



Comprehensive Social Security Assistance (CSSA) Registration Form

1. Personal particulars of applicant

Name of applicant: Sex: [ ] M [ ] F Marital status: \*Never married/Married/Divorced/Separated/Widowed/Spouse residing outside HK
Identity document no.: ( ) Date of birth: Date of acquiring HK resident status:
Occupation: Monthly income: \$
Residential address:
Type of accommodation: [ ] Public rental housing [ ] Private housing [ ] Tenant Purchase Scheme [ ] Home Ownership Scheme [ ] Residential institution [ ] Others (please specify):
Correspondence address (if different from residential address):
Residential phone no.: Mobile phone no.:

2. Reason of CSSA application

[ ] Old age [ ] Unemployment [ ] Ill health: (Name) medical follow-up on
[ ] Low earnings [ ] Single parent [ ] Others (please specify):
Please state the significant change(s) in family or financial circumstances leading to the need for the application for CSSA:

3. Accommodation expenses

[ ] Free lodging provided by \*relative/friend [ ] Monthly mortgage at \$
[ ] Rent at \$ per month [ ] Others (please specify): \$ per month

4. Personal particulars of other family member(s)

Table with 8 columns: Name, Identity document no., Relationship with applicant, Date of birth, Marital status, Occupation/Name of school attending, Monthly income/Class attending, Date of acquiring HK resident status

5. Assets held by the applicant and other family member(s) (including those in Hong Kong, Macao, the Mainland or overseas)

(i) Cash and savings in bank (including savings, fixed deposit and foreign currency, etc.):
[ ] Yes (Total value at HK\$ ) [ ] Nil
(ii) Other assets (including land/properties, investment in stocks and shares, cash value of insurance policies, pre-surrender/surrender value of annuity schemes, vehicle, bonds and valuable possessions, etc.):
[ ] Yes (Please specify Total value at HK\$ ) [ ] Nil

6. Contribution from relatives/friends : \$ per month

7. If the applicant or any family member is a divorced person, please provide the following information

Name of divorced person: Is the divorced person a maintenance payee?
[ ] Applicant [ ] Family member [ ] Yes, maintenance payment received per month \$ [ ] No
If the maintenance payee fails to receive the maintenance payment, did he/she take legal action to claim arrears of maintenance payment?
[ ] Yes [ ] No (If no, please consult our staff on procedures for pursuing claims.)
Whether the maintenance payee has latest information on the maintenance payer?
Financial status: [ ] Yes [ ] No Residential address: [ ] Yes [ ] No
(Note: A maintenance payee who fails to receive full maintenance payment (except those who have got only a nominal maintenance payment) is required to file a claim for enforcement of maintenance order as a condition for receiving CSSA.)

I have read the "Personal Information Collection Statement" at the last page and understand its content. I hereby declare that the information stated above is true and correct.

Applicant's Signature: Date:

[ ] Please put a ✓ in the appropriate box.

\* Please delete as appropriate.

Notes: (1) The personal data provided by means of this registration form will be exclusively used by the Social Welfare Department for the processing of your application for CSSA.
(2) In accordance with the provisions of the Personal Data (Privacy) Ordinance, you can approach the Social Welfare Department on personal data access and data correction matters.

For Office Use Only

Counter officer: Date:

## **Personal Information Collection Statement**

**Please read this notice before you provide any personal data<sup>1</sup> to the Social Welfare Department**

### **Purposes of Collection**

1. The personal data supplied by you will be used by the Social Welfare Department (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, as well as recovering debt related to the assistance/service provided to you/the applicant and/or your/the applicant’s family members. 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 Supervisor of the respective social security field unit (please refer to Appendix of this Form for addresses and telephone numbers of social security field units).

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<sup>1</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.

**Addresses and Telephone Numbers of Social Security Field Units**

[Hong Kong](#)      [East Kowloon](#)      [West Kowloon](#)      [New Territories East](#)      [New Territories West](#)

**HONG KONG**

<b><u>Office</u></b>	<b><u>Address</u></b>	<b><u>Tel. No./Fax No./Email</u></b>
Central and Western/Islands Social Security Field Unit	3/F, Tung Che Commercial Centre, 246 Des Voeux Road West, Sai Ying Pun	Tel. No. : 2546 8003 Fax No. : 2858 4494 Email : <a href="mailto:cwifuenq@swd.gov.hk">cwifuenq@swd.gov.hk</a>
Tung Chung Social Security Field Unit	Unit 211B, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung	Tel. No. : 3141 7024 Fax No. : 3141 7144 Email : <a href="mailto:tcfuenq@swd.gov.hk">tcfuenq@swd.gov.hk</a>
Chai Wan Social Security Field Unit	Level 3, Government Offices, New Jade Garden, 233 Chai Wan Road, Chai Wan	Tel. No. : 2557 7868 Fax No. : 2515 9947 Email : <a href="mailto:cwfuenq@swd.gov.hk">cwfuenq@swd.gov.hk</a>
Causeway Bay Social Security Field Unit	Room 1212, 12/F, North Point Government Offices, 333 Java Road, North Point	Tel. No. : 2562 4788 Fax No. : 2856 3901 Email : <a href="mailto:cbfuenq@swd.gov.hk">cbfuenq@swd.gov.hk</a>
Wan Chai Social Security Field Unit	Room 2201, 22/F, Southorn Centre, 130 Hennessy Road, Wan Chai	Tel. No. : 2835 1907 Fax No. : 2591 6897 Email : <a href="mailto:wcfuenq@swd.gov.hk">wcfuenq@swd.gov.hk</a>
Aberdeen Social Security Field Unit	Shop A, Level 2, Commercial Centre, Broadview Court, 11 Shum Wan Road, Wong Chuk Hang	Tel. No. : 2554 6324 Fax No. : 2553 3246 Email : <a href="mailto:afuenq@swd.gov.hk">afuenq@swd.gov.hk</a>

## **EAST KOWLOON**

<b><u>Office</u></b>	<b><u>Address</u></b>	<b><u>Tel. No./Fax No./Email</u></b>
Lam Tin Social Security Field Unit	Wings B & C, G/F, Ping Mei House, Ping Tin Estate, Lam Tin	Tel. No. : 2346 7583 Fax No. : 2772 3477 Email : <a href="mailto:ltfuenq@swd.gov.hk">ltfuenq@swd.gov.hk</a>
Ngau Tau Kok Social Security Field Unit	Room 16-19, 17/F, Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay	Tel. No. : 2750 2659 Fax No. : 2759 8605 Email : <a href="mailto:ntkfuenq@swd.gov.hk">ntkfuenq@swd.gov.hk</a>
Sau Mau Ping (East) Social Security Field Unit	Shop 316A, 3/F, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping	Tel. No. : 2866 3142 Fax No. : 3126 6675 Email : <a href="mailto:smefuenq@swd.gov.hk">smefuenq@swd.gov.hk</a>
Sau Mau Ping (West) Social Security Field Unit	Shop 316A, 3/F, Sau Mau Ping Shopping Centre, Sau Ming Road, Sau Mau Ping	Tel. No. : 2348 9312 Fax No. : 2348 9334 Email : <a href="mailto:smwfuengq@swd.gov.hk">smwfuengq@swd.gov.hk</a>
Kwun Tong Social Security Field Unit	Unit 1503-1508, 15/F, Elite Centre, 22 Hung To Road, Kwun Tong	Tel. No. : 2775 1158 Fax No. : 2775 1160 Email : <a href="mailto:ktfuenq@swd.gov.hk">ktfuenq@swd.gov.hk</a>
San Po Kong Social Security Field Unit	Unit 701, 7/F, Stelux House, 698 Prince Edward Road East, San Po Kong	Tel. No. : 2322 9999 Fax No. : 2329 3547 Email : <a href="mailto:spkfuenq@swd.gov.hk">spkfuenq@swd.gov.hk</a>
Tseung Kwan O Social Security Field Unit	Shop No. 1D, 3/F, Po Lam Shopping Centre, Po Lam Estate, Tseung Kwan O	Tel. No. : 2701 8843 Fax No. : 2706 5640 Email : <a href="mailto:tkofuenq@swd.gov.hk">tkofuenq@swd.gov.hk</a>
Tsz Wan Shan Social Security Field Unit	Unit 101, 1/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin	Tel. No. : 2327 5083 Fax No. : 2328 3212 Email : <a href="mailto:twsfuenq@swd.gov.hk">twsfuenq@swd.gov.hk</a>
Wong Tai Sin Social Security Field Unit	Unit 103-106, 1/F, Stelux House, 698 Prince Edward Road East, San Po Kong	Tel. No. : 2382 3738 Fax No. : 2716 7154 Email : <a href="mailto:wtsfuenq@swd.gov.hk">wtsfuenq@swd.gov.hk</a>

## WEST KOWLOON

<b><u>Office</u></b>	<b><u>Address</u></b>	<b><u>Tel. No./Fax No./Email</u></b>
Kowloon City Social Security Field Unit	Unit 2, 2/F, Chung Hwa Plaza, 5B-5F Ma Hang Chung Road, To Kwa Wan	Tel. No. : 2760 1679 Fax No. : 2714 0401 Email : <a href="mailto:kcfuenq@swd.gov.hk">kcfuenq@swd.gov.hk</a>
To Kwa Wan Social Security Field Unit	7/F, To Kwa Wan Government Offices, 165 Ma Tau Wai Road, To Kwa Wan	Tel. No. : 2334 5442 Fax No. : 2334 2626 Email : <a href="mailto:tkwfueng@swd.gov.hk">tkwfueng@swd.gov.hk</a>
Sham Shui Po Social Security Field Unit	Room 1310, 13/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po	Tel. No. : 2725 5658 Fax No. : 2361 0245 Email : <a href="mailto:sspfuenq@swd.gov.hk">sspfuenq@swd.gov.hk</a>
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	Tel. No. : 2776 3443 Fax No. : 2777 8592 Email : <a href="mailto:skmfuenq@swd.gov.hk">skmfuenq@swd.gov.hk</a>
Lai Chi Kok Social Security Field Unit	G/F, Cheung Sha Wan Community Centre, 55 Fat Tseung Street, Cheung Sha Wan	Tel. No. : 2720 8613 Fax No. : 2728 7872 Email : <a href="mailto:lckfueng@swd.gov.hk">lckfueng@swd.gov.hk</a>
Yau Tsim Social Security Field Unit	Room 101, 1/F., South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei	Tel. No. : 3842 7864 Fax No. : 2384 6172 Email : <a href="mailto:ytsfueng@swd.gov.hk">ytsfueng@swd.gov.hk</a>
Mong Kok Social Security Field Unit	22/F, One Mongkok Road Commercial Centre, 1 Mongkok Road, Mong Kok	Tel. No. : 2396 4052 Fax No. : 2391 2433 Email : <a href="mailto:mkfuenq@swd.gov.hk">mkfuenq@swd.gov.hk</a>

## NEW TERRITORIES EAST

<b><u>Office</u></b>	<b><u>Address</u></b>	<b><u>Tel. No./Fax No./Email</u></b>
Fanling Social Security Field Unit	Room 233, 2/F, North District Government Offices, 3 Pik Fung Road, Fanling	Tel. No. : 2675 1624 Fax No. : 2947 3972 Email : <a href="mailto:flfueng@swd.gov.hk">flfueng@swd.gov.hk</a>

Sheung Shui Social Security Field Unit	Shop 202, 2/F, Tin Ping Shopping Centre, Tin Ping Estate, Sheung Shui	Tel. No. : 2682 4853 Fax No. : 2675 5157 Email : <a href="mailto:ssfuenq@swd.gov.hk">ssfuenq@swd.gov.hk</a>
Tai Po (South) Social Security Field Unit	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, Tai Po	Tel. No. : 3183 9302 Fax No. : 2638 2451 Email : <a href="mailto:tpsfuenq@swd.gov.hk">tpsfuenq@swd.gov.hk</a>
Tai Po (North) Social Security Field Unit	4/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po	Tel. No. : 2665 2612 Fax No. : 2664 1612 Email : <a href="mailto:tpnfuenq@swd.gov.hk">tpnfuenq@swd.gov.hk</a>
Sha Tin (South) Social Security Field Unit	Room 834, 8/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin	Tel. No. : 2158 6721 Fax No. : 2694 7057 Email : <a href="mailto:stsfuenq@swd.gov.hk">stsfuenq@swd.gov.hk</a>
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	Tel. No. : 2605 2112 Fax No. : 2684 1495 Email : <a href="mailto:stnfuenq@swd.gov.hk">stnfuenq@swd.gov.hk</a>
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	Tel. No. : 2692 0684 Fax No. : 2327 7602 Email : <a href="mailto:mosfuenq@swd.gov.hk">mosfuenq@swd.gov.hk</a>
Yuen Long (East) Social Security Field Unit	6/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long	Tel. No. : 2477 2351 Fax No. : 2478 6240 Email : <a href="mailto:ylefuenq@swd.gov.hk">ylefuenq@swd.gov.hk</a>
Yuen Long (West) Social Security Field Unit	3/F, Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long	Tel. No. : 2443 2500 Fax No. : 2478 4501 Email : <a href="mailto:ylwfuenq@swd.gov.hk">ylwfuenq@swd.gov.hk</a>
Tin Shui Wai (South) Social Security Field Unit	G/F, Yiu Fung House, Tin Yiu Estate, Tin Shui Wai	Tel. No. : 3595 2351 Fax No. : 3595 1002 Email : <a href="mailto:tswsfuenq@swd.gov.hk">tswsfuenq@swd.gov.hk</a>

Tin Shui Wai (North)	Unit G02, G/F, Ancillary	Tel. No. : 2443 2604
Social Security Field Unit	Facilities Block, Tin Ching Estate, Tin Shui Wai	Fax No. : 2478 9814 Email : <a href="mailto:tswnfuenq@swd.gov.hk">tswnfuenq@swd.gov.hk</a>

## **NEW TERRITORIES WEST**

<b><u>Office</u></b>	<b><u>Address</u></b>	<b><u>Tel. No./Fax No./Email</u></b>
Kwai Chung (Central) Social Security Field Unit	8/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung	Tel. No. : 2422 2502 Fax No. : 3622 1580 Email : <a href="mailto:kwccfuenq@swd.gov.hk">kwccfuenq@swd.gov.hk</a>
Kwai Chung (East) Social Security Field Unit	5/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung	Tel. No. : 2421 1028 Fax No. : 2487 2689 Email : <a href="mailto:kwcefuenq@swd.gov.hk">kwcefuenq@swd.gov.hk</a>
Kwai Chung (South) Social Security Field Unit	Room 101, G/F, King Fat House, Cheung Fat Estate, Tsing Yi	Tel. No. : 2429 2614 Fax No. : 2494 7354 Email : <a href="mailto:kwcsfuenq@swd.gov.hk">kwcsfuenq@swd.gov.hk</a>
Kwai Chung (West) Social Security Field Unit	8/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung	Tel. No. : 2422 9510 Fax No. : 2423 2819 Email : <a href="mailto:kwcwfuenq@swd.gov.hk">kwcwfuenq@swd.gov.hk</a>
Tsuen Wan Social Security Field Unit	14/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan	Tel. No. : 2417 6316 Fax No. : 2498 3560 Email : <a href="mailto:twfuenq@swd.gov.hk">twfuenq@swd.gov.hk</a>
Tuen Mun Social Security Field Unit	4/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun	Tel. No. : 2441 7910 Fax No. : 2613 2216 Email : <a href="mailto:tmfuenq@swd.gov.hk">tmfuenq@swd.gov.hk</a>
Butterfly Social Security Field Unit	5/F, Tuen Mun Siu Lun Government Complex, 19 Siu Lun Street, Tuen Mun	Tel. No. : 2467 3189 Fax No. : 2466 7714 Email : <a href="mailto:bfuenq@swd.gov.hk">bfuenq@swd.gov.hk</a>
Tai Hing Social Security Field Unit	Room 304, 3/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun	Tel. No. : 2467 2927 Fax No. : 2454 0736 Email : <a href="mailto:thfuenq@swd.gov.hk">thfuenq@swd.gov.hk</a>