

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

**(Part A) Applicant**

1. Name: \_\_\_\_\_ (in Chinese)  
\_\_\_\_\_ (in English)
2. Sex: \_\_\_\_\_ Date of birth: \_\_\_\_\_
3. Hong Kong Identity Card/Certificate of Exemption no.: \_\_\_\_\_
4. Address: \_\_\_\_\_  
\_\_\_\_\_
5. Tel Number: (Residential) \_\_\_\_\_ (Mobile) \_\_\_\_\_
6. Major type of disability of the applicant:
- |  |  |
|--|--|
| <input type="checkbox"/> Physically handicapped, type of<br>handicap: _____                                    | <input type="checkbox"/> Chronically ill, suffering<br>from: _____ |
| <input type="checkbox"/> Mentally handicapped  | <input type="checkbox"/> Ex-mentally ill                           |
| <input type="checkbox"/> Visually impaired: <input type="checkbox"/> Blind <input type="checkbox"/> Low vision | <input type="checkbox"/> Hearing Impairment                        |
| <input type="checkbox"/> Others (please specify): _____  |  |
7. Education level:
- Uneducated  Primary  Junior Secondary  Senior Secondary  
 Post-secondary  University  Others, please specify: \_\_\_\_\_
8. Is the applicant currently receiving Comprehensive Social Security Assistance (CSSA)?
- Yes. File no.: \_\_\_\_\_  
Number of household members who are also receiving CSSA: \_\_\_\_\_
- No. Is the applicant currently receiving disability allowance?
- Yes, case reference number: \_\_\_\_\_  
 No

9. Is the applicant currently employed?

Yes, occupation \_\_\_\_\_  Full-time  Part-time

No, currently:  Self-employed, job nature: \_\_\_\_\_  Unemployed

10. Average monthly income of the applicant and household members [including spouse, parents and children] (excluding CSSA, disability allowance and training allowance):

	<u>Income from work</u>	<u>Other income</u> (including rent, interest, dividend, pension, etc.)	<u>Total</u>
Applicant			

11. Assets of the applicant and household members [including spouse, parents and children] (applicant under the age of 18 is required to declare his/her parents' assets):

	<u>Savings</u> (including cash and bank deposit)	<u>Other assets and properties</u> (excluding self-occupied property)	<u>Total</u>
Applicant			

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

- Yes
- |   |  |
|---|--|
| <input type="checkbox"/> Supported Employment                                       | <input type="checkbox"/> Sheltered Workshop  |
| <input type="checkbox"/> Integrated Vocational Rehabilitation Services Centre       | <input type="checkbox"/> Integrated Vocational Training Centre                                       |
| <input type="checkbox"/> On the Job Training Programme for People with Disabilities | <input type="checkbox"/> Sunnyway – On the Job Training Programme for Young People with Disabilities |
| <input type="checkbox"/> Selective Placement Division of the Labour Department      | <input type="checkbox"/> Other vocational rehabilitation services, please specify: _____             |

Length of receiving the service:  Less than 3 months  3 to 6 months  
 Over 6 months and up to 1 year  Over 1 year and up to 2 years  
 Over 2 years

No, please specify the type of service the applicant is receiving from the nominating organisation and/or other organisation (if appropriate, please give the name) \_\_\_\_\_  
\_\_\_\_\_

13. Experience of the applicant in operating computer:

- Less than 3 months       3 to 6 months       Over 6 months and up to 1 year  
 Over 1 year and up to 2 years       Over 2 years

14. Please specify the types of computer software which the applicant is competent to use and the training courses the applicant had attended (with year):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Is the applicant engaging in income-generating computer operation work through the vocational rehabilitation services unit?

Yes, the type of computer operation work is: \_\_\_\_\_  
Average monthly income from the computer operation work is: \_\_\_\_\_

No

16. Workplace of the applicant:

Home-based       Others, please specify: \_\_\_\_\_

17. Business mode:

Self-employed individual business  
 Others, please specify: \_\_\_\_\_

18. Business nature and outline: (Please use separate sheet(s) if space is insufficient)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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19. Implementation plan of the business: (Please state how the business plan has to use computer facilities) (Please use separate sheet(s) if space is insufficient)

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20. Plan to promote the business and obtain job order(s): (Please use separate sheet(s) if space is insufficient)

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21. Whether the applicant has already obtained job order(s) for the above business?

- Yes, the job order(s) is/are obtained through
  - the nominating organisation.
  - the applicant himself/herself.
  
- No

22. The estimated monthly income of the above business is: \$ \_\_\_\_\_

23. The computer hardware and software the applicant wishes to procure (please attach **two** quotations to the application form):

The computer the applicant wishes to procure	Type and model number	Price (Please list the lower quoted price)
Hardware (Please give information separately on the mainframe, the monitor and the printer)	<input type="checkbox"/> Desktop:	
	<input type="checkbox"/> Notebook:	
	<input type="checkbox"/> Other hardware:	
Software (Please indicate the copyright version of software, e.g. Standard / Professional version)		
Computer aids (If necessary)		
<b>TOTAL</b>		

24. The amount of subsidy applied for is \$ \_\_\_\_\_<sup>1</sup>

25. Did the applicant receive any subsidy to acquire computer facilities (including computer hardware and/or software) from any funds in the past?

\_\_\_\_\_

<sup>1</sup> If the amount of subsidy applied for exceeds HK\$15,000, please provide details of the required computer facilities and/or software with justifications separately for the Committee's consideration.

- No (Please continue with Question 27 directly)
- Yes. Please give the name(s) of the fund(s), the year(s) which the subsidy was granted, and the computer facilities acquired: \_\_\_\_\_

\_\_\_\_\_

If the applicant has received subsidy from the Central Fund for Personal Computers of the Social Welfare Department, please continue with Question 26.

26. To be answered by applicant who has received subsidy previously from the Central Fund for Personal Computers of the Social Welfare Department:
- *For the subsidy approved within three years from this application, please answer (a), (b) and (c) below;*
  - *For the subsidy approved for more than three years from the current application, please answer only (b) below, and then continue with Question 27 directly.*
- (a) Please state the exceptional circumstance(s) for the current re-application, and provide with relevant document(s) for the Committee’s consideration. (Please use separate sheet(s) if space is insufficient)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

		Yes	No
(b)	The applicant has made use of the computer facilities purchased under the subsidy to implement his/her business plan and has income from the business.		
	If the answer is “yes”, please: (i) inform the average monthly income during the period of having job order is \$ _____. (ii) provide the nominating organisation’s written confirmation that the applicant has made use of the computer facilities purchased under the subsidy to implement his/her business plan and has income from the business (For example: Sample(s) of the completed job(s), other documentary proof).		
(c)	The computer facilities are out of order and not cost-effective to be repaired / are not repairable.		
	If the answer is “yes”, please provide information about the conditions of the computer facilities with supporting document(s) from the nominating organisation.		

27. Is the applicant applying any subsidy to acquire same type of computer facilities

(including computer hardware and/or software) from other fund(s)?

No.

Yes. Please give the name(s) of the fund(s) and the computer facilities acquired:

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**Declaration**

1. I read and understand the “Information Note on the Central Fund for Personal Computers” and “Notice to Data Subject Before Collection of Personal Data” (see the *Appendix* to this form).
  
2. The above information entered is true and accurate. I understand that I will be liable to prosecution if I willfully or intentionally make any false declaration, withhold any information or mislead the Social Welfare Department (SWD) with a view to obtaining the said subsidy.
  
3. I understand that I am not required to attach relevant supporting documents to the application form when submitting it. However, in processing and reviewing my application, SWD may require me to provide relevant supporting documents, or authorise SWD to obtain from concerned service units such documents for verification purpose. Failure to co-operate may lead to suspend processing of my application by SWD or refund of the subsidy by me.
  
4. I undertake to inform my household members that I have provided their personal data to SWD in relation to this application.

Applicant’s signature: \_\_\_\_\_

Applicant’s name: \_\_\_\_\_

Date: \_\_\_\_\_

**(Part B) Nominating Organisation**

Please provide information or views on the following:

1. The reason for applicant having difficulty in taking up employment in the open market:

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2. The applicant’s computer literacy (for example, whether the applicant attended any computer training in relation to the business plan):

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3. Assessment on the financial conditions of the applicant:

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4. Viability of the applicant’s business plan and whether the applicant has already obtained relevant job order(s):

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5. How would the nominating organisation assist the applicant in implementing his/her business plan:

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6. Did the applicant receive any subsidy to purchase computer facilities (including computer hardware and/or software) from the Central Fund for Personal Computers in the past?

- No, this is his/her first application. (Please go to Question 9)
- Yes, the applicant has received subsidy from the Fund in the past. (Please continue with Question 7 & 8) **[The nominating organisation should be aware that the applicant must satisfy the requirements for re-applying for the Fund set out in paragraphs 8 to 10 of the “Information Note on the Central Fund for Personal Computers” and Questions 7 & 8 below.]**

7. Has the applicant made use of the computer facilities purchased under the subsidy to



implement his/her business plan and has earned income from the business?

Yes       No

8. Is the applicant in financial difficulty and unable to afford to replace the computer or enhance the software?

Yes       No

9. Did the applicant apply to other Government departments, non-governmental organisations or public organisations for subsidy to purchase computer facilities (including computer hardware and/or software) in the past three years?

Yes:       The application(s) was/were rejected.  
                  The application(s) was/were accepted (please give the name(s) of the funding organisation(s), the year(s) when the subsidy was granted, and the amount of subsidy):

\_\_\_\_\_

No

**Declaration**

1. The responsible officer and the contact person of the nominating organisation read and understand the “Information Note on the Central Fund for Personal Computers”.
2. The nominating organisation is required to examine the needs and financial condition of the applicant, and to verify the information provided by the applicant (such as requiring the applicant to submit relevant records and checking relevant information of the applicant kept in the organisation).
3. If the applicant is granted the subsidy, the nominating organisation will provide follow-up services for the applicant for a period of not less than six months with a view to assist the applicant to obtain job orders and receive appropriate technical support.
4. The nominating organisation will submit a follow-up report half a year after the release of subsidy to assess the effectiveness of the assistance rendered by the nominating organisation in helping the applicant to carry out income generating activities.

Signed by the responsible officer: \_\_\_\_\_

Name and position  
of the responsible officer: \_\_\_\_\_

Name and position  
of the contact person: \_\_\_\_\_

Organisation: \_\_\_\_\_

Telephone no.: \_\_\_\_\_

Fax no.: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation chop:

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## Appendix

### Notice to Data Subject Before Collection of Personal Data

*Please read this notice 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 appropriate assistance or service from SWD which is relevant to your needs, including but not limited to monitoring and review of services and conducting of research and surveys, and for discharging statutory duties. The provision of personal data to SWD is voluntary. If you do not provide sufficient personal data, we may not be able to process your application or provide assistance/service 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 application from or provision of service/assistance to you;
- (b) Where such disclosure is authorized 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 on you when the data have not been erased. However, data will usually be erased after fulfilling the purposes of collection. 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 should 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/service or if there are changes in the data you provide, please contact the office which collected the data from you.

5. Requests for access to personal data collected by SWD and 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

Tel. No.: Chau Street, Sham Shui Po, Kowloon  
3586 3594