

**2022-23 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. 1.1.2021 – 31.3.2021) 1.4.2021 – 31.3.2022)	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 : _____