

THE CATHOLIC WOMEN'S LEAGUE

Application for Hardship Grant

公教婦女會 困苦補助金申請表

3rd Floor, Grand Building
15-18 Connaught Road C., HK

Tel: 2523-9815
WhatsApp: 6467 2208

E-mail: office@cwllhk.org

Please read Guidelines for Application before completing this form

請先參考申請須知

Please fill the form in English

請用英文填寫本表格

Name (英文) _____

姓名(中文) _____

Gender M 男 / F 女

HKID No. 身份證號碼 _____

Date of Birth(yy/mm/dd 年/月/日) ____/____/____ Age 年齡 ____ Grade 升讀級別 ____

Have you ever applied for grant before 是否曾申請 Yes/No

If yes, which year 如有, 年份 _____

Address 住址 _____

Contact No. 聯絡號碼 _____

Details of all members in your family 請列出所有家庭成員

Name 姓名	Relationship 與申請人關係	* Marital Status 婚姻狀況	Age 年齡	Occupation 職業	Income 每月收入

*(Marital Status 婚姻狀況簡稱: M: Married 已婚, D: Divorced 離婚, S: Separated 分居, W: Widowed 寡)

Total Monthly Income (including CSSA 每月總收入包括綜緩) (HK\$) _____

Total Amount of CSSA 綜緩總金額(HK\$) _____

Amount requested per month 申請每月資助金額(HK\$) _____

Social Worker (_____) proved the total amount of CSSA is true and correct.

Signature: _____ Date: _____

Application for Hardship Grant(continued)

Please state **All** reasons for financial aid. Attach additional pages if needed

(This may be completed by the applicant or by another person on his/her behalf

請填寫申請資助之理由 (可由申請人或其代表填寫)

* All requested Grant has to be stated in this section. No new request during interview will be granted.

必須在本節中說明所有資助金要求。面談時，新增的訴求將不獲考慮。

You are required to submit supporting documentary evidence duly verified by referral person.

DECLARATION

I. I/We agree that the above information is true and correct and authorize the Catholic Women's League (CWL) to exchange and obtain information from any source in order to process this application.

II. I/We understand that :

- i) failure to answer all questions listed in this application may prevent CWL from processing my/our application; and
- ii) CWL reserves the right to decline this application

聲明

I. 本人/我們保證上述資料均屬真實及正確，且授權公教婦女會向任何資料來源索取及交換資料以處理此申請。

II. 本人/我們明白：

- i) 如未能提供本申請表上的所有資料，此申請的審核程序將受延誤或終止；及
- ii) 貴會將有權拒絕接納本申請。

Details of Referral 介紹人資料

Name 姓名 _____ Contact No. 聯絡電話 _____

Best Time to Contact 最佳聯絡時間 _____

Name & Address of Organization 機構名稱及地址 Email 電郵地址 _____

Signature of Referral 介紹人簽名 Signature of Parent/ Governor 申請人父母 / 監護人簽名

Date 日期 _____ Date 日期 _____

Endorsed by Centre Officer In-Charge / Senior Social Work Supervisor: _____

Date: _____

GUIDELINES FOR HARDSHIP GRANT APPLICATION

公教婦女會困苦補助金申請須知

I. GUIDELINES FOR APPLICATION

The Catholic Women's League (CWL) will accept applications from individuals / families to seeking hardship grant improve their current circumstance. Listed below are some points of consideration:

1. All applications will be evaluated based on urgency of needs.
2. The application should be supported with written recommendation by licensed social workers.

Please submit applications by E-mail, **office@cwllhk.org**.

II. STATEMENT OF PURPOSE FOR COLLECTION OF PERSONAL DATA (Application for Hardship Grant)

Purpose of Collection

1. The personal data provided by you will be used by The Catholic Women's League for the following purposes:
 - (a) to process your application
 - (b) recording and
 - (c) compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and departments, welfare organizations) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

4. Enquiries concerning the personal data collected, including access and corrections, should be addressed to:

THE CATHOLIC WOMEN'S LEAGUE
3rd Floor, Grand Building
15-18 Connaught Road C.,
Kong Hong

公教婦女會
收集個人資料聲明
(困苦補助金申請)

收集目的

1. 你這次所提供的個人資料會被公教婦女會用作以下用途：
 - (a) 執行有關補助申請的程序和進行面談；
 - (b) 紀錄；及
 - (c) 統計分析。

資料轉介

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、社福機構...等透露。

查閱個人資料

3. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：

公教婦女會
香港中環干諾道中十五至十八號
大昌大樓三樓