

樂齡及康復創科應用基金

Innovation and Technology Fund for Application in Elderly and Rehabilitation Care

調撥過剩資產指引

Guidelines on Re-allocation of Surplus Item(s)

(2026年7月版本 July 2026 Version)

注意事項

Remarks

此文件旨在補充《樂齡及康復創科應用基金手冊》（《基金手冊》），為機構／服務單位調撥獲樂齡及康復創科應用基金（基金）資助的過剩資產提供指引。如機構／服務單位在2026年7月3日前，已就過剩資產向社會福利署（社署）提出調撥要求，可無須就同一批資產向社署重新提交通知。

This document aims to supplement the Innovation and Technology Fund for Application in Elderly and Rehabilitation Care Manual (I&T Fund Manual) to provide guidelines for the organisations / service units to re-allocate surplus item(s) funded by the Innovation and Technology Fund for Application in Elderly and Rehabilitation Care (I&T Fund). If organisation / service unit has submitted a request for re-allocation of surplus item(s) to the Social Welfare Department (SWD) before 3 July 2026, there is no need to notify the SWD for the same batch of assets.

(I) 識別過剩資產

Identification of Surplus Item(s)

機構／服務單位如因終止營運或其他理由未能繼續使用獲基金資助的產品，應按照《基金手冊》第5.9段妥善處置。除非獲基金資助的產品已經損壞、殘破或維修已不合乎經濟效益而屬不能再用，否則機構／服務單位應考慮重新調撥予其他服務單位繼續使用，而相關產品須由機構管委會授權適當職級的管理人員或委員會接納為過剩資產。

Should the service unit be unable to continue utilising the product funded by the I&T Fund due to the cessation of operation or other reasons, the product shall be properly disposed in accordance with section 5.9 of the I&T Fund Manual. Unless the product(s) has/have been damaged, broken, or beyond economic repair and is/are classified as unusable, the organisation / service unit shall consider re-allocating the product(s) to other service unit(s) for continuous use. Such product must be accepted as surplus by a management staff or a Board authorised by the Board of Management of the organisation.

(II) 識別接收過剩資產之相關機構／服務單位 Identification of Receiving Organisation(s) / Service Unit(s)

機構／服務單位應按照《基金手冊》第 5.9.4 段所載的優先次序（如屬合約院舍，應參閱第 5.9.6 段的要求），聯絡合適的機構／服務單位接收相關的過剩資產，並須取得接收機構／服務單位的同意。

The organisation / service unit should, in accordance with the order of priority outlined in paragraph 5.9.4 of the I&T Fund Manual (for contracted homes, the requirements set out in paragraph 5.9.6 should be observed), contact appropriate organisation(s) / service unit(s) to receive the relevant surplus item(s) and must obtain the consent of the receiving organisation(s) / service unit(s).

(III) 遞交《調撥過剩資產計畫通知書》 Submission of Notification Form of Proposed Re-allocation of Surplus Item(s)

過剩資產原屬機構／服務單位在取得接收機構／服務單位同意後，須向社署提交《調撥過剩資產計畫通知書》。每份《調撥過剩資產計畫通知書》只可涵蓋源於同一服務類別服務單位的調撥計畫（即所有過剩資產原屬服務單位須為提供資助安老服務、資助康復服務、非資助安老服務或非資助康復服務的服務單位）。《調撥過剩資產計畫通知書》的正本須按過剩資產原屬服務單位的類別，經郵遞或親身送往以下辦公室：

After obtaining consent from the receiving organisation(s) / service unit(s), the originating organisation / service unit of the surplus item(s) should submit a Notification Form of Proposed Re-allocation of Surplus Item(s) to the SWD. Each Notification Form of Proposed Re-allocation of Surplus Item(s) should **only include the proposal for re-allocation from originating service units providing the same type of service** (i.e. subsidised elderly service, subsidised rehabilitation service, non-subsidised elderly service, or non-subsidised rehabilitation service). The **original** Notification Form of Proposed Re-allocation of Surplus Item(s) should be sent by mail or submitted in-person to the following office according to the type of originating service unit –

(a) 提供資助服務的安老服務單位

Elderly services units providing subsidised services

香港北角英皇道 338 號華懋交易廣場 2 期 31 樓 3105-09 室

Rooms 3105-09, 31/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong

(b) 提供資助服務的康復服務單位

Rehabilitation services units providing subsidised services

九龍深水埗元州街 290-296 號西岸國際大廈 5 樓 502 室

Room 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon

- (c) 提供非資助服務的私營及自負盈虧安老院
Private / Self-financing residential care homes (RCHs) for the elderly providing non-subsidised services
香港黃竹坑業勤街 23 號 THE HUB 6 樓
6/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
- (d) 提供非資助服務的私營及自負盈虧殘疾人士院舍
Private / Self-financing RCHs for persons with disabilities providing non-subsidised services
香港黃竹坑業勤街 23 號 THE HUB 5 樓
5/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong

社署在接獲並核對《調撥過剩資產計劃通知書》後，會在十五個工作天內向過剩資產原屬機構發出一份《通知書認收回條》。

Upon receipt and verification of the Notification Form of Proposed Re-allocation of Surplus Item(s), the SWD will issue an Acknowledgement Receipt of Notification to the originating organisation within 15 working days.

(IV) 安排調撥過剩資產 Re-allocation of Surplus Item(s)

過剩資產原屬機構／服務單位在接獲由社署發出的《通知書認收回條》後，方可按《調撥過剩資產計劃通知書》上提出的計劃調撥過剩資產。產品原屬機構／服務單位應就**每一款產品**（以每宗基金申請計）向**每一個接收服務單位**索取一式兩份妥為簽署的《過剩資產認收回條》。每份《過剩資產認收回條》須由獲接收機構管委會授權適當職級的管理人員簽署。

The organisation / service unit shall only re-allocate the surplus item(s) in accordance with the proposal set out in the Notification Form of Proposed Re-allocation of Surplus Item(s) and upon receiving the Acknowledgement Receipt of Notification issued by the SWD. For **each product** (per I&T Fund application), the originating organisation / service unit shall obtain **two (in duplicate)** duly signed Acknowledgement Receipts of Surplus Item(s) from **each receiving service unit**. Each Acknowledgement Receipt of Surplus Item(s) must be signed by a management staff or a Board authorised by the Board of Management of the organisation.

所有接收服務單位在接收過剩資產前，應確認相關資產仍可使用，並須按照《基金手冊》的相關要求妥善使用及記錄接收的資產，包括但不限於第 2.6 及 5.8 段有關基金資助項目的備存和記錄事宜。社署不會承擔該等資產調撥後導致的任何責任及費用，不論經常或資本開支，包括但不限於任何其後翻新或置換該等資產的開支。

Before receiving surplus item(s), all receiving service units must confirm that the item(s) is/are still serviceable and must properly use and record the received item(s) in accordance with the relevant requirements of the I&T Fund Manual, including but not limited to record in the inventory records of as stipulated in Sections 2.6 and 5.8 of I&T Fund Manual. The SWD will not accept any liability, recurrent and capital, from the surplus item(s) including but not limited to subsequent replenishment or replacement.

(V) 完成調撥過剩資產 Completion of Re-allocation

過剩資產原屬機構／服務單位須按社署發出的《通知書認收回條》上指明的限期（一般為一個曆月內）完成調撥，並將所有接收服務單位簽妥的《過剩資產認收回條》的副本遞交至《通知書認收回條》上指明的社署辦事處。過剩資產原屬機構／服務單位及接收服務單位均應妥善備存所有與調撥過剩資產相關的文件，以供社署及其他獲授權機構／人士隨時查核。如過剩資產未能按照《調撥過剩資產計劃通知書》的計劃調撥，過剩資產原屬機構／服務單位須向社署提交書面解釋。

The originating organisation / service unit must complete the re-allocation within the deadline specified in the Acknowledgement Receipt of Notification issued by the SWD (generally within one calendar month), and submit the **copy(s)** of Acknowledgement Receipts of Surplus Item(s) duly signed by the receiving service unit(s) to the SWD office specified in the Acknowledgement Receipt of Notification. The originating organisation / service unit and the receiving service unit(s) should properly retain all the related documents of the re-allocation for the inspection by the SWD and other authorised organisation / personnel at any time. If the surplus item(s) fail(s) to be re-allocated in accordance with the proposal set out in the Notification Form of Proposed Re-allocation of Surplus Item(s), the originating organisation / service unit must submit a written explanation to the SWD.