

Our Ref. : (3) in SWD/S/120/1(2022)  
Tel. No. : 2832 4308  
Fax No. : 2575 6537

5 October 2022

Chairpersons / Heads of  
Non-governmental Organisations operating  
Non-subsidised Welfare Services

Dear Sir/Madam,

**Application for  
Rent / Rates / Government Rent Subsidy for 2022-23**

The Rent/ Rates/ Government Rent Subsidy Scheme (the Scheme) for 2022-23 is now open for application for non-governmental organisations operating non-subsidised welfare services. The purpose of the Scheme is to provide financial support for operating non-subsidised welfare services in meeting the needs of the community. The **Application Form** and **Explanatory Notes** of the Scheme are available on the 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/)

2. An electronic application form of the Scheme is also available at **the GovHK Form System**. You may browse the Application Form and Explanatory Notes and submit the completed application via the following website –



<https://eform.one.gov.hk/form/swd009/en/>

3. Please read the **Explanatory Notes** carefully before completing the **Application Form**. Your attention is drawn in particular to the following –

**(I) Calculation Sheet**

- If the floor area occupied by the welfare service under application is different from the total floor area of the premises, please complete the **Calculation Sheet** at **Appendix I**.

**(II) Operating Surplus (OS)**

- For the financial assessment on OS, an applicant organisation will be eligible for the Scheme if the OS is not more than **\$315,000** as shown in the Statement of Comprehensive Income of the audited annual financial statement.

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



(III) **Annual Financial Statement (AFS)**

- The applicant organisation must submit an audited 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;
- The **original copy** of audited AFS for 2021-22 must be submitted to the Subvention Section of Social Welfare Department at 38/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong **on or before 30 December 2022**, if it has not yet been available when submitting the application form; and
- Once the audited/certified AFS has been submitted, any re-submission will not be considered.

For details, please refer to paragraph 9 of the **Explanatory Notes**.

(IV) **Electronic Application Form**

- The completed electronic application form should be submitted with all the required documents including the **Declaration Form** and **Calculation Sheet** (if applicable) which can be downloaded at the website of Social Welfare Department.

For details, please refer to paragraph 20 of the Explanatory Notes.

4. If you wish to apply for subsidy under the Scheme, the completed Application Form together with all the required supporting documents should reach the Subventions Section of this Department or submit via the GovHK Form System **on or before 4 November 2022**. Late applications or incomplete applications without the required supporting documents will not be considered.

5. For enquiries, please contact Mr LAM Man-hin, Casper on telephone number 3422 3206.

Yours faithfully,

(Ms LUI Ka-wing)  
for Director of Social Welfare