

申領款項證明書  
Claim Certificate

附件 2.4  
Annex 2.4

To: Director of Social Welfare  
(Attn.<sup>1</sup>: CHAN Siu-ming)

Innovation and Technology Fund for Application in Elderly and Rehabilitation Care  
(I&T Fund)  
**Claim Certificate**

(Please read the notes on page 2 and the sample of the Certificate carefully  
before completing the Certificate)

Approved Applicant Organisation: Happy Rehabilitation Association  
Approved Applicant Service Unit(s): Happy Rehabilitation Centre;  
Happy Rehabilitation Hostel  
SWD File Reference: SWD/RMB/I&TF/9999P/Mar24-Jul24  
Date of Approval of the Grant: 1 May 2025  
Description of Grant (Identical to the Approval Letter):  
- Product Name: ABC Mobile Hoist  
- Model Number: ABC-0001  
- Amount Approved: HK\$ 25,000  
Grant Code: E51123A45B678

In relation to our claim for payment(s) under the I&T Fund for the product(s) listed above for procurement or rental of technology product(s), I am authorised by the approved applicant organisation to certify that –

- (a) the product(s) currently claimed under this Claim Certificate –
- is/are the exact product(s) approved by the I&T Fund;
  - has/have been received in good conditions;
  - is/are in accordance with approved specifications and certifications;
  - has/have not been claimed previously and settled by the I&T Fund;
  - has/have been checked to be correct against the supporting invoice(s) and receipt(s) in respect of the quantity(s), unit price(s) and amount(s); and
  - has/have been purchased or rented by quotation or tender in accordance with the procurement principles and/or procedures as laid down in Chapter 5 of the I&T Fund Manual;
- (b) full receipt(s), invoice(s), quotation record sheet and quotation(s) have been attached; and

<sup>1</sup> Please fill in the name of the responsible officer of the Social Welfare Department as stated on "Enquiries" Section of the Approval Letter.

Enquiries

5. If you have any enquiry on this allocation, please contact CHAN Siu-ming of the Rehabilitation and Medical Social Services Branch at 2345 6789.

經辦人並非批核信簽署人  
The Claim Certificate should NOT be  
addressed to the undersigned of the  
Approval Letter.

批核信  
Approval Letter

Yours sincerely,  
*Dawming*  
(WONG Dawming)  
for Director of Social Welfare

SAMPLE



Our Ref.: SWD/RMB/I&TF/9999P/Mar24-Jul24  
Tel. No.: 2345 6789  
Fax No.: 3456 7890

Agency Head  
Happy Rehabilitation Association  
123 Happy Road, Sham Shui Po, Kowloon

1 May 2025

Appendix 1

Innovation and Technology Fund for Application in Elderly and  
Rehabilitation Care

**List of Approved Product(s)**

(Application No: SWD/RMB/I&TF/9999P/Mar24-Jul24)  
(Grant Code: E51123A45B678)

Name of the Approved Applicant Organisation:  
Happy Rehabilitation Association  
開心復康協會

The Approved Applicant Service Unit(s):

No.	Name
# 1	<u>Happy Rehabilitation Centre</u> 開心復康中心
# 2	<u>Happy Rehabilitation Hostel</u> 開心復康宿舍

請填上所有服務單位名稱  
Please fill in name of ALL service units.

Description of Grant:

Product Name	<u>ABC Mobile Hoist</u>					
Model Number	<u>ABC-0001</u>					
No.	Quantity	Amount	Maintenance Fee	Staff Training Fee	Misc. Expense	Total Amount
# 1	1	\$10,000	\$1,000	\$1,000	\$500	\$12,500
# 2	1	\$10,000	\$1,000	\$1,000	\$500	\$12,500
Total:						<u>\$25,000</u>

批核信 附錄1  
Appendix 1 of  
Approval Letter

**申領款項證明書**  
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- (c) the unclaimed balance (net of the current claim) of the grant amounting to HK\$ \_\_\_\_\_ will be reverted to the I&T Fund.



Organisation Chop

Signature of Agency Head: Chung-ming  
Name of Agency Head: LEE Chung-ming  
Post Title of Agency Head: Director  
Date: 30 October 2025  
Name of Responsible Staff: WONG Mei-mei  
Contact Number: 2222 3333

**Notes**

1. Claim for each grant code must be covered by a separate Claim Certificate.
2. The correct Grant Code as advised by the Social Welfare Department (SWD) must be quoted to identify the particular grant against which the current claim is being made.
3. Each claim request should be submitted with:
  - (a) this completed Claim Certificate (TWO originals);
  - (b) full set of invoice(s) (ONE original and ONE copy);
  - (c) full set of receipt(s) (ONE original and ONE copy);
  - (d) Quotation Record Sheet (ONE original); and
  - (e) ALL quotations with details including price, specifications, certification and required operating professional (ONE copy for each quotation).
4. Failure to complete the Claim Certificate or submit the required document(s) properly may cause delay in reimbursement.
5. Please submit the completed Claim Certificate with all required documents to:
  - (a) Elderly services units providing subsidised services  
Rooms 3105-09, 31/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong;
  - (b) Rehabilitation services units providing subsidised services  
Room 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon;
  - (c) Private or Self-financing residential care homes for the elderly providing non-subsidised services  
6/F, THE HUB, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong; or

(Revised March 2025)

如實際申領款項與獲批款項相同，請在此處填上「0」；如實際申領款項少於獲批款項，請在此處填上兩者相差的金額。  
Please fill in "0" if the actual amount to be claimed is equal to the approved amount; if the actual amount to be claimed is less than the approved amount, please fill in the difference in amount.

例子 Example

獲批款項 Approved Amount : \$25,000  
實際申領款項 Actual Amount to be Claimed : \$24,000  
此處應填上 Please fill in : 1,000

機構印章上的機構名稱必須與批核信上所載一致

The name of organisation shown on the organisation chop MUST be identical with the name stated on the Approval Letter.

SAMPLE

**批核信**  
**Approval Letter**

 社會福利署  
Social Welfare Department

Our Ref.: SWD/RMB/I&TF/9999P/Mar24-Jul24  
Tel. No.: 2345 6789  
Fax No.: 3456 7890

1 May 2025

Agency Head  
Happy Rehabilitation Association  
123 Happy Road, Sham Shui Po, Kowloon

Dear Sir/Madam,

Notification of Allocation of Grant from the  
"Innovation and Technology Fund for Application in Elderly and  
Rehabilitation Care" (I&T Fund)  
Happy Rehabilitation Association  
開心復康協會  
Procurement of Innovative Technology Product(s)  
(Grant Code: E51123A45B678)