



社會福利署

Social Welfare Department

Our Ref. : SWD/S/120/1(2019)  
Tel. No. : 2832 4308  
Fax No. : 2575 6537

2 October 2019

Chairpersons / Chief Executive Officers / Directors of  
Non-governmental Organisations operating  
Non-subsidised Welfare Services

Dear Sir/Madam,

**Application for  
Rent / Rates / Government Rent Subsidy for 2019-20**

I am pleased to announce that applications under the Rent / Rates / Government Rent Subsidy Scheme (the Scheme) for 2019-20 are now invited from non-governmental organisations operating non-subsidised welfare services in recognition of their valuable contributions in meeting community needs.

You may browse and download the Application Form and Explanatory Notes on Application under the Scheme on SWD's website -

[http://www.swd.gov.hk/en/index/site\\_ngo/page\\_r-info/](http://www.swd.gov.hk/en/index/site_ngo/page_r-info/)

Please read the Explanatory Notes carefully before completing the Application Form. In particular, I would like to draw your attention to the requirements in respect of financial assessment as follows:

- the applicant organisation must submit the audited Annual Financial Statement (AFS) prepared in respect of **either** the service unit for which the subsidy is sought **or** the organisation as a whole;
- the audited AFS submitted must be audited by a Certified Public Accountant in Hong Kong. Unaudited AFS certified by the head of the applicant organisation is accepted only when the subsidy applied for is less than \$5,000;
- if the names of the service unit/organisation shown in the audited/certified AFS submitted and the application form are different, the applicant organisation is required to give reasons and provide supporting documents;
- once the audited/certified AFS has been submitted, any re-submission will not be considered.

For details, please refer to paragraph 10 of the Explanatory Notes.



If you wish to apply for subsidy under the Scheme, please complete and return the Application Form together with all the required supporting documents to the Subventions Section of this Department **on or before 4 November 2019**. Late applications or applications without adequate supporting documents will not be considered.

For enquiries, please contact Mr YEUNG Chee-don, Eddie on 2832 4339.

Yours faithfully,

(Ms LAM Bun-gee)  
for Director of Social Welfare