by a registered medical practitioner of a private hospital) to be severely disabled (see definition of “severely disabled” at <u>Note 2 on page 12</u>) and his/her disabling condition will persist for at least 6 months. | √ | √ |
| (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) Hong Kong residents aged below 18 applying for Disability Allowance are exempted from the residence requirements in (1) and (2) above.</p> <p>(iii) In determining whether a Disability Allowance 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 full-time study or paid work outside Hong Kong during the one-year period, subject to there being sufficient documentary proof. Where a Disability Allowance 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</p> | √ | √ |

| | | Normal Disability Allowance | Higher Disability Allowance |
|-----------------|--|-----------------------------------|-----------------------------------|
| (b) (cont'd) | <p>56-day limit, subject to the reason for and evidence of receiving medical treatment outside Hong Kong being established.</p> <p>(iv) Absence from Hong Kong means leaving Hong Kong for the Mainland, Macao or overseas countries/territories.</p> | √ | √ |
| (c) | continues to reside in Hong Kong during receipt of Disability Allowance (see “Permissible Limit of Absence from Hong Kong during Receipt of Allowance” at <u>Note 1 on page 11</u>). | √ | √ |
| (d) | is not in receipt of Old Age Allowance or Old Age Living Allowance or assistance under the Comprehensive Social Security Assistance Scheme. | √ | √ |
| (e) | is not being detained in legal custody or admitted to a penal institution. | √ | √ |
| (f) | in addition to meeting the eligibility criteria for Normal Disability Allowance above, a Higher Disability Allowance applicant must be certified by the Director of Health or the Chief Executive, Hospital Authority (or under exceptional circumstances by a registered medical practitioner of a private hospital) to be in need of constant attendance from others in his/her daily life and is <u>not</u> receiving care in residential institutions subsidised by the government (including subsidised places in subvented/contract homes and residential care homes under various bought place schemes) or all public hospitals and institutions under the Hospital Authority, or boarding in special schools under the Education Bureau. | Not applicable | √ |

| | | Normal Disability Allowance | Higher Disability Allowance |
|-----------------|--|-----------------------------------|-----------------------------------|
| (f) (cont'd) | <p><u>Note:</u></p> <p>If a Higher Disability Allowance applicant has been admitted into the above residential institutions/public hospitals and institutions for receiving care or special schools under the Education Bureau for boarding service at the time of application, he/she will only be given Normal Disability Allowance. As for existing Higher Disability Allowance recipient, his/her allowance will be adjusted to Normal Disability Allowance if he/she has been admitted into residential institutions/public hospitals and institutions for receiving care or special schools under the Education Bureau for boarding service for more than 29 days.</p> | Not applicable | √ |

C. Old Age Living Allowance

| | | Normal/Higher Old Age Living Allowance |
|-----|---|--|
| (a) | reaches the qualifying age. | aged 65 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 Old Age Living Allowance 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 Old Age Living Allowance 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</p> | √ |

| | | Normal/Higher Old Age Living Allowance |
|-----------------|--|--|
| (b) (cont'd) | <p>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> <p>(iii) Absence from Hong Kong means leaving Hong Kong for the Mainland, Macao or overseas countries/territories.</p> | √ |
| (c) | continues to reside in Hong Kong during receipt of Old Age Living Allowance (see “Permissible Limit of Absence from Hong Kong during Receipt of Allowance” at <u>Note 1 on page 11</u>). | √ |
| (d) | is not in receipt of Old Age Allowance or Disability Allowance 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 having income and assets not exceeding the prescribed limits (for “Income and Asset Limits”, see <u>Note 3 on pages 13 and 14</u>). | √ |

Note 1 : Permissible Limit of Absence from Hong Kong during Receipt of Allowance

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

Note:

- (1) Under the Social Security Allowance Scheme, for the purpose of calculating a recipient's absence from Hong Kong, the first payment year 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 was eligible for receiving the allowance from 15.6.2018, the first payment year is from 15.6.2018 to 14.6.2019, the second payment year is from 15.6.2019 to 14.6.2020 and so forth.)
- (2) Subject to there being sufficient documentary proof, consideration can be given to disregarding a recipient's absences from Hong Kong arising from paid work outside Hong Kong.
- (3) Consideration can also be given to disregarding a Disability Allowance recipient's absences from Hong Kong arising from full-time study on condition that there is sufficient documentary proof.

Note 2 : Definition of “Severely Disabled”

A person will be considered as severely disabled within the meaning of this Scheme if he/she is certified by the Director of Health or the Chief Executive of the Hospital Authority (or under exceptional circumstances by a registered medical practitioner of a private hospital) as falling into one of the following categories:

a. Disabling Physical or Mental Condition

1. Loss of functions of two limbs
2. Loss of functions of both hands or of all fingers and both thumbs
3. Loss of functions of both feet
4. Total loss of sight
5. Total paralysis (quadriplegia)
6. Paraplegia
7. Illness, injury or deformity resulting in being bedridden
8. Any other conditions including visceral diseases which produces a degree of disablement as specified^{Note}. That means, a person is suffering from a disabling physical or mental condition (including but not limited to organic brain syndrome, intellectual disability, psychosis, neurosis, personality disorder) which produces a degree of disablement broadly equivalent to that in (1) to (7) above, that it is to say, the person needs substantial help from others to cope with daily life.

b. Profoundly Deaf

This means that a person, who suffers from a perceptive or mixed deafness with a hearing loss of 85 decibels or more in the better ear for pure tone frequencies of 500, 1 000 and 2 000 cycles per second, or 75 to 85 decibels with other physical handicaps which include lack of speech and distortion of hearing.

Note:

The severe disability produces significant restriction or lack of ability or volition comparing to other persons of the same age to perform **at least one or more** of the following activities in daily living to the extent that substantial help from others is required:

- (1) working in the original occupation and performing any other kind of work for which he/she is suited (not applicable for person aged below 15 years)
- (2) coping with self-care and personal hygiene such as feeding, dressing, grooming, toileting and/or bathing
- (3) maintaining one's posture and dynamic balance while standing or sitting, for daily activities, managing indoor transfer (bed/chair, floor/chair, toilet transfer), travelling to clinic, school, place of work
- (4) expressing oneself, communicating and interacting with others, maintaining cognitive abilities (orientation, attention, concentration, memory, judgment, thinking, learning ability, etc.), maintaining emotional control and social behaviour

Note 3 : Income and Asset Limits for Old Age Living Allowance applicants

| | | <u>Single person⁽¹⁾</u> | <u>Married couples⁽²⁾</u> |
|---------------------------------------|--|------------------------------------|--------------------------------------|
| Normal Old Age Living Allowance | Total income per month (with effect from 1 February 2021) | \$10,330 | \$15,620 |
| | Total asset value (with effect from 1 February 2021) | \$365,000 | \$554,000 |
| Higher Old Age Living Allowance | Total income per month (with effect from 1 February 2021) | \$10,330 | \$15,620 |
| | Total asset value (with effect from 1 February 2021) | \$159,000 | \$241,000 |

- ✧ “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)⁽³⁾. 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”⁽⁴⁾ include land and non-owner occupied properties⁽⁵⁾; 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⁽⁶⁾); 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 Normal Old Age Living Allowance/Higher Old Age Living Allowance/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 scheme(s) 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 land, real estate and parking space of any use in and outside Hong Kong. Only the value of one residential property which is the principal place of residence in Hong Kong 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. The applicant or his/her relative/friend can make an application directly with a social security field unit near to his/her place of residence by phone, by fax, by e-mail, by post, or in person. An application may also be made through referral to SWD by another government department or a non-governmental organisation. Application form and Guidance Notes can be downloaded from SWD's website (<http://www.swd.gov.hk>) or obtained from any social security field units. If an applicant is aged below 18, the application should be made by his/her parent or guardian.
2. Please return the completed application form together with photocopies of relevant supporting documents listed in Item VII (see "Documents Required for Application" on pages 28-30) to the social security field unit by post or in person. Upon receipt of application, SWD will make arrangements for an interview with the applicant.
3. Please bring along the original copies of identity documents 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. SWD may, where necessary, ask the applicants for supplementary information. It will speed up the process of an application if the applicant or his/her guardian/appointee can provide complete information and produce all the necessary supporting documents.
4. All the application procedures are to be processed in Hong Kong. After completion of investigation, a formal notification letter will be sent to the applicant. Subject to meeting all the eligibility criteria, payment will be arranged. Payment will be 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 of eligibility, whichever is the later.

Note: SWD accepts application for Old Age Living Allowance/Old Age Allowance 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, the payment of Old Age Living Allowance/Old Age Allowance will be calculated from the date the applicant fulfils the qualifying age and satisfies all the eligibility criteria.

III. Persons Unable to Make Application by Himself/Herself

1. If an applicant is aged below 18 without a parent or legal guardian or is an adult aged 18 or above who is medically certified to be unfit to make a statement on 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.

IV. Responsibilities of the Applicants/Guardians/Appointees

1. Applicants/Guardians/Appointees must provide true, correct and complete information to SWD. 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 which may cause a reduction of the amount of allowance payable or disqualification for the allowance. The applicant or his/her guardian/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, admission to or discharge from residential institutions subsidised by the government or all public hospitals and institutions under the Hospital Authority, or boarding or no longer boarding in special schools under the Education Bureau (applicable to Higher Disability Allowance applicants only (see item (f) on pages 7 and 8)), absence from Hong Kong exceeding the permissible limit (see Note 1 on page 11), income or total value of assets exceeding the prescribed limits after the date specified (see Note 3 on pages 13 and 14) or change of marital status (applicable to Old Age Living Allowance applicants only), being imprisoned or detained in legal custody, etc., the applicant or his/her guardian/appointee should report the change immediately to the concerned social security field unit of SWD 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 organisations (including the Immigration Department, Treasury, Correctional Services Department, Land Registry, Companies Registry, the Hospital Authority and Transport Department, etc.) to cross-check the information given by the applicant or his/her guardian/appointee. SWD will also conduct checks on targeted Old Age Allowance/Disability Allowance/Old Age Living Allowance cases through home visits. The applicant or his/her guardian/appointee should cooperate fully with SWD.

V. Collection of Personal Data[#]

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 respective social security field units (addresses and telephone numbers of social security field units are in Item VIII on pages 31-33).

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.

✧ **Old Age Allowance applicant should complete the following parts:**

| | |
|--------|---|
| Part 1 | Personal data of Applicant / Applicant's Spouse / Applicant's Cohabiting Partner / Guardian / Appointee / Agent |
| Part 2 | Residence requirements |
| Part 5 | Travel document |
| Part 6 | Applicant's / Guardian's / Appointee's / Agent's account particulars |
| Part 9 | Declaration and undertaking |

✧ **Normal Disability Allowance applicant should complete the following parts:**

- | | |
|--------|---|
| Part 1 | Personal data of Applicant / Applicant's Spouse / Applicant's Cohabiting Partner / Guardian / Appointee / Agent |
| Part 2 | Residence requirements |
| Part 5 | Travel document |
| Part 6 | Applicant's / Guardian's / Appointee's / Agent's account particulars |
| Part 9 | Declaration and undertaking |

✧ **Higher Disability Allowance applicant should complete the following parts:**

- | | |
|--------|---|
| Part 1 | Personal data of Applicant / Applicant's Spouse / Applicant's Cohabiting Partner / Guardian / Appointee / Agent |
| Part 2 | Residence requirements |
| Part 4 | Admission to residential institutions subsidised by the government / all public hospitals and institutions under the Hospital Authority or Boarding in special schools under the Education Bureau |
| Part 5 | Travel document |
| Part 6 | Applicant's / Guardian's / Appointee's / Agent's account particulars |
| Part 9 | Declaration and undertaking |

✧ **Normal/Higher Old Age Living Allowance applicant should complete the following parts:**

- | | |
|--------|---|
| Part 1 | Personal data of Applicant / Applicant's Spouse / Applicant's Cohabiting Partner / Guardian / Appointee / Agent |
| Part 2 | Residence requirements |
| Part 3 | Income and asset value of the applicant and his / her spouse / cohabiting partner (only applicable to a Normal / Higher Old Age Living Allowance applicant whose marital status is "Married" or "Cohabiting") |
| Part 5 | Travel document |
| Part 6 | Applicant's / Guardian's / Appointee's / Agent's account particulars |
| Part 9 | Declaration and undertaking |

3. This part provides the applicant with the steps to complete each item in the application form. Examples are given for illustration. If the applicant or his/her guardian/appointee needs further assistance to complete the application form, he/she can contact the staff of the social security field unit.



社會福利署
Social Welfare Department

此欄供本署填寫 For office use

檔案編號
Casefile
Reference

Casefile Reference

公共福利金計劃 Social Security Allowance Application Form

Please refer to the "Eligibility Criteria" on pages 4 to 14. Select one and put a "✓" as appropriate.

注意：此表格免費派發。填寫前，請先詳閱「公共福利金計劃申請表」。

Note: This form is issued free of charge. Please read carefully the "Public Welfare Allowance Application Form" and complete all items in this form in block letters with a blue or black pen. Do not use correction fluid.

Please read carefully the "Public Welfare Allowance Guidance Notes" and complete all items in this form in block letters with a blue or black pen. Do not use correction fluid.

請根據你所申請的津貼，選擇下列其中一項。Please select one in accordance with the type of allowance you would like to apply.

- ☒ 普通長者生活津貼 Normal Old Age Living Allowance ☐ 普通傷殘津貼 Normal Disability Allowance
☐ 高齡長者生活津貼 Higher Old Age Living Allowance ☐ 高齡傷殘津貼 Higher Disability Allowance
☐ 高齡津貼 Old Age Allowance

第一部分 申請人／申請人代理人資料

Part 1 Personal data of Applicant / Guardian / Appointee

The name of the applicant/applicant's spouse or cohabiting partner/guardian/appointee/agent should be exactly as shown on the Hong Kong Identity Card. For an applicant without a Hong Kong Identity Card, the name on the Hong Kong Birth Certificate or other proofs of identity should be stated.

甲、申請人的個人資料
A. Applicant's personal data

(英文) Name in English LEE SIK TIN

類別 Type of identity document 香港身份證 香港出生證明書

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 Date of birth 1946 Year 2 Month 1 Day

國籍 Country of origin ☒ 中國 China ☐ 其他(請註明) Others(Please specify)

取得香港居民身份日期 Date of acquiring Hong Kong resident status 2002 Year 10 Month 1 Day

婚姻狀況 Marital status ☐ 未婚 Never Married ☒ 已婚 Married ☐ 同居 Cohabiting(Not)

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 Normal Old Age Living Allowance/Higher Old Age Living Allowance/other allowance. Such application will be subject to the means test assessment based on the "Financial Resource Limits for Married Couples".

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 the applicant does 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 the applicant's HKIC, for example, (10-02) which means you can fill in 1st October 2002.

甲、申請人的個人資料 (續)
A. Applicant's personal data (cont'd)

| | |
|---|---|
| 教育程度 Education level | <input type="checkbox"/> 未受教育 No schooling <input type="checkbox"/> 幼稚園／幼兒中心 Kindergarten / child care centre <input type="checkbox"/> 小學 Primary <input checked="" type="checkbox"/> 中學 * 1-3 / 4-5 / 6-7 年級 Secondary * 1-3 / 4-5 / 6-7 |
| | <input type="checkbox"/> 專業教育(完成*中三／中五後入讀) Technical / vocational training / commercial school (post *F.3 / F.5) <input type="checkbox"/> 專上教育(*非學位／學位／深造課程) Tertiary(*non-degree / degree-undergraduate level / degree-post-graduate level) |
| 住址 Residential address | *香港／九龍／新界 *HK / KLN / NT Flat C 18/E 96 Yee Tin Street |
| 居所類別 Accommodation status | <input type="checkbox"/> 自置 Self-owned <input type="checkbox"/> 租住 Rented |
| 通訊地址 Correspondence address | *香港／九龍／新界 *HK / KLN / NT |
| (如與住址不同，始須填寫) (Only if different from residential address) | 流動電話號碼 Mobile phone number 2228 2128 6666 6666 Lee Sit Tin |

Please cross out any incorrect entries and sign against the amendment. Do not use correction fluid.

乙、申請人配偶／申請人同居人士的個人資料 (只適用於普通／高齡長者生活津貼申請人而其婚姻狀況為「已婚」或「同居」)
B. Personal data of the spouse or cohabiting partner (only applicable to a Normal / Higher Old Age Living Allowance applicant whose marital status is "Married" or "Cohabiting")

| | | | |
|--------------------------------------|---|---------------------------------|--|
| 姓名 (中文) Name in Chinese | 吳蘭 | (英文) Name in English | NG LAN |
| 身份證明文件號碼 Identity document number | E222223(3) | 類別 Type of identity document | <input checked="" type="checkbox"/> 香港身份證 HK Identity Card <input type="checkbox"/> 其他(請註明) Others(Please specify) |
| 性別 Sex | <input type="checkbox"/> 男 Male <input checked="" type="checkbox"/> 女 Female | 出生日期 Date of birth | 1946 年 12 月 2 日 Year Month Day |
| 住址 Residential address | *香港／九龍／新界 *HK / KLN / NT (如與申請人住址不同，始須填寫) (Only if different from applicant's residential address) | | |
| 住宅電話號碼 Telephone number | 2228 2128 | 流動電話號碼 Mobile phone number | 6668 8888 |

*申請人／監護人／受委人 *簽名／指模
*Signature/Thumbprint of *applicant/guardian/appointee

見證人 *簽名／指模
*Signature/Thumbprint of witness

☐ 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.

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Date 25.06.2019

Please refer to paragraph 1 of the “Application Procedures” on page 15 and “Persons Unable to Make Application by Himself/Herself” on page 16.

丙、*監護人/受委人的個人資料（只適用於十八歲以下或未能親自提出申請的申請人）
C. *Guardian / Appointee's personal data (only applicable to an applicant aged under 18 or who is unable to make application by himself / herself)

| | | | |
|---------------------------------------|-----------------------------|---------------------------------|---|
| 姓名 (中文) Name in Chinese | _____ | (英文) Name in English | _____ |
| 身份證明文件號碼 Identity document number | _____ | 類別 Type of identity document | <input type="checkbox"/> 香港身份證 HK Identity Card <input type="checkbox"/> 其他 (請註明) Others (Please specify) _____ |
| 與申請人關係 Relationship with applicant | _____ | 關係證明文件 Proof of relationship | <input type="checkbox"/> 香港出生證明書 HK Birth Certificate <input type="checkbox"/> 其他 (請註明) Others (Please specify) _____ |
| 住址 Residential address | *香港/九龍/新界 *HK / KLN / NT | | |
| 住宅電話號碼 Telephone number | _____ | | |

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

丁、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）
D. Agent's personal data (only applicable to an applicant who is accepted for requiring a third party to act as an agent)

| | | | |
|---------------------------------------|-------|---------------------------------|---|
| 姓名 (中文) Name in Chinese | _____ | (英文) Name in English | _____ |
| 身份證明文件號碼 Identity document number | _____ | 類別 Type of identity document | <input type="checkbox"/> 香港身份證 HK Identity Card <input type="checkbox"/> 其他 (請註明) Others (Please specify) _____ |
| 與申請人關係 Relationship with applicant | _____ | 住址 Residential address | *香港/九龍/新界 *HK / KLN / NT |

Please refer to item (b) on pages 4 and 5 or pages 6 and 7 or pages 9 and 10.

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.

第二部分 居港規定 (只適用於十八歲以下或未能親自提出申請的申請人) Part 2 Residence requirements (only applicable to applicants aged under 18 or who are unable to make application by themselves)

| | | |
|--|--|----------------------------------|
| 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 before the date of application? | <input checked="" type="checkbox"/> 是 Yes | <input type="checkbox"/> 否 No |
| 2. 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。 Please select one sentence below to state the total number of days of absence during the one-year period immediately before the date of application. | | |
| <input checked="" type="checkbox"/> 申請人在緊接申請日期前一年離港共 _____ 天。 The applicant has been absent from Hong Kong for a total of <u>43</u> days during the one-year period immediately before the date of application. | | |
| <input type="checkbox"/> 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 during the one-year period immediately before the date of application. | | |
| <input type="checkbox"/> 申請人未能確定在緊接申請日期前一年的離港日數。 The applicant cannot ascertain the exact number of days of absence during the one-year period immediately before the date of application. | | |

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

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.

第三部分 申請人及其配偶／同居人士（只適用於普通／高齡長者生活津貼申請人而其婚姻狀況為「已婚」或「同居」）的人息及資產（詳情請參閱「公共福利金計劃申請指引」第10頁註三）

Part 3 Income and asset value of the applicant and his / her spouse / cohabiting partner (only applicable to a Normal / Higher Old Age Living Allowance applicant whose marital status is "Married" or "Cohabiting") (Please refer to Note 3 on pages 13 and 14 of "Application for Social Security Allowance Guidance Notes" for details.)

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

| | | 申請人 Applicant | *配偶 Spouse / 同居人士 Cohabiting Partner |
|------------------|--|---------------|--------------------------------------|
| | | 沒有 No | |
| | | 有 Yes \$ | 3000 |
| | | 沒有 No | |
| | | 有 Yes \$ | |
| | | 沒有 No | |
| | | 有 Yes \$ | 2 000 |
| | | 沒有 No | |
| | | 有 Yes \$ | |
| | | 沒有 No | |
| | | 有 Yes \$ | 5 000 |
| 總入息 Total income | | \$ | 1 0 0 0 0 |

If the applicant's marital status is "Married" or "Cohabiting", please fill in his/her spouse's or cohabiting partner's income and assets.

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

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

Note 3 on pages 13 and 14 of "Application for Social Security Allowance"

| | | 申請人 Applicant | *配偶 Spouse / 同居人士 Cohabiting Partner |
|---|--|---------------|--|
| 1. 土地／非自住物業 Land / non-owner occupied property | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ | 200 000 | <input checked="" type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes \$ |
| 2. 現金 Cash in hand | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ | 1 000 | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ |
| 3. 銀行儲蓄 Bank savings | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ | 20 000 | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ |
| 4. 股票及股份的投資（包括債券、基金及累算退休權益） Investments in stocks and shares (including bonds, trust fund and accrued retirement benefits) | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ | 30 000 | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ |
| 5. 金條及金幣等 Gold bars and gold coins, etc. | <input checked="" type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes \$ | | <input type="checkbox"/> 沒有 No <input checked="" type="checkbox"/> 有 Yes \$ |
| 6. 商業車輛（例如的士及公共小巴）及其營業牌照 Vehicle for investment (e.g. taxi and public light bus) and its business licence | <input checked="" type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes \$ | | <input checked="" type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes \$ |
| 總值 Total value | \$ | 2 5 1 0 0 0 | \$ 1 6 0 0 0 0 |

If the applicant's marital status is "Married" or "Cohabiting", please fill in his/her spouse's or cohabiting partner's income and assets.

$$\$200,000 + \$1,000 + \$20,000 + \$30,000 = \$251,000$$

*申請人／監護人／受委人

*Signature/Thumbprint of *

見證人 *簽名／指模

*Signature/Thumbprint of w

☐ 請在適當方格內填上「√」號。

Tick as appropriate.

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☐ 請刪去不適用於可。

Delete whichever is inappropriate.

Please refer to item (f) on pages 7 and 8.

第四部分 受政府資助的院舍／醫院管理局轄下所有的公立醫院及機構或在教育局轄下的特殊學校寄宿（只適用於高額傷殘津貼申請人）
Part 4 Admission to residential institutions subsidised by the government / all public hospitals and institutions under the Hospital Authority or Boarding in special schools under the Education Bureau (only applicable to a Higher Disability Allowance applicant)

- 甲. 申請人是否已入住受政府資助的院舍（包括津貼／合約院舍及參與不同買位計劃院舍的資助宿位）／醫院管理局轄下所有的公立醫院及機構接受住院照顧或教育局轄下的特殊學校寄宿？
 A. Whether the applicant has been admitted into residential institutions subsidised by the government (including subsidised places in subvented / contract homes and residential care homes under various bought place schemes) / all public hospitals and institutions under the Hospital Authority for receiving care or special schools under the Education Bureau for boarding service?

☐ 否 No ☐ 是（請註明如下） Yes (Please specify as below)

| 院舍／公立醫院及機構／特殊學校名稱 Name of institution/public hospital and institution/special school | 入住日期 Date of admission |
|---|---------------------------|
| | |
| | |
| | |
| | |

- 乙. 申請人是否已獲派宿位將會入住受政府資助的院舍（包括津貼／合約院舍及參與不同買位計劃院舍的資助宿位）／醫院管理局轄下所有的公立醫院及機構或在教育局轄下的特殊學校寄宿？
 B. Has the applicant been allocated a place in residential institutions subsidised by the government (including subsidised places in subvented / contract homes and residential care homes under various bought place schemes) / all public hospitals and institutions under the Hospital Authority or boarding in special schools under the Education Bureau?

☐ 否 No ☐ 是（請註明如下） Yes (Please specify as below)

| 院舍／公立醫院及機構／特殊學校名稱 Name of institution/public hospital and institution/special school | 入住日期 Date of admission |
|---|---------------------------|
| | |
| | |

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） Yes (Please specify as below)

| 證件類別 Document type | 證件號碼 Document number | 簽發日期 Date of issue | 有效期至 Date of expiry |
|-----------------------|-------------------------|-----------------------|------------------------|
| Home Visit Permit | H1234 | 01-09-2015 | 31-08-2025 |
| HKSAR Passport | H0010 | 01-08-2015 | 31-07-2025 |
| Russian Passport | ZBA12 | 15-01-2013 | 14-01-2023 |
| | | | |
| | | | |

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.

*申請人
*Signature
見證人
*Signature
請在
Tick at

日期
Date 25.06.2019

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).

第六部分 *申請人／監護人／受委人／代理人的銀行帳戶 (自動轉帳用)
Part 6 *Applicant's / Guardian's / Appointee's / Agent's account particulars (for auto-payment)

帳戶持有人名稱 (中文) 李式田 (英文) _____
Account name (Chinese) _____
銀行名稱 Kowloon Bank
Name of bank _____
帳戶號碼 0 0 1 - 0 0 2 - 0
Account number _____

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

第七部分 親友的個人資料 (隨意提供)
Part 7 Relative's / Friend's personal data (optional)

姓名 (中文) _____ (英文) _____
Name in Chinese _____
與申請人關係 _____
Relationship with applicant _____
通訊地址 _____
Correspondence address _____
住宅電話號碼 _____ 流動電話號碼 _____
Telephone number _____ Mobile phone number _____

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

第八部分 其他資料 (包括其他福利需要)
Part 8 Other information (including other welfare needs)

請註明 _____
Please specify _____

第九部分 聲明及保證
Part 9 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/申請人離開香港、遭監禁或合法羈留, 本人將從速向社會福利署申報。
I undertake to report immediately to the Social Welfare Department any changes in the particulars contained herein. I further undertake to report immediately to the Social Welfare Department *my/the applicant's departure from Hong Kong, imprisonment or detention in legal custody.
- 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.
- 本人已經通知*本人/申請人的家庭成員及其他有關人士並獲得他們同意將他們的個人資料提供予社會福利署作本申請用途。
I have informed and obtained the consents of the other members of *my/the applicant's household and other relevant persons to provide their personal data to the Social Welfare Department for the purpose of this application.

*申請人/監護人/受委人 *簽名/指模
*Signature/Thumbprint of *applicant/guardian/appointee

見證人 *簽名/指模
*Signature/Thumbprint of witness

* 請刪去不適用字句。
Delete whichever is inappropriate.
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日期 25.06.2019
Date

- 本人同意社會福利署就*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／和配偶或同居人士（只適用於普通／高齡長者生活津貼申請人而其婚姻狀況為「已婚」或「同居」）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。

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, 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 *my/the applicant's travel records held on the computer) and those of *my/the applicant's spouse or cohabiting partner (only applicable to a Normal/Higher Old Age Living Allowance applicant whose marital status is "Married" or "Cohabiting"). I also consent to such government departments, banks and parties providing the requested data and records to the Social Welfare Department.

- *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.

- （只適用於高齡傷殘津貼申請人）如*本人／申請人入住受政府資助的院舍或醫院管理局轄下所有的公立醫院及機構，或在教育局轄下的特殊學校寄宿，本人將從速向社會福利署申報。

(For Higher Disability Allowance applicant only) I undertake to report immediately to the Social Welfare Department *my/the applicant's admission to residential institutions subsidised by the government or all public hospitals and institutions under the Hospital Authority, or boarding in special schools under the Education Bureau.

- （只適用於普通／高齡長者生活津貼申請人）在寬限期過後，如*本人／申請人／和配偶或同居人士（只適用於婚姻狀況為「已婚」或「同居」的申請人）的每月總入息或資產總值超過社會福利署所定的限額，本人必須向社會福利署申報（以書面通知為準）。本人明白如不申報，將有被檢控的可能。

(For Normal/Higher Old Age Living Allowance applicant only) I undertake to notify the Social Welfare Department (in writing) if, after the grace period, the monthly income or assets of *myself/the applicant and spouse or cohabiting partner (only applicable to an applicant whose marital status is "Married" or "Cohabiting") exceed the limits set by the Social Welfare Department. I understand that if I fail to notify the Department, I shall render myself liable to prosecution.

- （只適用於十五歲至十七歲心智健全的申請人，本申請須由監護人或受委人簽署）本人*同意／不同意津貼金直接存入申請人的銀行帳戶。

(For applicants who are mentally sound and aged 15-17, this application shall be signed by guardian/appointee) I *agree/do not

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

取回任何多領款項。本人亦同意（銀行名稱），從*本人／申請人／代理人上述的銀行帳戶，經社會福利署核實的多領款項。

I agree to the Social Welfare Department 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 specified by the Social Welfare Department as overpayment.

- 本人明白如本人蓄意或疏忽，向社會福利署提供虛假資料，以圖獲得現金援助，將有被檢控的可能。

I understand that if I knowingly or negligently provide false information to the Social Welfare Department to obtain cash assistance, I shall be liable to prosecution.

- 以上聲明，本人已詳細閱讀及明白。

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

*申請人／監護人／受委人 *簽名／指模
*Signature/Thumbprint of *applicant/guardian/appointee

Lee Suk Tin

見證人 *簽名／指模
*Signature/Thumbprint of witness

Ng Lan

見證人姓名
Name of witness

NG LAN

日期
Date

Applicable if there is a witness.

-06-2019

社會福利署定期／按需要與其他政府部門和有關機構進行資料核對程序。為免觸犯法律，申請人或其受委人務必提供真確及完整資料。

The Social Welfare Department conducts data matching periodically / on need basis with other government departments and relevant organisations. To avoid violating the law, applicants or their appointees must provide true and complete information.

* 請刪去不適用字句。
Delete whichever is inappropriate.
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VII. Documents Required for Application

1. Please return the completed application form together with photocopies of the following supporting documents:

A. Old Age Allowance

| | | Old Age Allowance |
|----|---|-------------------|
| 1. | Any documents confirming the applicant's identity, age and residence in Hong Kong (e.g. Hong Kong Identity Card, Birth Certificate, etc.) | √ |
| 2. | First page of the applicant's 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. | The pages showing the absence record during the one-year period immediately before the application and the personal particulars in all the applicant's travel documents (e.g. Passport, HKSAR Document of Identity for Visa Purposes, etc.) | √ |

B. Disability Allowance

| | | For applicants aged below 18 | For applicants aged 18 or above |
|----|---|------------------------------|---------------------------------|
| 1. | Any documents confirming the applicant's identity, age and residence in Hong Kong (e.g. Hong Kong Identity Card, Birth Certificate, etc.) | √ | √ |
| 2. | First page of the applicant's 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) | Not applicable | √ |
| 3. | The pages showing the absence record during the one-year period immediately before the application and the personal particulars in all the applicant's travel documents (e.g. Passport, HKSAR Document of Identity for Visa Purposes, etc.) | √ | √ |
| 4. | Applicant's previous hospitalisation records or hospital/clinic attendance cards to facilitate the arrangement of a medical assessment | √ | √ |
| 5. | The identity document of the applicant's parent/guardian and proof of relationship with the applicant (e.g. Birth Certificate) | √ | Not applicable |
| 6. | Bank passbook (the page showing the account name and account number) of the applicant's parent/guardian (only sole and not joint accounts are acceptable for payment purposes) | √ | Not applicable |
| 7. | The identity document of the applicant's appointee/agent and proof of relationship with the applicant (e.g. Birth Certificate or Marriage Certificate, etc.) | √ | √ |
| 8. | Bank passbook (the page showing the account name and account number) of the applicant's appointee/agent (only sole and not joint accounts are acceptable for payment purposes) | √ | √ |

C. Old Age Living Allowance

| | | Normal/Higher Old Age Living Allowance |
|----|---|--|
| 1. | Any documents confirming the applicant's identity, age and residence in Hong Kong (e.g. Hong Kong Identity Card, Birth Certificate, etc.) | √ |
| 2. | First page of the applicant's 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. | The pages showing the absence record during the one-year period immediately before the application and the personal particulars in all the applicant's travel documents (e.g. Passport, HKSAR Document of Identity for Visa Purposes, etc.) | √ |
| 4. | The identity document of the applicant's spouse or cohabiting partner (only applicable to an applicant whose marital status is "Married" or "Cohabiting") | √ |

VIII. Addresses, Telephone Numbers and Opening Hours of Social Welfare Department Service Units

A. Social Security Field Units

| Office | Address | Tel. No. |
|--|---|-----------|
| Hong Kong | | |
| Central and Western/Islands Social Security Field Unit | 3/F, Tung Che Commercial Centre, 246 Des Voeux Road West, Sai Ying Pun | 2546 8003 |
| Tung Chung Social Security Field Unit | Unit 211B, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung | 3141 7024 |
| Chai Wan Social Security Field Unit | Level 3, Government Offices, New Jade Garden, 233 Chai Wan Road, Chai Wan | 2557 7868 |
| Causeway Bay Social Security Field Unit | Room 1212, 12/F, North Point Government Offices, 333 Java Road, North Point | 2562 4788 |
| Wan Chai Social Security Field Unit | Room 2201, 22/F, Southorn Centre, 130 Hennessy Road, Wan Chai | 2835 1907 |
| Aberdeen Social Security Field Unit | Shop A, Level 2, Commercial Centre, Broadview Court, 11 Shum Wan Road, Wong Chuk Hang | 2554 6324 |
| East Kowloon | | |
| Lam Tin Social Security Field Unit | Wings B & C, G/F, Ping Mei House, Ping Tin Estate, Lam Tin | 2346 7583 |
| Ngau Tau Kok Social Security Field Unit | Room 16-19, 17/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay | 2750 2659 |
| Sau Mau Ping (East) Social Security Field Unit | Shop 316A, 3/F, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping, Kwun Tong | 2866 3142 |
| Sau Mau Ping (West) Social Security Field Unit | Shop 316A, 3/F, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping, Kwun Tong | 2348 9312 |
| Kwun Tong Social Security Field Unit | Unit 1503-1508, 15/F, Elite Centre, 22 Hung To Road, Kwun Tong | 2775 1158 |
| San Po Kong Social Security Field Unit | Unit 701, 7/F, Stelux House, 698 Prince Edward Road East, San Po Kong | 2322 9999 |
| Tseung Kwan O Social Security Field Unit | Shop No. 1D, 3/F, Po Lam Shopping Centre, Po Lam Estate, Tseung Kwan O | 2701 8843 |
| Tsz Wan Shan Social Security Field Unit | Unit 101, 1/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin | 2327 5083 |
| Wong Tai Sin Social Security Field Unit | Unit 103-106, 1/F, Stelux House, 698 Prince Edward Road East, San Po Kong | 2382 3738 |

| Office | Address | Tel. No. |
|--|---|-----------|
| West Kowloon | | |
| Kowloon City Social Security Field Unit | Unit 2, 2/F, Chung Hwa Plaza, 5B-5F Ma Hang Chung Road, To Kwa Wan | 2760 1679 |
| To Kwa Wan Social Security Field Unit | 7/F, To Kwa Wan Government Offices, 165 Ma Tau Wai Road, To Kwa Wan | 2334 5442 |
| Sham Shui Po Social Security Field Unit | Room 1310, 13/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po | 2725 5658 |
| Shek Kip Mei Social Security Field Unit | Unit 6B, 6/F., Shek Kip Mei Estate Ancillary Facilities Block, 100 Woh Chai Street, Shek Kip Mei | 2776 3443 |
| Lai Chi Kok Social Security Field Unit | G/F, Cheung Sha Wan Community Centre, 55 Fat Tseung Street, Cheung Sha Wan | 2720 8613 |
| Yau Tsim Social Security Field Unit | Room 101, 1/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei | 3842 7864 |
| Mong Kok Social Security Field Unit | 22/F, One Mongkok Road Commercial Centre, 1 Mongkok Road, Mongkok | 2396 4052 |
| New Territories East | | |
| Fanling Social Security Field Unit | Room 233, 2/F, North District Government Offices, 3 Pik Fung Road, Fanling | 2675 1624 |
| Sheung Shui Social Security Field Unit | Shop 202, 2/F, Tin Ping Shopping Centre, Tin Ping Estate, Sheung Shui | 2682 4853 |
| Tai Po (South) Social Security Field Unit | 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, Tai Po | 3183 9302 |
| Tai Po (North) Social Security Field Unit | 4/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po | 2665 2612 |
| Sha Tin (South) Social Security Field Unit | Room 834, 8/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin | 2158 6721 |
| Sha Tin (North) Social Security Field Unit | Unit 1, M/F, Yu Chui Shopping Centre, 2 Ngau Pei Sha Street, Siu Lek Yuen, Sha Tin | 2605 2112 |
| Ma On Shan Social Security Field Unit | Unit 1, M/F, Yu Chui Shopping Centre, 2 Ngau Pei Sha Street, Siu Lek Yuen, Sha Tin | 2692 0684 |
| Yuen Long (East) Social Security Field Unit | 6/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long | 2477 2351 |
| Yuen Long (West) Social Security Field Unit | 3/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long | 2443 2500 |
| Tin Shui Wai (South) Social Security Field Unit | G/F, Yiu Fung House, Tin Yiu Estate, Tin Shui Wai | 3595 2351 |
| Tin Shui Wai (North) Social Security Field Unit | Unit No. G02, G/F., Ancillary Facilities Block, Tin Ching Estate, Tin Shui Wai | 2443 2604 |

| Office | Address | Tel. No. |
|--|---|-----------|
| New Territories West | | |
| Kwai Chung (Central) Social Security Field Unit | 8/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung | 2422 2502 |
| Kwai Chung (East) Social Security Field Unit | 5/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung | 2421 1028 |
| Kwai Chung (South) Social Security Field Unit | Room 101, G/F, King Fat House, Cheung Fat Estate, Tsing Yi | 2429 2614 |
| Kwai Chung (West) Social Security Field Unit | 8/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung | 2422 9510 |
| Tsuen Wan Social Security Field Unit | 14/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan | 2417 6316 |
| Tuen Mun Social Security Field Unit | 4/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun | 2441 7910 |
| Butterfly Social Security Field Unit | 5/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun | 2467 3189 |
| Tai Hing Social Security Field Unit | Room 304, 3/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun | 2467 2927 |

B. Social Security Appeal Board/Fraud Investigation Teams/Fraud Assessment Team/Data Matching Team/Target Investigation Team/Debt Recovery Team/Report Fraud Hotline/Departmental Hotline Service Unit

| Office | Address | Tel. No. |
|--|--|---|
| Social Security Appeal Board | 24/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong | 2835 1946 |
| Fraud Investigation Teams Fraud Assessment Team Data Matching Team | 3/F, Trade and Industry Tower, 3 Concorde Road, Kowloon | 3903 7846/ 3903 7872 3903 7825 3903 7900 |
| Target Investigation Team | Room 103, 1/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon | 3842 7938 |
| Debt Recovery Team | Room 102, 1/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon | 3842 7972 |
| Report Fraud Hotline | | 2332 0101 |
| Departmental Hotline Service Unit | (Facsimile No. 2763 5874) | 2343 2255 |

C. Opening Hours of Social Security Field Units/Social Security Appeal Board/Fraud Investigation Teams/Fraud Assessment Team/Data Matching Team/Target Investigation Team/Debt Recovery Team/Report Fraud Hotline

| | |
|--------------------------------------|--|
| Monday to Friday | 8:45 am to 1:00 pm 2:00 pm to 6:00 pm |
| Saturday, Sunday and Public Holidays | Closed |