

**2025-26 Subventions for Existing Services
Claim for Rent & Rates**

Organisation Code and Name : _____

Unit Code and Name : _____

Service Code and Name : _____

Period Covered (By Financial Year) (e.g. 1.4.2024 – 31.3.2025)	Amount Required with Detailed Calculation \$ (a)	Unconditional Subventions \$ (b)	Additional Amount Applied for \$ (a) – (b)
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1. Rent

(i) Public Housing
Estate Rental

(ii) Private Rental

(iii) Other Rental
(e.g. car park rental,
management
fee, etc.)

(iv) Government Rent

Sub-total

2. Rates

Total

Declaration by Unit Head

- a. I have enclosed for your inspection all necessary documents in support of the above claim.
b. I declare that all reported information is correct and agree that Social Welfare Department shall have the right to recover at any time from recurrent subventions any overpaid amount.

Contact Person : _____ Authorised Signature : _____

Title : _____ Name : _____

Tel. : _____ Title : _____

Date : _____