

St. Margaret's Co-educational English Secondary and Primary School
Notes on application for assessment of eligibility (2026-2027)

Part 1 Identity Card number

Please fill in the HKID Card No. of all family members claimed in the Form. If the child has Hong Kong Birth Certificate (HKBC) only, please fill in the HKBC no. in the field of HKID Card No., and submit a copy of the HKBC. If your child does not possess a HKBC nor a HKID Card, please leave the field blank and submit a copy of valid identity document such as the Hong Kong Re-entry Permit, Document of Identity for Visa Purpose, One-way Permit, foreign passport with valid endorsement of stay, etc., to prove the Hong Kong Resident status of the child.

Part 2

1. Spouse – If you claim as a single parent, i.e. your spouse has deceased or you have divorced or separated from your spouse, please specify the status and fill in the date. Please also submit relevant documents.
2. Unmarried children residing with the family – If the applicant has more than 4 unmarried children residing with him/her, please supplement their information in the format as at Section B under Part II of the application form by appending a separate sheet. Please circle the appropriate box and state their present status, whether they are studying, working or unemployed or others.
3. Dependent parent – Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the Comprehensive Social Security Assistance. They must, throughout the assessment year, meet any one of the following conditions for a continuous period of not less than 6 months:
 - (a) has resided with the applicant's family and supported by the applicant or his/her spouse;
 - (b) has taken up permanent residence at another premises owned or rented by the applicant or his/her spouse;
 - (c) has been living in his/her own premises, or rented premises, or residing in elderly home and is totally supported by the applicant.

Part 3 Family income

1. Occupation – Please provide information on your position, occupation and relevant income and those of your family members during the period from 1 April 2025 to 31 March 2026. If you / your family member has retired, was unemployed or was a housewife during the period, please specify the status and relevant duration.
2. Please submit income proof and those of the family member(s) under employment.

Items need to be reported		Items need not to be reported	
1.	Salary, including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the family for full-time, part-time or temporary job (excluding Mandatory Provident Fund(MPF) / Provident Fund contributed by employee)	1.	Old age allowance/Old age living allowant
2.	Double pay / Leave pay	2.	Disability allowance
3.	Allowance (including overtime work/ living/ housing or rent/ transport/ meals/ education/ shift allowance, etc.)	3.	Long service pay / Contract gratuity
4.	Bonus/Commission/Tips	4.	Severance pay
5.	Studentship	5.	Loans
6.	Wages in lieu of notice of dismissal	6.	Lump sum retirement gratuity/ Provident fund
7.	Business profit and other income earned by means of self-employment, such as hawking, driving taxis/minibuses/lorries, and fees for services rendered, etc.	7.	Inheritance
8.	Alimony	8.	Charity donations
9.	Contribution from children not residing with the applicant's family to any of the applicant's family member(s) (including money or contribution of housing/remittance(s)/contribution for mortgage repayment/rent/water/electricity/gas or other expenses)	9.	Comprehensive Social Security Assistance
10.	Interest from fixed deposits, stocks, shares and bonds, etc.	10.	Retraining allowance/Work incentive Transport Subsidy
11.	Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)	11.	Insurance/accident/injury indemnity
12.	Monthly pension / Widow's and/or children's compensation	12.	MPF/ Provident Fund contribution by employee

Notes on Submission of Application Form and Supporting Documents

Required supporting documents include:

- (i) (For single-parent families) Copy of supporting documents for separation / divorce or spouse's Death Certificate.
- (ii) Copy of documentary proof on unavoidable medical expenses (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2025 to 31 March 2026.
- (iii) Documentary proof on total income for the period from 1 April 2025 to 31 March 2026. Please submit the document in accordance with the requirements listed below:

Salaried employed person	(1) Tax Demand Note issued by the Inland Revenue Department; if not available (2) Employer's Return of Remuneration and Pension Form; if not available (3) Salary Statement; if not available (4) Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remark); if not available (5) Income Certificate certified by the employer
Self-employed driver or person running a business (including sole proprietorship / partnership business / limited company)	(1) Profit and Loss Account verified by a Certified Public Accountant; if not available (2) Profit and Loss Account prepared on your own; if not available (3) Personal Assessment Notice (If applicable)
Salaried employed or self-employed person who cannot produce any income proofs	(1) Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced.
Landlord with rental income	(1) Tenancy Agreement; if not applicable (2) Bank transaction record showing rental income (together with the page showing the name of bank account holder). (Please highlight the entries with colour and remarks).

Sample of Income Certificate

(For salaried employed person who cannot provide tax demand note, employer's return of remuneration, salary statement, bank transaction record)

This is to certify _____ (HKID _____) is employed by this company as _____. His/her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund contribution by employee) during the period from 1 April 2025 to 31 March 2026 (please specify the exact employment period if it was less than 12 months) _____ to _____ is *HK\$_____.		
_____ Company Chop	_____ Signature of Employer	_____ Name of Employer
Address of company: _____		
Telephone No.: _____ Date: _____		
(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any amendment.)		
*Please specify the currency if salary paid is not in Hong Kong dollars.		

Samples of Self-prepared Income Breakdown/Profit and Loss Account

For casual workers, persons engaged in short-term employment, hawkers, self-employed persons or proprietors, applicants may refer to the following examples and provide the income details in a self-prepared income statement or profit and loss account. If a household member has been unemployed during the period 1.4.2025 to 31.3.2026, please state the period of reason for unemployment in the statement.

Sample 1: Profit and Loss Account (including sole proprietorship/partnership business)

Name of family member : _____	
Company name : _____	
Nature of business : _____	
Company address : _____	
Sole proprietorship or partnership : _____ (%)	
 <u>Profit and Loss Account</u> (From 1 st April 2025 to 31 st March 2026)	
(A) <u>Gross income</u>	HK\$
<u>Expenditure</u>	HK\$
Cost on purchasing merchandise	
Water charges	
Electricity charges	
Gas charges	
Telephone charges	
Rent and rates	
Salary of other employees	
Transportation costs	
Travelling expenses	
Insurance premium	
Fees for repair and maintenance of machinery	
Others (Please specify)	
(B) Total expenditure	
(C) Household income = (A) Gross Income – (B) Total expenditure + Salary of applicant/spouse/unmarried children residing from the gross household income	
Remark (reason for not being able to provide income proof): _____	
Name of applicant : _____	
Applicant HKID No : _____	
Signature: _____ Date: _____	

Sample 2: Profit and Loss Account (For self-employed taxi driver / lorry driver / minibus driver)

Name of family member engaged in the following business: _____	
Taxi driver / Lorry driver / Minibus driver (please circle)	
Vehicle owner / Vehicle lessee (please circle)	
<u>Profit and Loss Account</u> From 1 st April 2025 to 31 st March 2026	
<u>Income</u>	HK\$
1. Rent (for vehicle owner only)	_____
2. Profit from operating business	_____
3. Others (please specify)	_____
(A) Total Income	_____
 <u>Expenditure</u>	 HK\$
(1&2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)	
1. Vehicle rental	_____
2. Fuel charges	_____
3. Insurance premium	_____
4. Maintenance fee	_____
5. License fees	_____
6. Others (Please specify)	_____
(B) Total Expenditure	_____
(C) Net profit = Total income - Total expenditure = _____	
Remark (reason for not being able to provide income proof) : _____	
Name of applicant : _____	
Applicant HKID No : _____	
Signature: _____ Date: _____	

Sample 3: Self-prepared Income Breakdown (For hawker / Construction worker / renovation worker / casual worker / cleaner)

Name of family member : _____			
Nature of industry : _____			
Position : _____			
<u>Actual Income</u>			
<u>2025</u>			
April:\$ _____	May:\$ _____	June:\$ _____	July:\$ _____
August:\$ _____	September:\$ _____	October:\$ _____	November:\$ _____
December:\$ _____			
<u>2026</u>			
January:\$ _____	February:\$ _____	March:\$ _____	
Total annual income: HK\$ _____			
Payment method: By cash / By cheque / By direct credit			
Reason for not being able to provide income proof. (Please put ✓ in the appropriate box.)			
☐ I have no fixed employer.			
☐ The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer.			
☐ Others, please specify _____			
Name of applicant : _____		Applicant HKID No : _____	
Signature: _____		Date: _____	