

Social Welfare Department
Application Form for the Central Fund for Personal Computers¹
 (For Persons with Disabilities Engaging in Self-employment or Supported Employment Service)

The applicant and nominating organisation are advised to read [the Information Note on the Central Fund for Personal Computers \(the Fund\)](#) thoroughly before completing this form.

Section A The Applicant (Please tick (“√”) the boxes where applicable and * delete as appropriate.)

Part I Personal Particulars			
1. Name (in Chinese):			
2. Name (in English):			
3. Sex:	☐ Male ☐ Female		
4. Date of Birth:			
5. Hong Kong Identity Card No./ Certificate of Exemption No.:			
6. Correspondence Address:			
7. Phone No.:	(Home)	(Mobile)	
8. Email Address:			
9. Education Level:	☐ Uneducated	☐ Primary	☐ Junior Secondary
	☐ Senior Secondary	☐ Post- secondary	☐ University
	☐ Other, please specify: _____		
10. Professional Qualifications (if applicable): (Please provide relevant proof)			

¹ The completed application form, together with the supporting documents, should be sent by post to the Marketing Consultancy Office (Rehabilitation), Social Welfare Department [Attn: EOI(MC) – Central Fund for Personal Computers], Unit 503, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon. For enquiries, please contact the Office at 3586 3594.

11. Applicant's Main Type of Disability:	☐ Hearing Impairment
	☐ Visual Impairment: ☐ Blindness ☐ Low Vision
	☐ Physical Disability, please specify: _____
	☐ Speech Impairment
	☐ Intellectual Disability
	☐ Mentally illness
	☐ Autism
	☐ Visceral Impairment/Chronic Illness*, please specify: _____
	☐ Attention Deficit/Hyperactivity Disorder
	☐ Specific Learning Difficulties
☐ Other, please specify: _____	

12. Is the applicant receiving the following vocational rehabilitation or selective placement services?

☐ Yes

☐ Supported Employment

☐ Sheltered Workshop

☐ Integrated Vocational Rehabilitation Services Centre

☐ Integrated Vocational Training Centre

☐ On the Job Training Programme for People with Disabilities

☐ Selective Placement Division of the Labour Department

☐ Other vocational rehabilitation services, please specify: _____

➤ Duration of service received:

☐ Less than 3 months
☐ 3 to 6 months
☐ Over 6 months to 1 year
☐ Over 1 year to 2 years
☐ Over 2 years

☐ No Please specify the type of service the applicant is receiving from the nominating organisation and/or other organisations (if appropriate, please give the name of the organisation): _____

13. Is the applicant currently employed? ☐ Yes, the applicant's occupation is: _____ (Please provide proof of employment.) ☐ Full-time ☐ Part-time, and the number of working hours per week is: _____ ☐ No, the applicant is currently: ☐ Self-employed, and the nature of the work is: _____ (Please provide proof of income.) ☐ Unemployed	
14. Experience of the applicant in using a computer: ☐ Less than 3 months ☐ 3 to 6 months ☐ Over 6 months to 1 year ☐ Over 1 year to 2 years ☐ Over 2 years	
15. Please specify (i) the computer software that the applicant is proficient in using and (ii) any computer software training courses that the applicant has attended, including the year of attendance (in chronological order). If not applicable, please state "N/A":	
(i) Computer Software	Purpose
(ii) Training Course [Awarded Date (Month/Year)]	Institution (Please provide relevant proof)

16. Is the applicant currently engaged in paid employment that involves computer operation through a vocational rehabilitation services unit?

☐ Yes, the nature of computer-related duties: _____

(Please provide proof of employment.)

Average monthly income from computer-related work: _____

(Please provide proof of income.)

☐ No

17. Is the applicant currently receiving Comprehensive Social Security Assistance (CSSA):

☐ Yes, the case no. is: _____

☐ Single person case

☐ Family case

(Total number of household members including the applicant: _____)

☐ No

18. Is the applicant currently receiving Disability Allowance:

☐ Yes, the case no. is: _____

☐ No

19. Information on the Household Members Residing with the Applicant:

Name	Age	Relationship	Occupation	Is he/she receiving CSSA?
		Spouse		
		Father		
		Mother		
		Son/Daughter*		

20. Household Size (including the applicant):

person(s)

21. Average Monthly Income of the Applicant and Other Household Members:

- Income from employment excludes CSSA, Disability Allowance, and training allowances (such as incentive payments and training allowances received from Sheltered Workshops or Integrated Vocational Rehabilitation Services Centres).
- Please list all other sources of income, if applicable, including rental income, interest, dividends, pensions, and living allowances provided by relatives or organisations.

(Please provide proof of income for each household member separately.)

Name	Relationship	Employment income (HKD)	Other Income (HKD)	Total (HKD)
	The applicant			
	Spouse			
	Father			
	Mother			
	Son/Daughter*			

22. Assets of the Applicant and Other Household Members:

- Savings include cash and bank deposits; other assets and properties exclude self-occupied property.

(Please provide proof of assets for each household member separately.)

Name	Relationship	Savings (HKD)	Other Assets and Properties (HKD)	Total (HKD)
	The applicant			
	Spouse			
	Father			
	Mother			
	Son/Daughter*			

Part II Proposed Item(s)

23. Computer hardware and software proposed for purchase:

- Please specify the type of hardware in the “Type” column, e.g. “desktop computer”, “laptop computer”, or other hardware such as “mainframe” or “monitor”, etc.
- Please specify the licence category of the software in the “Type” column, e.g. “Standard Version” or “Professional Version.”
- Please specify the category of computer aids (if necessary) in the “Type” column, e.g. “printer.”
- Please provide the lower of the 2 quoted prices for each item. All amounts should be in Hong Kong dollars.

(Please provide 2 quotations per item for products of the same brand, model and specifications.)

Category	Product Information				Unit Price (HKD)
	Type	Brand	Model	Specifications	
Hardware					
Software					
Computer Aids (if necessary)					

Total \$

24. Amount of subsidy applied for:

\$

If the amount of subsidy applied for exceeds HKD\$15,000, please provide detailed information on the required computer equipment and/or software, together with full justifications, for the Committee’s consideration:

25. Justification for the application to purchase the above computer hardware and software (including the suitability of the item(s) in meeting the applicant's needs, and the applicant's level of proficiency in using them):

- Please provide justification by product type.

26. Is the applicant currently applying for any other subsidies or financial assistance to purchase the relevant computer equipment (including computer hardware and/or software)?

☐ No

☐ Yes Please specify the name(s) of the fund(s) and the computer equipment to be purchased:

27. Has the applicant previously received other subsidies to purchase computer equipment (including computer hardware and/or software)?

☐ No

☐ Yes Please specify the name(s) of the fund(s), the year(s) in which the subsidy was granted, and the computer equipment purchased:

(If the applicant has previously received a subsidy under the Central Fund for Personal Computers of the Social Welfare Department, please continue to answer the following.)

For applicants who have previously received a subsidy under the Central Fund for Personal Computers of the Social Welfare Department, please answer the following:

For subsidy granted three years or more ago, please answer Question 28 below. For subsidy granted less than three years, please answer Questions 28 to 30 below.

28. Has the applicant previously used the computer subsidised by the Fund to implement his/her business plan and generate income from the business?

☐ Yes The average monthly income generated from completed job orders during the period of business operation was:

\$_____.

[Please provide the nominating organisation's written proof that the applicant has previously used a computer subsidised by the Fund to implement his/her business plan and generate income from the business (e.g. sample(s) of completed job orders, and relevant documentary proof).]

☐ No

29. Please elaborate on the special circumstances necessitating this new application, and provide relevant supporting documents for the Committee's consideration.

30. Is the computer equipment purchased with the applicant's last approved subsidy unreplaceable and irreparable, or not cost-effective to repair?

☐ Yes (Please provide the nominating organisation's written proof and explain in details the condition of the computer equipment.)

☐ No

Part III Business Plan of the Applicant

31. Business overview (including scope of business, objectives, sources of income, etc.):

- Between 150 and 250 words.

32. Business nature (including industry sector, business model, target clients, etc.) Between 150 and 250 words.	
33. Business mode: ☐ Self-operated business ☐ Other, please specify: _____	
34. Location of the applicant's business operations: ☐ Home-based ☐ Other, please specify: _____	
35. Please explain how the business plan requires the use of computer equipment, and how the functions and specifications of the computer equipment proposed for purchase will help the applicant implement his/her business plan: Between 150 and 250 words.	
36. The applicant's experience in operating the business: (Please provide relevant proof.)	

37. Implementation plan for the business (including the expected commencement date of the business, estimated number of working hours per week, estimated number of clients, etc.):

- Between 150 and 250 words.

38. The estimated monthly income from the above business: HKD\$_____

39. Please state the basis for the above estimated monthly income (including monthly turnover and pricing model):

40. Business promotion plan (including ways to obtain orders and sales forecast, etc.):

- Between 150 and 250 words.

(Please provide relevant proof in support of the promotion plan, e.g.:

- If the applicant plans to promote the business on social media platforms, please attach screenshots or links to valid promotional content previously posted on social media by the applicant.
- If the applicant plans to obtain business through institutional partnerships, please provide details of the collaborating institutions and state whether the applicant has any prior experience in cooperating with said institutions.)

Part IV Declaration of the Applicant

Declaration

1. I have read and understood the “Information Note on the Central Fund for Personal Computers” and the “Notice to Data Subject Before Collection of Personal Data” (see **Appendix** to this form).
2. The information provided in this application is true and accurate. I understand that I will not only be required to refund the subsidy but may also be liable to criminal prosecution if I wilfully or intentionally make any false declaration, withhold any information, or mislead the Social Welfare Department (SWD) with a view to obtaining said subsidy under the Fund.
3. I undertake to inform my household members that their personal information have been provided to SWD for the purpose of this application.
4. I understand that SWD, in processing and reviewing the application, may require me to provide relevant supporting documents, or to authorise SWD to obtain such documents from the relevant departments or organisations for verification purposes. If I refuse to cooperate, SWD may terminate this application, or require me to refund any subsidy already received.
5. I acknowledge that if the amount applied for exceeds the funding cap stipulated under the Fund, I may be required to bear the difference at my own cost.
6. If the subsidy is approved, I undertake not to sell, lease, or otherwise transfer the subsidised computer hardware, software and aids specified in Part II of Section A to any other organisation or individual.

Applicant's Signature: _____

Applicant's Name: _____

Date: _____

Section B The Nominating Organisation (Please tick (“✓”) the boxes where applicable.)

Please note that:

As the Fund has specific funding objectives, scope and approval criteria, the nominating organisation should, prior to submitting any application, review the justification for application provided by the applicant in Section A, and consider and assess the applicant’s needs and financial situation. The nominating organisation should also, as far as practicable, verify the information provided by the applicant herein (such as by requiring the applicant to submit relevant records and by checking relevant information of the applicant held by the organisation), so as to prepare a fair assessment of the applicant in support of the recommendation.

Part I Information on Nominating Organisation and Contact Person	
1. Name of Organisation:	
2. Name of Officer in Charge:	
3. Position of Officer in Charge:	
4. Name of Contact Person:	
5. Position of Contact Person:	
6. Phone No.:	
7. Fax No.:	
8. Email Address:	
9. Correspondence Address:	

Part II Comments from Nominating Organisation
10. Is the applicant currently receiving vocational rehabilitation or selective placement services from your organisation? ☐ Yes. The applicant has been receiving the service for: _____year(s)_____month(s) ☐ No
11. Reasons for the applicant’s difficulties in securing employment in the open market:

12. Assessment of the applicant's ability to engage in economically productive activities using a computer (for example, whether the applicant has received any computer training relevant to the business plan):
13. Assessment of the applicant's financial situation:
14. Assessment of the viability of the applicant's business plan:
15. Whether the applicant has already secured relevant job order(s):
16. How will the nominating organisation assist the applicant in implementing his/her business plan (including whether the nominating organisation will refer relevant business opportunities to the applicant)?

The nominating organisation should note that the applicant must satisfy the requirements for re-application for funding as set out in Questions 17 to 18 of Section B, and paragraphs 8 to 10 of the “Information Note on the Central Fund for Personal Computers”.

17. Has the applicant applied to other Government departments, non-governmental organisations or public organisations for funding to purchase computer equipment (including computer hardware and/or software) in the past 3 years?

☐ No

☐ Yes

☐ Application(s) was/were rejected.

☐ Application(s) was/were accepted (please provide the name of the funding organisation, the amount of funding granted, and the year in which the funding was granted):

18. Has the applicant previously received a subsidy under the Central Fund for Personal Computers of the Social Welfare Department to purchase computer equipment (including computer hardware and/or software)?

☐ No, the applicant is applying to the Fund for the first time.

☐ Yes, the applicant has previously received a subsidy under the Fund. Please answer the following.

➤ Has the applicant previously used the computer equipment subsidised by the Fund to implement his/her business plan and generate income from the business?

☐ Yes

☐ No

Note: The nominating organisation must submit the following written proof if the applicant has previously received a subsidy under the Fund:

- (i) Proof that the applicant has previously used a computer subsidised by the Fund to implement his/her business plan and generate income from the business (including sample(s) of completed job orders); and
- (ii) Proof that the computer equipment subsidised by the Fund is unreplaceable and irreparable, or are not cost-effective to repair, together with a detailed description of the condition of the computer equipment in the space provided below.

Part III Application Checklist

After confirming that the applicant has duly completed the application form and attached all required information/documents, the nominating organisation should verify that the information entered in the application form is consistent with the originals and copies of the information/documents submitted by the applicant, and indicate confirmation by checking the boxes below.

Reference	Information/Document	Attached
	Duly completed application form for the Central Fund for Personal Computers (in duplicate)	☐
Section A Q10	Professional qualifications of the applicant • e.g. professional licences, graduation certificates, diplomas, degree certificates, etc.	☐
Section A Q13	Proof of employment (for employed applicants)/Proof of income (for self-employed applicants)	☐
Section A Q15	Proof of the applicant's attendance at computer software training course(s) (if applicable)	☐
Section A Q16	Proof of employment in paid work that involves computer operation (if applicable)	☐
	Proof of income from paid work that involves computer operation (if applicable)	☐
Section A Q21	Proof of the applicant's income for the past 3 months	☐
	Proof of income of the applicant's household members for the past 3 months (if applicable)	☐
Section A Q22	Proof of the applicant's assets • e.g. bank statements for the past 3 months	☐
	Proof of assets of the applicant's household members (if applicable) • e.g. bank statements for the past 3 months	☐

Reference	Information/Document	Attached
Section A Q23	Quotations for all items proposed for purchase by the applicant Please provide at least 2 valid quotations for each item. The brand, model, and specifications indicated in the quotations must be the same as those provided in the application form.	☐
Section A Q28 (as Section B Q18)	Written proof that the applicant has previously used a computer purchased with a subsidy under the Fund to implement his/her business plan and generate income from the business (if applicable) e.g. sample(s) of completed job orders, and relevant documentary proof	☐
Section A Q30 (as Section B Q18)	Written proof that the computer equipment purchased with a subsidy under the Fund is unreplaceable and irreparable, or not cost-effective to repair, together with details on the condition of the computer equipment (if applicable)	☐
Section A Q36	Proof of the applicant's relevant experience in the proposed business e.g. sample(s) of completed job orders, proof of employment, and professional qualifications, etc.	☐
Section A Q40	Relevant supplementary information on the applicant's proposed business promotion plan	☐

Part IV Declaration of Nominating Organisation

Declaration

1. The officer in charge and the contact person of the nominating organisation have read and understood the “Information Note on the Central Fund for Personal Computers.”
2. The nominating organisation has reviewed the needs and financial situation of the applicant, and verified the information provided by the applicant herein (such as by requiring the applicant to submit relevant records and by checking relevant information on the applicant held by the organisation).
3. The contact person of the nominating organisation agrees to assist the Social Welfare Department (SWD) in processing, reviewing, and following up on the application if necessary, and to cooperate with SWD in obtaining relevant supporting documents from the applicant for verification purposes. The nominating organisation understands that in the event of its/the applicant’s failure to provide the required information, SWD may terminate this application, or require the applicant to refund any subsidy already received.
4. If the applicant is granted the subsidy, the nominating organisation/unit will provide the applicant with follow-up services for no less than 6 months with a view to assisting the applicant in obtaining job orders and receiving appropriate technical support.
5. The nominating organisation/unit will submit a follow-up report 6 months after the applicant receives the subsidy to assess the effectiveness of the assistance rendered by the organisation/unit in supporting the applicant’s engagement in economically productive work.

Signature of Officer in Charge: _____

Name of Officer in Charge: _____

Signature of Contact Person: _____

Name of Contact Person: _____

Date: _____

Organisation chop: _____

Notice to Data Subject Before Collection of Personal Data

Please read this notice carefully before you provide any personal data to the Social Welfare Department.

Purposes of Collection

1. The personal data supplied by you will be used by the Social Welfare Department (SWD) to provide you with appropriate assistance or services relevant to your needs, including but not limited to the monitoring and review of services, the conduct of research and surveys, and the discharge of statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, SWD may not be able to process your application or provide assistance or services to you.

Classes of Transferees

2. The personal data you provide will be made available to persons working in the Department on a need-to-know basis. Apart from this, they may only be disclosed to the relevant parties or in the circumstances listed below -

- (a) Other parties such as government bureaux/departments, non-governmental organisations and public utility companies, if they are involved in the assessment of your application, or the provision of services/assistance to you;
- (b) Where such disclosure is authorised or required by law; or
- (c) Where you have given consent to such disclosure.

Access to Personal Data

3. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data held about you by SWD. Your right of access under the Ordinance means the right to obtain a copy of your personal data, subject to payment of a fee. Applications for access to data must be made in writing.

Enquiries, Access to and Correction of Personal Data

4. Please ensure that the data you provide to SWD are accurate. If you have enquiries concerning your application for assistance/services, or if there are changes in the data you have provided, please contact the office that collected the data from you.

5. Requests for access to personal data collected by SWD, and for correction of data obtained from a data access request, should be addressed to –

Post title : Executive Officer I (Marketing Consultancy)
Address : Room 503, 5/F, West Coast International Building,
290-296 Un Chau Street, Sham Shui Po, Kowloon
Tel. No : 3586 3594