

# Senior Citizen Card Office

The 'Senior Citizen Card Scheme' (the Scheme) aims to promote a spirit of respect for the elderly. Senior Citizen Cards are issued for the elderly to enjoy the concessions, discounts and priority services offered by relevant government departments, public organizations and private companies.

## Eligibility of applying Senior Citizen Card

Hong Kong residents aged 65 or over are eligible to apply for a Senior Citizen Card.

## Means of Application

Application by mail ;  
Apply in person ; or  
Online application

## Supporting Documents Required :

- 1) Completed application form
- 2) Valid HK Smart Identity Card  
(For application by mail, please attach copy of the HK Smart Identity Card)
- 3) Recent full-faced photograph (Format: jpeg)

## Senior Citizen Card Office

Address : Room 2204, 22/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

Telephone No. : 3583 2959

Opening Hours : Monday to Friday 8:45 am to 1:00 pm & 2:00 pm to 6:00 pm. Closed on Saturday, Sunday and Public Holiday.



Please provide a copy of Hong Kong Smart Identity Card

For electronic submission, please attach copy of Smart HKID card in JPG or JPEG format

## APPLICATION FORM

Please ✓ as appropriate : First Application (Free of charge)

Replacement Application (Not applicable to online submission. Replacement fee: \$22. Please attach crossed cheque/cashier order payable to "The Government of Hong Kong Special Administrative Region")

Name : \_\_\_\_\_ Chinese Commercial Code (if any) : \_\_\_\_\_

Sex. : Male Female Date of Birth : \_\_\_\_\_ HKID No. : \_\_\_\_\_

Address : \_\_\_\_\_ Tel. No : \_\_\_\_\_

## RETURN ADDRESS LABEL

Name : \_\_\_\_\_

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

Name : \_\_\_\_\_

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

### **Remarks:**

- Upon reception of application, SCCO staff will process and send the card to applicant by mail within 7 working days.
- For those applicants will reach 65 years old in the coming 60 days, they may send their applications to SCCO by mail. The application will be processed and the card will be sent to the applicant by mail on a working day before applicant's birthday.
- If the application is submitted by the applicant's relative/friend, the latter is required to produce the copy of representative's HK Smart Identity Card for verification.
- Applications for replacement can also be made with the replacement payment either by cash or cheque/ cashier order through the designated offices. (Please contact our office for details)

### **Notice to Data Subject before Collection of Personal Data**

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) to provide you with assistance or service from SWD including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you conducting research and surveys, preparing statistics and discharging statutory duties. 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.

#### **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 for the provision of service/assistance to you by SWD mentioned in paragraph 1 above;

(ii) the provision of service/assistance to you by SWD 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.

#### **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 the Officer-in-charge of the Senior Citizen Card Office whose address and telephone number are : Room 2204, 22/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong, 3583 2959

(Effective from September 2018)

<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.

# Senior Citizen Card Scheme APPLICATION FORM

