

**2026-27 Subvention for Existing Services
Claim Form for Rent & Rates**

Particulars of Applicant Organisation:

NGO Code and Name	
Unit Code and Name	
Service Code and Name	

Particulars of Application & Document Required to Submitted for Checking:

	Period Covered (e.g. 1/4/2025 – 31/3/2026)	Actual Amount (with Detailed Calculation) \$ (a)	Unconditional Subvention \$ (b)	Additional Amount Applied For \$ (a)-(b)
1. Rent				
(i) Public Housing Estate Rental ^{Note 1}				
(ii) Private Rental ^{Note 2}				
(iii) Other Rental ^{Note 2} A. <u>Car Park Rental</u> Car Plate No.:				
Car Plate No.:				
B. <u>Management Fee</u>				
(iv) Government Rent ^{Note 3}				
Sub-total of Rent				
2. Rates				
(i) Rates ^{Note 3}				
Total of Rent & Rates				

Declaration by Unit Head

I declare that the information filled in the claim form in respect of the claims for Rent & Rates which I submitted to the Social Welfare Department (SWD) is, to the best of my knowledge, true and correct. All necessary documents in support of the above claim are also endorsed for your inspection. I agree that the SWD shall have the right to recover, at any time, from the recurrent subvention to this Organisation for any overpaid amount.

Contact Person: _____
 Title: _____
 Tel. no.: _____

Authorised Signature: _____
 Name: _____
 Title: _____
 Date: _____

Notes on Form E2:

1. The concessionary rent for welfare premises in Hong Kong Public Housing Estates is \$66 per square meter per month for the period from 1 April 2025 to 31 March 2028. The amount as inputted in the table above should be supported by official receipts issued by Hong Kong Housing Authority/Housing Department.
2. The actual amount should be supported by official receipt issued by the landlord/property management of the property. Tenancy agreement and SWD's approval for renting private premises should also be provided if the subject premises is a newly approved location/tenancy period is renewed.
3. As announced in the 2025-26 budget, rates concession is given to all ratepayers for the first quarter (April to June 2025), capping the relief at \$500 per rateable tenement. Therefore, please indicate the actual amount of rates deducting the relevant concessions above and supported by the "Record of Payment"/"Demand Note" issued by Rating and Valuation Department (RVD).