

資助專上課程學生資助計劃 (2011/12 學年)

遞交接受貸款文件前的覆核清單

Tertiary Student Finance Scheme – Publicly-funded Programmes 2011/12 Checklist for Submission of Loan Documents

重要事項

在填寫接受貸款文件前，請先細閱「資助專上課程學生資助計劃提供 2011/12 學年助學金及／或貸款通知書」(TSFS 12C) (Rev. 2011)。

(甲) 在遞交接受貸款文件前，請確保已用黑色或深藍色原子筆正確填寫下列文件：

- 需要遞交的貸款文件：
 - 「學生接受貸款而簽立的承諾書」(TSFS 15) (Rev. 2011)
 - 「彌償契據」(TSFS 16) (Rev. 2011)
 - 「學生及彌償人資料表格」(SFS 29) (Rev. 2011)
- 你是否已依照下列各點填寫「學生接受貸款而簽立的承諾書」(TSFS 15) (Rev. 2011) 及「彌償契據」(TSFS 16) (Rev. 2011)？
 - 你本人、彌償人和見證人是否按各自的香港身份證所示，填寫你們的中英文姓名（如適用）？
 - 文件內所填寫的貸款額是否正確（即填寫的數額必須相等於或低於獲批核的數額）？
 - 你本人、彌償人和見證人分別在承諾書及彌償契據內所填寫的日期是否全部相同？
 - 貸款文件是否在簽署後的 30 曆天內遞交？
 - 你本人、彌償人和見證人是否已在曾經修改過的地方旁邊簽署作實（凡使用塗改液或塗改帶文件均將不獲接受）？

(乙) 在遞交貸款文件時，請攜同下列文件交回學生資助辦事處：

- 1. 填妥及簽署的「學生接受貸款而簽立的承諾書」(TSFS 15) (Rev. 2011)；
- 2. 填妥及簽署的「彌償契據」(TSFS 16) (Rev. 2011)；
- 3. 填妥的「學生及彌償人資料表格」(SFS 29) (Rev. 2011)；
- 4. 彌償人提供的證明文件，其中必須包括但不限於：
 - (1) 如彌償人為自僱人士，請帶同可證明他／她擁有固定收入的證明文件影印本，例如最近由稅務局簽發的利得稅繳稅通知書／由公司註冊處簽發有效的公司商業登記證；
 - (2) 彌償人現時在香港受僱的證明文件(如最近由稅務局簽發的個人入息稅繳稅通知書、僱主在最近 1 個月內所簽發的書面證明或最近 3 個月的支薪紀錄以證明在香港的受僱情況等)；及
 - (3) 彌償人在香港最近 3 個月的住址證明；及
 - (4) 彌償人在香港的工作地址／僱主公司地址證明文件（如他／她的商業名片或僱主發給他／她的信件等）。
- 5. 你本人、彌償人及見證人的香港身份證影印本（每張身份證須分別用底面空白的 A4 白紙影印並由持證人各自在其影印本正面簽署作實，簽名須與承諾書及彌償契據上的簽名相同）；
- 6. 如你授權他人前來本處遞交接受貸款文件，獲授權者須帶同填妥的授權書。授權書表格載於「貸款通知書」(TSFS 12C) (Rev. 2011) 最後一頁；以及
- 7. 由學生資助辦事處向你發出的「申請結果通知書」，該信件內應註有你獲批核的貸款總額。

此覆核清單只作參考用途。

有關如何填寫接受貸款文件的詳情，請參閱「貸款通知書」(TSFS 12C) (Rev. 2011) 及各貸款文件內的指引。如有任何疑問，歡迎致電 2152 9307 查詢。

IMPORTANT NOTES

Before you complete the loan documents, please read carefully the "Notice of Offer of Financial Assistance under the Tertiary Student Finance Scheme – Publicly-funded Programmes for 2011/12" (TSFS 12) (Rev. 2011).

(A) Before you hand in your loan documents, please check that you have completed correctly the following documents **using black or dark blue ball pen**:

- Loan documents to be submitted:
 - "Undertaking to be Signed by a Student Receiving Loans" (TSFS 15) (Rev. 2011)
 - "Deed of Indemnity" (TSFS 16) (Rev. 2011)
 - "Student and Indemnifier Details Input Form" (SFS 29) (Rev. 2011)
- Have you followed the points below in completing the "Undertaking" (TSFS 15) (Rev. 2011) and the "Deed of Indemnity" (TSFS 16) (Rev. 2011)?
 - Have you, your Indemnifier and Witness(es) filled in your/their Chinese or English names (if applicable) as recorded in the Hong Kong Identity Cards?
 - Is the loan amount entered in these documents correct (i.e. a sum equivalent to or lower than the loan amount offered)?
 - Are the dates entered by you, your Indemnifier and Witness(es) in the Undertaking and the Deed of Indemnity the same?
 - Are the loan documents submitted within 30 calendar days from the date(s) of execution?
 - Have you, your Indemnifier and Witness(es) signed against each correction made (documents with the use of correction fluid or correction tape will **not** be accepted)?

(B) When you hand in your loan documents to the Student Financial Assistance Agency, please remember to bring along the following documents:

- 1. the completed and signed "Undertaking to be Signed by a Student Receiving Loans" (TSFS 15) (Rev. 2011);
- 2. the completed and signed "Deed of Indemnity" (TSFS 16) (Rev. 2011);
- 3. the completed "Student and Indemnifier Details Input Form" (SFS 29) (Rev. 2011);
- 4. Documentary evidences from the Indemnifier, including but not limited to:
 - (1) if the Indemnifier is self-employed, please provide documentary evidence showing that he/she has a regular income such as a copy of his/her latest Profit Tax Demand Note issued by the Inland Revenue Department or valid Company's Business Registration Certificate issued by the Companies Registry;
 - (2) documentary evidence of the Indemnifier showing the current employment status in Hong Kong (e.g. the latest Individual Income Tax Demand Note issued by the Inland Revenue Department, written certification from the employer(s) issued within 1 month or recent 3 months' salary record(s) which can certify the employment status in Hong Kong); and
 - (3) documentary evidence of the Indemnifier showing his/her residential address in Hong Kong within the recent three months; and
 - (4) documentary evidence showing his/her office/employer's business address in Hong Kong (e.g. his/her business name card or letter issued to him/her by his/her employer, etc.).
- 5. photocopies of the Hong Kong Identity Cards of yourself, your Indemnifier and Witness(es) on separate A4 size white paper which is blank on both sides. The respective cardholders should sign on face of the photocopies and the signatures should be the same as those shown on the Undertaking and the Deed;
- 6. the completed authorization form if you authorize another person to hand in the loan documents on your behalf. You can make use of the form printed on the last page of the "Notice of Offer" (TSFS 12) (Rev. 2011); and
- 7. "Notification of Result of Application" issued to you by the Student Financial Assistance Agency which states the loan amount offered to you.

This checklist is for reference only.

You should refer to the "Notice of Offer" (TSFS 12) (Rev. 2011) and guidelines in the corresponding loan documents for details on how to complete the loan documents. For enquiries, please dial 2152 9307.

地址 九龍長沙灣道 303 號
長沙灣政府合署十一樓
學生資助辦事處
辦公時間 星期一至五 上午八時四十五分 至 下午一時正
下午二時 至 下午五時四十五分
[午膳時間 (下午一時至二時)、星期六、星期日及公眾假期休息。]

Address Student Financial Assistance Agency
11/E, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon.
Office Hour Monday to Friday 8:45 a.m. to 1:00 p.m.
2:00 p.m. to 5:45 p.m.

[The Agency is closed during lunch hours at 1:00p.m. to 2:00p.m., Saturdays, Sundays and public holidays.]