

For information on
16 September 2011

Legislative Council Panel on Manpower

Progress of preparation for implementation of the Work Incentive Transport Subsidy Scheme

Purpose

This paper briefs Members on the progress of the preparatory work undertaken by the Labour Department (LD) for the implementation of the Work Incentive Transport Subsidy (WITS) Scheme.

Gist of the Scheme

2. The WITS Scheme aims at relieving the burden on travelling expenses commuting to and from work on the part of low-income households with employed members and promoting sustained employment. Applicants must meet the following eligibility criteria:

- (a) be employed, including self-employed, and lawfully employable in Hong Kong;
- (b) incurring travelling expenses commuting to and from work;
- (c) meeting the monthly income and asset limits of the household (Annex 1); and
- (d) working no less than 72 hours per month (if applying for full-rate subsidy of \$600 per month), or working less than 72 hours but at least 36 hours per month (if applying for half-rate subsidy of \$300 per month).

Preparation for the implementation of the WITS Scheme

Application documents

3. LD is working at full steam to prepare for the implementation of the WITS Scheme. The application form will be distributed at various outlets shortly including Job Centres and WITS Division of LD, Public Enquiry Service

Centres of the Home Affairs Department and Social Security Field Units of the Social Welfare Department, and will be available at LD's homepage. As WITS applications are means-tested on a household basis, applicants of the same household only need to complete one application form. With points to note and the monthly income and asset limits of the household set out in the cover page, the application form is applicable to households with one to four members (including one or two applicants) applying for WITS for six months. For households with more than four members or more than two applicants or applying for WITS for more than six months, their additional information can be entered into the yellow supplementary sheet(s) in the application documents. Details of the Scheme and application with samples for completing the application form are contained in the guidance notes. The WITS application form and guidance notes are attached at Annex 2. A specially designed envelope is provided for submission of application by post or by hand to the WITS Division, or through Application Drop-in Boxes at the Job Centres or Headquarters of LD. For applicants who wish LD to acknowledge receipt of application, a mailing label is also available for use.

Processing and vetting of applications

4. We have worked out the application and vetting procedures for the WITS Scheme. The Scheme will be open for applications from 3 October 2011 onwards. Applicants may apply for the subsidy for the previous six to 12 months, with the subsidy payment dating back to April 2011 the earliest. For example, applicants may apply in October 2011 for WITS from April to September 2011, or submit an application later covering a longer payment period not exceeding 12 months.

5. Upon receipt of the application, we will assess eligibility for the subsidy with information provided by the applicant. Where necessary, we will contact the applicant, household members and concerned parties for supplementary information and investigation. A "Notification of Application Results" will be issued to the applicant when processing of application is completed. If the application is successful, the subsidy will be paid to the applicant's bank account. Where the application is not successful, the notification will specify the reason. If an applicant is not satisfied with the application result, he may apply in writing to LD for review within three weeks from the date of the notification. If the applicant is still not satisfied with the review result, he may apply in writing to LD for appeal within one month.

6. LD has set up the WITS Division which is located at the Middle Road Multi-storey Carpark Building, 15 Middle Road, Tsim Sha Tsui. With an establishment of some 300 staff, the division will perform all operational functions for the WITS Scheme, including receiving and processing applications, handling reviews and appeals, effecting subsidy payment, identifying and investigating fraudulent cases, etc. We have developed the information technology system for processing and vetting applications and arranged staff recruitment and training. We have also provided training to the staff of “1823 Call Centre” for answering public enquiries on the WITS Scheme.

Publicity and promotion

7. LD has been promoting the WITS Scheme through various channels during the past months, publicising the eligibility criteria for WITS and the fact that the Scheme will receive applications from October 2011 onwards and interested persons should keep documentary proof of their eligibility and monthly income and asset of the household from April 2011 onwards. Advertisements have been placed at electronic information panels, cabin banners, seat-backs, bus bodies, etc. on various public transports, at ferry piers and in newspapers and publications of trade unions. Banners for outdoor publicity have also been put up. At the same time, posters have been displayed and leaflets distributed at a large number of Government offices including LD, the Home Affairs Department, Social Welfare Department, Housing Department, Immigration Department, Water Supplies Department, Transport Department, Leisure and Cultural Services Department, Hongkong Post, etc.

8. To tie in with the launch of the WITS Scheme, we will roll out territory-wide publicity activities, broadcast new television and radio announcements of public interest, issue press releases and publish new posters and leaflets for extensive display and distribution.

Transitional arrangements for the Transport Support Scheme

9. With effect from October 2011, the Transport Support Scheme (TSS) which covers four designated remote districts will stop receiving applications for admission. Applicants who (a) have already been admitted to the TSS prior to October 2011, or (b) have applied for admission prior to October 2011 and are admitted subsequently, may opt to continue receiving On-the-job Transport Allowance (\$600 per month for up to 12 months) under the TSS within their qualifying period, or to give up their eligibility for such allowance and apply for WITS instead.

Conclusion

10. We will keep up our efforts to prepare for the launch of the WITS Scheme and closely monitor its implementation.

11. Members are invited to note the content of this paper.

Labour and Welfare Bureau
Labour Department
September 2011

**Monthly Income and Asset Limits of the Household
for the Work Incentive Transport Subsidy Scheme**

Household Size	Household Income Limit	Household Asset Limit *
1 person	\$6,500	\$44,000
2 persons	\$12,000	\$60,000
3 persons	\$13,000	\$90,000
4 persons	\$14,000	\$120,000
5 persons	\$14,500	\$150,000
6 persons or above	\$16,000	\$180,000

* If the applicant of a one-person household is an elderly person aged 60 or above, the household asset limit is \$79,000. The household asset limit for households of other sizes will be increased by \$35,000 for each elderly household member aged 60 or above.



Application No.:
(For Official Use Only)

Annex 2

Labour Department
Work Incentive Transport Subsidy Scheme
Household Application Form
Important Points to Note

- (1) Please read the *Guidance Notes on Application for Work Incentive Transport Subsidy Scheme* before completing this application form.
- (2) Applications under the Work Incentive Transport Subsidy (WITS) Scheme are means-tested on a household basis. A household only needs to submit one application form, irrespective of the number of applicants. Applicants may apply for WITS for the previous six to 12 months, with the subsidy payment dating back to April 2011 the earliest.
- (3) This application form is applicable for households with one to four members (including one or two applicants) applying for WITS for six months. For households with more than four members or more than two applicants or applying for WITS for more than six months, please provide additional information in the yellow Supplementary Sheet(s).
- (4) Please put the completed application form, mailing label and copies of the relevant supporting documents into the envelope provided for submission of application and return it to the WITS Division of the Labour Department by post or by hand, or through the Application Drop-in Boxes at Job Centres or Headquarters of the Department. If the application is submitted by post, please affix sufficient postage and post it in a posting box of Hongkong Post.
- (5) Where necessary, the Labour Department will contact the applicants and the household members for vetting the application or obtaining supplementary information after receiving the application. Applicants and household members should confirm the identity of the staff of the Labour Department before providing their personal data in order to prevent any deception. During telephone enquiries, staff of the Labour Department will first disclose part of the information provided in the application form to prove their identity. They will not enquire about information unrelated to the application (e.g. the Labour Department will not ask for any credit card information or bank account password of applicants and household members). During home visits, staff of the Labour Department will carry staff cards issued by the Department, and applicants may also require the staff to show the copy of the application form to confirm their identity.

Monthly Income and Asset Limits of Household for WITS Scheme

Household Size	Household Income Limit	Household Asset Limit *
1 person	\$6,500	\$44,000
2 persons	\$12,000	\$60,000
3 persons	\$13,000	\$90,000
4 persons	\$14,000	\$120,000
5 persons	\$14,500	\$150,000
6 persons or above	\$16,000	\$180,000

* If the applicant of a 1-person household is an elderly person aged 60 or above, the household asset limit is \$79,000. The household asset limit for households of other sizes will be increased by \$35,000 for each elderly household member aged 60 or above.

Part I Household Particulars of Applicant(s)

Please put a "✓" in the appropriate box.

1. Residential Address Flat/Room _____ Floor _____ Block _____
Name of Building _____
Name and No. of Estate/Village _____
Name and No. of Street/Lot No. _____ District _____
☐ Hong Kong ☐ Kowloon ☐ New Territories ☐ Outlying Islands (please specify: _____)
2. Residential/Contact Telephone No. _____
3. Correspondence Address (if different from the residential address above) _____
4. No. of Household Members _____ person(s)
5. Claim Period for Subsidy From _____ (month) 201____ (year) to _____ (month) 201____ (year)
6. Any change of residence during the "Claim Period for Subsidy"? ☐ Yes ☐ No
If yes, please specify the date(s) of change and previous address(es) _____
7. Any change in the composition of the household during the "Claim Period for Subsidy"? ☐ Yes ☐ No
If yes, please specify the date(s) and details of change _____
8. Did your household receive "Comprehensive Social Security Assistance" (CSSA) during the "Claim Period for Subsidy"? ☐ Yes ☐ No
(If your household received CSSA during the "Claim Period for Subsidy", copies of supporting documents for assets need not be submitted.)
9. If your household has applied for WITS before, please state the HKID Card No. of any applicant in the last application: HKID Card No. _____ ()

Part II Particulars of All Household Members

Note: If your household has applied for WITS before and the particulars of the household member(s) remain the same as those provided in the last application, the part(s) in grey need not be completed.

First Household Member (Must be an applicant)

1. Name _____ 2. HKID Card No. _____ ()
(Surname first, then other names)
3. Date of Birth _____ (day) _____ (month) _____ (year) 4. Sex ☐ Male ☐ Female
5. Marital Status ☐ Single ☐ Married ☐ Divorced/Separated/Widowed
6. Contact Telephone No. _____
7. Bank Account No. for receiving subsidy (Applicant must be the account holder):
Name of Bank _____ Bank Code _____ Account No. _____
8. Full-time student or trainee not in employment during the "Claim Period for Subsidy"? ☐ Yes ☐ No
If yes, please specify the month(s) of receiving full-time education or training _____

Please put a "✓" in the appropriate box.

Second Household Member (Can be second applicant or household member not applying for WITS)

1. Name _____
(Surname first, then other names) Type ☐ HKID Card ☐ Birth Certificate
2. Identity Document No. _____ Type ☐ Others: _____
3. Date of Birth _____ (day) _____ (month) _____ (year) 4. Sex ☐ Male ☐ Female
5. Marital Status ☐ Single ☐ Married ☐ Divorced/Separated/Widowed
6. Contact Telephone No. _____
7. Relationship with First Household Member ☐ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ Others: _____
- If this member also applies for WITS, please complete Items (8) and (9) below:
8. Bank Account No. for receiving subsidy (Applicant must be the account holder):
Name of Bank _____ Bank Code _____ Account No. _____
9. Full-time student or trainee not in employment during the "Claim Period for Subsidy"? ☐ Yes ☐ No
If yes, please specify the month(s) of receiving full-time education or training _____

(If there are other applicants in the household, please provide their particulars in **Supplementary Sheet (1)** and tick the ☐ in "☐ With Supplementary Sheet (1)" on the right side.)

☐ With Supplementary Sheet (1)**Third Household Member (Applicable to household member not applying for WITS)**

1. Name _____
(Surname first, then other names) Type ☐ HKID Card ☐ Birth Certificate
2. Identity Document No. _____ Type ☐ Others: _____
3. Date of Birth _____ (day) _____ (month) _____ (year) 4. Sex ☐ Male ☐ Female
5. Marital Status ☐ Single ☐ Married ☐ Divorced/Separated/Widowed
6. Contact Telephone No. _____
7. Relationship with First Household Member ☐ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ Others: _____

Fourth Household Member (Applicable to household member not applying for WITS)

1. Name _____
(Surname first, then other names) Type ☐ HKID Card ☐ Birth Certificate
2. Identity Document No. _____ Type ☐ Others: _____
3. Date of Birth _____ (day) _____ (month) _____ (year) 4. Sex ☐ Male ☐ Female
5. Marital Status ☐ Single ☐ Married ☐ Divorced/Separated/Widowed
6. Contact Telephone No. _____
7. Relationship with First Household Member ☐ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ Others: _____

(If there are other household members not applying for WITS, please provide their particulars in **Supplementary Sheet (1)** and tick the ☐ in "☐ With Supplementary Sheet (1)" on the right side.)

☐ With Supplementary Sheet (1)

Part III Household Income (Please refer to paragraph 4 of Part B in the *Guidance Notes on Application.*)

*without decimal places and in exact amount

(A) Earnings from Employment of All Household Members

Please fill in the earnings from employment and relevant information of all household members in each claim month.

Name of First Applicant: _____		(Please put a "✓" in the appropriate box.)		Claim Months (i.e. the "Claim Period for Subsidy" in Part I)														
				/201		/201		/201		/201		/201		/201				
				(month)	(year)	(month)	(year)	(month)	(year)	(month)	(year)	(month)	(year)	(month)	(year)			
First Job	1. Name of Company/Employer			2. Post			3. Industry			Monthly Earnings (HK\$)*								
	4. Detailed Address of Main Workplace									Monthly Working Hours								
	5. Company/Employer's Telephone No.			6. Any commuting to and from work on a self-paying basis?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
	7. Usual mode of transport for commuting to and from work			8. Self-employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
Second Job	1. Name of Company/Employer			2. Post			3. Industry			Monthly Earnings (HK\$)*								
	4. Detailed Address of Main Workplace									Monthly Working Hours								
	5. Company/Employer's Telephone No.			6. Any commuting to and from work on a self-paying basis?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
	7. Usual mode of transport for commuting to and from work			8. Self-employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No											

Name of Second Applicant: _____																		
First Job	1. Name of Company/Employer			2. Post			3. Industry			Monthly Earnings (HK\$)*								
	4. Detailed Address of Main Workplace									Monthly Working Hours								
	5. Company/Employer's Telephone No.			6. Any commuting to and from work on a self-paying basis?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
	7. Usual mode of transport for commuting to and from work			8. Self-employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
Second Job	1. Name of Company/Employer			2. Post			3. Industry			Monthly Earnings (HK\$)*								
	4. Detailed Address of Main Workplace									Monthly Working Hours								
	5. Company/Employer's Telephone No.			6. Any commuting to and from work on a self-paying basis?			<input type="checkbox"/> Yes <input type="checkbox"/> No											
	7. Usual mode of transport for commuting to and from work			8. Self-employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No											

Name of Household Member not applying for WITS: _____													
First Job	Name of Company/ Employer		Post		Industry		Monthly Earnings (HK\$)*						
Second Job	Name of Company/ Employer		Post		Industry		Monthly Earnings (HK\$)*						

 (If space is insufficient or the claim period is more than six months, please provide additional information in **Supplementary Sheet (2)** and tick the ☐ in "☐ With Supplementary Sheet (2)" on the right side.

☐ With Supplementary Sheet (2)

Part III Household Income (Please refer to paragraph 4 of Part B in the *Guidance Notes on Application.*)

*without decimal places and in exact amount

(B) Other Income of All Household Members (e.g. monthly pension, rent collected, contributions from relatives / friends, etc.)

Name of Household Member	Description of Income	Claim Months (i.e. the "Claim Period for Subsidy" in Part I) and Income (HK\$)*							
		/201__		/201__		/201__		/201__	
		(month)	(year)	(month)	(year)	(month)	(year)	(month)	(year)

(If space is insufficient or the claim period is more than six months, please provide additional information in **Supplementary Sheet (2)** and tick the ☐ in " ☐ With Supplementary Sheet (2)" on the right side.)☐ **With Supplementary Sheet (2)****Part IV Household Assets (Please refer to paragraph 5 of Part B in the *Guidance Notes on Application.*)****(A) Assets of All Household Members**

Please fill in the assets of all household members (e.g. bank deposits, cash savings, stocks, funds, bonds, cash value of insurance policies, vehicles, non-self-occupied property, etc.).

1. In each claim month in Part III, have the household assets ever exceeded the household asset limit as stipulated in the cover page of this application form? ☐ Yes ☐ No (Please put a "✓" in the appropriate box.)
2. Please provide information on the household assets in the last claim month or, if it is not a statement month for the asset, the preceding statement month, in the table below.

Name of Owner	Description of Asset (Please fill in detailed information, e.g. name of bank, name and quantity of stocks, etc.)	Date of Value (day/month/year)	Value (HK\$) (without decimal places and in exact value)
	Bank Deposit (Name of Bank: _____)	___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	
		___ / ___ / 201__	

(If space is insufficient, please provide additional information in **Supplementary Sheet (2)** and tick the ☐ in " ☐ With Supplementary Sheet (2)" on the right side.)☐ **With Supplementary Sheet (2)****(B) Household Assets to be Waived**

Please fill in the assets of all household members to be waived from the prescribed asset limit and provide relevant information so that the Labour Department will deduct such amount(s) when calculating the household assets. Items of assets to be waived are as follows:

- (1) "Scheme \$6,000" of the Government
- (2) The Community Care Fund's programme to provide a one-off allowance to new arrivals from low-income families who are aged 18 or above and have entered Hong Kong for settlement

Name of Household Member	Item (Please fill in "(1)" or "(2)".)	Month of Receipt (month/year)
		_____ / 201__
		_____ / 201__
		_____ / 201__
		_____ / 201__
		_____ / 201__
		_____ / 201__
		_____ / 201__
		_____ / 201__

Part V Declaration by Applicant(s)

Each applicant applying for the Work Incentive Transport Subsidy (WITS) must sign the declaration. (If the household has more than two applicants, the rest of the applicants should sign the declaration in **Supplementary Sheet (1).**)

I/We have read the *Guidance Notes on Application for Work Incentive Transport Subsidy Scheme (Guidance Notes on Application)* and understand and agree to the arrangements in relation to the application such as vetting procedures, payment of subsidy, etc. I/We hereby undertake and warrant that I/we shall comply with all requirements set out in the *Guidance Notes on Application* in making this application. I/We hereby declare that:

- (1) The information provided in this application form and the representations and supporting documents submitted by me/us are true, complete and accurate. I/We undertake to report any change of information provided in this application and submit relevant information to the Labour Department as soon as possible for consideration by the Labour Department on whether my/our eligibility for the Work Incentive Transport Subsidy (WITS) should be reviewed.
- (2) I/We confirm that each of the household members not applying for WITS has authorised me/us to submit their personal data to the Labour Department in relation to this application. I/We give consent, and confirm that each of the household members not applying for WITS consents, to the Labour Department and its authorised bodies to handle and use the personal data provided by me/us and the household members not applying for WITS in this application in accordance with paragraph 6 of Part A "Details of the Scheme and Application" of the *Guidance Notes on Application* and to verify and disclose the related personal data to the concerned parties, and the Labour Department to liaise with the household members not applying for WITS to verify or clarify their data.
- (3) I/We authorise, and confirm that each of the household members not applying for WITS agrees to authorise, other divisions of the Labour Department, relevant government bureaux / departments (e.g. Social Welfare Department, Immigration Department, Housing Department), Hong Kong Housing Authority, Hong Kong Housing Society, banks, employers, Mandatory Provident Fund Schemes Authority, mandatory provident fund scheme trustees and other concerned parties to release the personal data and records of me/us and the household members not applying for WITS to the Labour Department for the purpose of processing this application and verifying any information in relation to this application.
- (4) I/We understand that wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the subsidy by deception is a criminal offence. In addition to the consequence of being ineligible for the subsidy, I/we may be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years. I/We undertake to refund any overpaid subsidy.

Name of

First Applicant : _____ Signature : _____ Date : _____

Name of

Second Applicant : _____ Signature : _____ Date : _____



Labour Department

Guidance Notes on Application for Work Incentive Transport Subsidy Scheme

Labour Department

Work Incentive Transport Subsidy Scheme

Application Flowchart

(Please refer to Parts A, B and C of this *Guidance Notes on Application* for more details.)

Eligibility Criteria

- be employed, including self-employed, and lawfully employable in Hong Kong;
- incurring travelling expenses commuting to and from work;
- meeting the monthly income and asset limits of the household; and
- working no less than 72 hours per month (if applying for full-rate subsidy of \$600 per month), or working less than 72 hours but at least 36 hours per month (if applying for half-rate subsidy of \$300 per month)

Enquiries:

- Labour Department's hotline : 2717 1771 (handled by 1823 Call Centre)
- E-mail to wits@labour.gov.hk
- Work Incentive Transport Subsidy Division of Labour Department

Applications under the Scheme are means-tested on a household basis. A household only needs to submit one application form, irrespective of the number of applicants.

Labour Department will vet the application, and, where necessary, contact the applicants, household members ⁽³⁾ and relevant organisations or persons for supplementary information and investigation.

Subsidy will be effected to successful applicants through their designated bank accounts. Applicants must be the bank account holders.

Obtain/download application documents

Read the *Guidance Notes on Application* and complete application form

Submit application ⁽¹⁾

Vetting procedures ⁽²⁾

Notify results and grant subsidy

Submit the completed application form with mailing label and copies of supporting documents (please refer to Part C of this *Guidance Notes on Application*) :

- by post or by hand to the Work Incentive Transport Subsidy Division of Labour Department; or
- through the Application Drop-in Boxes at Job Centres or Headquarters of Labour Department.

Labour Department will issue the "Notification of Application Results" to each applicant. If an applicant is not satisfied with the application result, he/she may apply in writing for review within three weeks from the date of the "Notification of Application Results".

- (1) Applicants may apply for the subsidy for the previous six to 12 months, with the subsidy payment dating back to April 2011 the earliest.
- (2) The subsidy is granted on the calendar month basis and applicants will receive the subsidy for each eligible month.
- (3) Applicants and household members should confirm the identity of the staff of the Labour Department before providing their personal data in order to prevent any deception.

A. Details of the Scheme and Application

1 Introduction of the Scheme

- 1.1 The Work Incentive Transport Subsidy (WITS) Scheme aims at relieving the burden on travelling expenses commuting to and from work on the part of low-income households with employed members and promoting sustained employment.
- 1.2 Applicants may apply for WITS for the previous six to 12 months, with the subsidy payment dating back to April 2011 the earliest.
- 1.3 The subsidy is granted on the basis of calendar month (i.e. from the first day to the last day of a month) and applicants will receive WITS for each eligible month.

2 Eligibility Criteria

- 2.1 Applicants must meet the following criteria:
 - (a) be employed, including self-employed, and lawfully employable in Hong Kong;
 - (b) incurring travelling expenses commuting to and from work;
 - (c) meeting the monthly income and asset limits of the household (please refer to the table below) ; and
 - (d) working no less than 72 hours per month (if applying for full-rate subsidy of \$600 per month), or working less than 72 hours but at least 36 hours per month (if applying for half-rate subsidy of \$300 per month).

Household Size	Household Income Limit	Household Asset Limit*
1 person	\$6,500	\$44,000
2 persons	\$12,000	\$60,000
3 persons	\$13,000	\$90,000
4 persons	\$14,000	\$120,000
5 persons	\$14,500	\$150,000
6 persons or above	\$16,000	\$180,000

* If the applicant of a 1-person household is an elderly person aged 60 or above, the household asset limit is \$79,000. The household asset limit for households of other sizes will be increased by \$35,000 for each elderly household member aged 60 or above.

3 Other Requirements

- 3.1 Applicants will not concurrently receive other similar employment-related transport subsidies provided by the Government including:
 - (a) On-the-job Transport Allowance under the Transport Support Scheme (TSS) of the Labour Department;
 - (b) Temporary Financial Aid for travelling expenses to and from work under the employment assistance projects and special grants covering travelling expenses to and from work for the elderly, persons in ill-health and those disabled provided under the Comprehensive Social Security Assistance (CSSA) Scheme of the Social Welfare Department.

3.2 Full-time students and trainees not in employment are not eligible for the subsidy.

4 Rate of Subsidy

4.1 The rate of subsidy to be granted to applicants depends on their monthly working hours. The full-rate subsidy is \$600 per month (working no less than 72 hours per month), and the half-rate subsidy is \$300 per month (working less than 72 hours but at least 36 hours per month).

5 Application Procedures

Obtaining / downloading application documents

5.1 Application documents can be obtained at the following locations:

- (a) WITS Division of the Labour Department;
- (b) Job Centres of the Labour Department;
- (c) Public Enquiry Service Centres of the Home Affairs Department; or
- (d) Social Security Field Units of the Social Welfare Department.

5.2 Application documents include:

- (a) Household Application Form;
- (b) Yellow Supplementary Sheets (if applicable);
- (c) this *Guidance Notes on Application*;
- (d) Cover Sheet for Copies of Supporting Documents;
- (e) Mailing Label; and
- (f) Envelope for submission of application.

5.3 The application documents may also be downloaded from the Labour Department's homepage (www.labour.gov.hk). As the format of the internet version of the application form may be different in order to facilitate printing, applicants are advised to read the *Guidance Notes on Application (Internet Version)*.

Reading the *Guidance Notes on Application*, completing application form and submitting application

5.4 Applicants should read every part of this *Guidance Notes on Application* and complete the application form with reference to Part B of this *Guidance Notes on Application*. Applications under the WITS Scheme are means-tested on a household basis. A household only needs to submit one application form, irrespective of the number of applicants.

5.5 Applicants may apply for the subsidy for the previous six to 12 months, with the subsidy payment dating back to April 2011 the earliest. To avoid delay in processing the application, applicants should ensure that there is no overlapping of claim period in each application.

5.6 Applicants should put the completed application form, mailing label and copies of relevant supporting documents (please refer to Part C of this *Guidance Notes on Application*) into the envelope provided for submission of application for return to the Labour Department in the following ways:

- (a) by post or by hand to the WITS Division of the Labour Department; or
- (b) through the Application Drop-in Boxes at the Job Centres or Headquarters of the Labour Department.

(If the application is submitted by post, please affix sufficient postage and post it in a posting box of Hongkong Post. The addresses and service hours of the WITS Division, Job Centres and Headquarters of the Labour Department are listed at Appendix A.)

5.7 Applicants who wish the Labour Department to acknowledge receipt of their application may fill in the name and correspondence address on the mailing label and return it with the application form and copies of relevant supporting documents to the Department. On receipt of the application, the Labour Department will issue an “Acknowledgement of Application” with an application number by using the mailing label. If applicants do not return the mailing label with their application or information in the mailing label is incomplete, the “Acknowledgment of Application” will not be issued. If applicants do not receive any notification within one month after submitting the application form and mailing label, please call the Labour Department’s enquiry hotline (please refer to paragraph 8 of Part A of this *Guidance Notes on Application*) to avoid delay in the application.

5.8 If applicants wish to provide supplementary information or amend the information in their applications submitted (e.g. change in address or particulars of household members, addition of applicants, etc.), they should notify the Labour Department in writing. The applicants should sign the notification specifying the application number or their Hong Kong Identity Card Number, detail the changes and provide copies of the relevant supporting documents. Note: Insufficient supporting documents / information will lead to delay in processing the application, and may result in disqualification of the application for further processing.

Vetting procedures

5.9 Eligibility for the subsidy is assessed on the basis of the information provided by applicants. Where necessary, the Labour Department may approach the applicants and household members for supplementary information by telephone, letter and / or other means when processing the application. The Labour Department may also contact other divisions of the Department, relevant government bureaux / departments (e.g. Social Welfare Department, Immigration Department, Housing Department), Hong Kong Housing Authority, Hong Kong Housing Society, banks, employers, Mandatory Provident Fund Schemes Authority, mandatory provident fund scheme trustees and / or other concerned parties in relation to the application.

5.10 In general, reported information supported by documentary proof will be accepted. If supporting documents cannot be provided or the documents provided cannot substantiate the reported information such as income or asset information (e.g. self-prepared income statement), the Labour Department may assess the income of a household member or the value of an asset by making reference to the information provided in the application and statistical information provided by the Census and Statistics Department or other organisations.

- 5.11 If necessary, applicants and household members will be required to make a declaration in accordance with the Oaths and Declarations Ordinance (Cap. 11) to declare that the information given in the application form and the documents submitted are true and correct. The Labour Department may also invite applicants and household members to attend interviews and / or pay home visits to them.
- 5.12 The Labour Department also conducts random checks on applications during the processing of application, after approval of application and / or after payment of subsidy. Applicants and household members are required to retain the originals of all supporting documents for at least one year from the date of submission of application for verification and audit inspection. Applicants and household members have to show all the originals of the supporting documents for examination during interviews and / or home visits. For details of the supporting documents, please refer to Part C of this *Guidance Notes on Application*.
- 5.13 Note: In order to prevent any deception, applicants and household members should confirm the identity of the staff of the Labour Department before accepting telephone enquiries on personal data or home visits made by the Department. During telephone enquiries, staff of the Labour Department will first disclose part of the information provided in the application form to prove their identity. They will not enquire about information unrelated to the application (e.g. the Labour Department will **not** ask for any credit card information or bank account password of applicants and household members). During home visits, staff of the Labour Department will carry staff cards issued by the Department, and applicants may also require the staff to show the copy of the application form to confirm their identity.

Notification of results and payment of subsidy

- 5.14 The Labour Department will issue the “Notification of Application Results” to each applicant when processing of application is completed. If the application is successful, the subsidy will be paid to an applicant’s designated bank account of which the applicant should be the account holder. Notification will not be issued again after payment of the subsidy. Applicants should therefore ensure that the bank name and account number provided in the application form are correct.

Review mechanism

- 5.15 If an applicant is not satisfied with the application result, he/she may apply in writing to the Labour Department for review within three weeks from the date of the “Notification of Application Results”. If the applicant is still not satisfied with the review result, he/she may apply in writing to the Department for appeal within one month from the date of the “Notification of Review Results”. The applicant should sign and quote the application number or Hong Kong Identity Card Number in the application for review / appeal, and provide justification and copies of documentary proof.
- 5.16 If the amount of subsidy after review / appeal is higher than the original sum granted, the Labour Department will arrange to pay the difference to the applicant. However, if the amount of subsidy after review / appeal is lower than the original sum granted, the applicant will be liable to refund the overpaid subsidy to the Government of the Hong Kong Special Administrative Region immediately. Note: If the review / appeal involves income, assets or composition of the household, the review / appeal result may affect the application result of the other applicant(s) of the same household. In the event of overpayment to the other applicant(s), the latter will also be liable to refund the overpaid subsidy to the Government of the Hong Kong Special Administrative Region immediately.

6 Provision and Handling of Personal Data

- 6.1 It is the responsibility of applicants to complete the application form fully and truthfully and to provide copies of all the relevant supporting documents. Incomplete information, concealment of facts, or providing false or misleading information will render the application deferred or disqualified for further processing.
- 6.2 The personal data provided for the application will be used by the Labour Department and its authorised bodies for the following purposes:
- (a) processing of the application, authentication of information to prevent double subsidies and detect fraud, and handling and recovery of overpayments (if any);
 - (b) matching of personal data of applicants and household members not applying for WITS with the database of other divisions of the Labour Department, relevant government bureaux / departments (e.g. Social Welfare Department) and other concerned parties in association with the processing and authentication of the application and granting of other transport subsidies to prevent double benefits and detect fraud; and
 - (c) other administrative, analytical and statistical purposes relating to the WITS Scheme.
- 6.3 The personal data of applicants and household members not applying for WITS provided for the application may be disclosed to other divisions of the Labour Department, relevant government bureaux / departments (e.g. Social Welfare Department, Immigration Department, Housing Department), Hong Kong Housing Authority, Hong Kong Housing Society, banks, employers, Mandatory Provident Fund Schemes Authority, mandatory provident fund scheme trustees and other concerned persons and organisations for the purposes stated in paragraph 6.2 above; or where the household member concerned has given consent to such disclosure; or where such disclosure is authorised or required by law. The Labour Department may also contact the aforesaid persons and organisations to obtain and authenticate information for the purposes stated in paragraph 6.2 above.
- 6.4 If there is overpayment caused by calculation, assessment or administrative error, applicants are liable to refund the overpaid subsidy immediately.
- 6.5 The Labour Department will vet and investigate the information provided in relation to the application, and random checks will also be conducted on the applications during the processing of application, after approval of application and / or after payment of subsidy. The truthfulness and completeness of the information submitted will be verified through interviews, home visits and / or other means. During interviews, home visits and / or authentications, staff of the Labour Department may seek clarifications of information in the application, request supplementary information from applicants and household members not applying for WITS and examine the originals of all supporting documents. Applicants and household members not applying for WITS should first confirm the identity of the staff of the Labour Department (please refer to paragraph 5.13 of Part A of this *Guidance Notes on Application*) and cooperate with them. Wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the subsidy by deception, or intentional obstruction to the staff of the Labour Department during verification will lead to disqualification and applicants will be liable to refund any overpaid subsidy immediately. Applicants and household members not applying for WITS may also be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years.

- 6.6 The provision of personal data to the Labour Department is voluntary. Failure to provide sufficient information will render the application deferred or disqualified.
- 6.7 All documents submitted for the application are not returnable. In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), applicants and household members have the right to obtain access and make correction to the personal data provided in the application form. Request for access and correction of personal data should be made in writing to the WITS Division of the Labour Department (Address: G/F, Middle Road Multi-storey Carpark Building, 15 Middle Road, Tsim Sha Tsui, Kowloon).

7 Transitional Arrangements for Transport Support Scheme

- 7.1 With effect from October 2011, the TSS which covers four designated remote districts will stop receiving applications for admission. Applicants who (a) have been already admitted to the TSS prior to October 2011, or (b) have applied for admission prior to October 2011 and are admitted subsequently, may opt to continue receiving On-the-job Transport Allowance (\$600 per month for up to 12 months) under the TSS within their qualifying period, or to give up their eligibility for such allowance and apply for WITS instead.
- 7.2 Note: Once the application for WITS is approved, the TSS applicant's right to claim On-the-job Transport Allowance under the TSS for the approval month and ensuing months will be immediately terminated, irrespective of the rate of subsidy and number of claim months approved. However, the applicant's right to claim the Job Search Allowance is not affected.
- 7.3 To avoid double subsidies, TSS applicants will not be approved of WITS for a given month for which the applicants have been granted the On-the-job Transport Allowance.
- 7.4 The Labour Department will conduct matching of personal data of the applicants under the WITS Scheme with the database under the TSS to avoid double subsidies and detect fraud. In the event (a) where the TSS applicants will lose their right to claim On-the-job Transport Allowance under the TSS consequent to their approval for the WITS and/or (b) under paragraph 7.3 above, the Labour Department will notify the applicants in writing. The applicants may make enquiries or raise objection to the application result to the Labour Department within seven days from the date of the notification.

8 Enquiries

- 8.1 For enquiries, please call the Labour Department's enquiry hotline: 2717 1771 (handled by the 1823 Call Centre) or e-mail to the WITS Division of the Department (wits@labour.gov.hk). Details of the WITS Scheme are also available at the Labour Department's homepage (www.labour.gov.hk).

B. Completion of Application Form

Note:

The information provided by applicants will be used to assess their eligibility and the rate of subsidy to be granted. Wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the subsidy by deception is a criminal offence. Any person who commits the offence is liable on conviction to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).

1 Important Notes

- 1.1 The household application form and related application documents are available in both English and Chinese. If applicants submit the English version of the application form, all subsequent notifications and correspondence issued by the Labour Department will be in English. Alternatively, if applicants use the Chinese version of the application form, all subsequent notifications and correspondence will be issued by the Labour Department in Chinese.
- 1.2 Please fill in the application form clearly in black or blue ink and complete Parts I to V of the application form with reference to paragraphs 2 to 6 below and **Appendix B Samples for Completing Application Form**.
- 1.3 The application form is applicable for households with one to four members (including one or two applicants) applying for WITS for six months. For households with more than four members or more than two applicants or applying for WITS for more than six months, please provide additional information in the yellow Supplementary Sheet(s).

2 Part I Household Particulars of Applicant(s)

- 2.1 Applications under the WITS Scheme are means-tested on a “household” basis. “Household” means a unit which constitutes person(s) with close economic ties and living on the same premises, including:
 - (a) core family members, i.e. the applicant’s spouse, parents, grandparents, unmarried children / grandchildren (including adopted children / grandchildren and children / grandchildren under the applicant’s guardianship), and unmarried siblings; and / or
 - (b) those who share the provisions for a living, irrespective of their relationship under the law (excluding economic ties arising from employment relationship).
- 2.2 In principle, persons living together on the same premises, irrespective of whether they are core family members, will be regarded as members of a household. If the household is comprised of core family member(s) only, copy of residential address proof of only one of the applicants is required to be submitted. If the household has non-core family member(s), copy of residential address proof of each non-core family member also needs to be submitted.
- 2.3 Applicants should fill in basic information of the household in Part I of the application form. If the household has moved or there has been a change in the composition of the household (change in the members or number of members) during the “Claim Period for

Subsidy”, please state the change in the application form for verification of the eligibility of the household.

3 Part II Particulars of All Household Members

- 3.1 All household members must be Hong Kong residents.
- 3.2 The first household member in this Part must be an applicant. If there is more than one applicant, the second applicant should fill in all items (i.e. Items (1) to (9)) in the section “Second Household Member”. For a household member not applying for WITS, only Items (1) to (7) need to be completed.
- 3.3 Applicants are required to fill in the bank name, bank code and account number for receiving the subsidy. Bank codes of some of the banks are listed below for reference. Please check with your bank if necessary.

Bank Code	Bank ※
003	Standard Chartered Bank (Hong Kong)
004	Hongkong and Shanghai Banking Corporation
#006 / 250	Citibank / Citibank (Hong Kong)
009	China Construction Bank (Asia)
012	Bank of China (Hong Kong)
015	Bank of East Asia
#016/ 185	DBS Bank (Hong Kong) / DBS Bank, Hong Kong Branch
018	Citic Bank International
020	Wing Lung Bank
024	Hang Seng Bank

Bank Code	Bank ※
025	Shanghai Commercial Bank
027	Bank of Communications
028	Public Bank (Hong Kong)
035	Wing Hang Bank
038	Tai Yau Bank
039	Chiyu Banking Corporation
040	Dah Sing Bank
041	Chong Hing Bank
043	Nanyang Commercial Bank
061	Tai Sang Bank
072	Industrial and Commercial Bank of China (Asia)
128	Fubon Bank (Hong Kong)

※ Bank codes listed above are not exhaustive. Please check with your bank if necessary.

Please consult your bank for the correct bank code.

- 3.4 If space is insufficient for filling in the information of all household members (e.g. if there are more than two applicants, or there are more than four household members), please provide the particulars of the other applicants / household members in the yellow **Supplementary Sheet (1)**.

4 Part III Household Income

- 4.1 The income of all household members, irrespective of whether they apply for WITS or not, should be reported in the application form.

4.2 (A) Earnings from Employment of All Household Members

4.2.1 Earnings from employment, including those within and outside Hong Kong, should be reported. Types and examples are listed below for reference :

Examples of earnings <u>need</u> to be reported	Examples of earnings <u>need not</u> be reported
(a) Salary (excluding Mandatory Provident Fund contribution) (b) Allowances (e.g. travelling allowances, attendance allowances, commission, overtime pay, etc.), tips and service charges, etc. # (c) Profit from business for self-employed persons (running cost deductible) (d) Fees received for services rendered by self-employed persons (running cost deductible) (# if the item falls within the definition of wages in the Employment Ordinance) ¹	(a) Annual bonus / Double pay / End of year payment (b) Lump sum retirement gratuity / Provident fund (c) Severance payment / Long service payment / Contract gratuity (d) Wages in lieu of notice upon termination of employment (e) Reimbursement from employer to defray expenses (f) Retraining allowance (g) Insurance / accident / injury / death indemnity

4.2.2 Salary after deducting contribution for Mandatory Provident Fund should be reported. Employer's Mandatory Provident Fund contribution needs not be included.

4.2.3 Job information to be filled in includes the concerned post and industry. Examples are listed below for reference :

Examples of Industry	Examples of Post
(a) Manufacturing	Mechanical Fitter, Metal Formwork Erector
(b) Restaurants	Cook, Bartender, Waiter, Dish Washer
(c) Retail	Promotion Leaflet Distributor, Shop Sales, Cashier
(d) Transport	Driver, Delivery Worker
(e) Personal Services	Beautician, Barber Assistant
(f) Domestic Services	Domestic Helper
(g) Construction	Decoration Labourer, Construction Site Worker
(h) Wholesale	Merchandiser, Sales Representative, Office Assistant, Clerk
(i) Import and Export Trade	Clerk, Sales Representative, Receptionist
(j) Social Services	Health Care Attendant, Project Assistant
(k) Business Services	Security Guard, Cleaner, Survey Worker

¹ For the definition of wages in the Employment Ordinance, please refer to *A Concise Guide to the Employment Ordinance* published by the Labour Department.

4.2.4 If a household member has more than one job or has changed job during the “Claim Period for Subsidy”, please provide information of the respective jobs separately.

4.2.5 If space is insufficient for filling in the information of earnings from employment (e.g. if a household member has more than two jobs, a household has more than two applicants, or the claim period is more than six months, etc.), please provide additional information in the yellow **Supplementary Sheet (2)**.

4.3 (B) Other Income of All Household Members

4.3.1 Other income, within and outside Hong Kong, should be reported. Types and examples are listed below for reference:

Examples of other income <i>need</i> to be reported	Examples of other income <i>need not</i> be reported
<p>(a) Monthly pension</p> <p>(b) Rental income from property or non-property (e.g. taxi) (expenditure not deductible)</p> <p>(c) Contributions from relatives / friends (e.g. financial contributions from children not residing with parents)</p>	<p>(a) Financial assistance provided by the Government, regardless of whether means test is involved (e.g. CSSA, Old Age Allowance, Disability Allowance, School Textbook Assistance, Student Travel Subsidy, financial assistance to tertiary students, WITS and subsidies under the TSS, etc.)</p> <p>(b) Bank interest, dividends from stocks and profits from personal investments</p> <p>(c) Alimony</p> <p>(d) Ex-gratia payment provided by non-government organisations</p> <p>(e) Gambling / lottery winnings</p> <p>(f) Various indemnities (e.g. insurance compensation, compensation for criminal or law enforcement injuries, etc.)</p> <p>(g) Payment from the Government’s “Scheme \$6,000” and Community Care Fund’s programme to provide a one-off allowance to new arrivals from low-income families who are aged 18 or above and have entered Hong Kong for settlement</p>

4.3.2 If space is insufficient for filling in the information of other income (e.g. if there are many income items, or the claim period is more than six months, etc.), please provide additional information in the yellow **Supplementary Sheet (2)**.

5 Part IV Household Assets

5.1 (A) Assets of All Household Members

- 5.1.1 The assets of all household members, irrespective of whether they apply for WITS or not, should be reported in the application form.
- 5.1.2 Assets to be reported include those within and outside Hong Kong. Examples are: bank deposits (including time deposits), cash savings, stocks, funds, bonds, warrants, shares, cash value of insurance policies, vehicles (outstanding mortgage loan deductible), non-self-occupied properties (outstanding mortgage loan deductible), transferable vehicle licences, loans to others, assets held in trust by others and other readily realisable assets and valuables, excluding the balance in the Mandatory Provident Fund account and outstanding student financial loan, etc.
- 5.1.3 Household assets in the last claim month of the “Claim Period for Subsidy” should be reported in the application form. For instance, if the last claim month is September 2011, information as shown in the statement of September should be provided; if September is not a statement month for an asset, information in the preceding statement month should be provided and so forth. (Note: The Labour Department will also verify asset information in other claim months when vetting and investigating the application.)
- 5.1.4 For bank deposit in foreign currency, the value should be reported in HK dollars by using: (a) the value as shown in the bank’s monthly statements; or (b) the value calculated on the basis of the closing exchange rate nearest to the end of the “Claim Period for Subsidy”; or (c) the value calculated on the basis of the closing exchange rate as at the date of completing the application form. If only the value in foreign currency is filled in, please specify the currency and the Labour Department will convert it into HK dollars with the closing exchange rate as at the last day of the claim month.
- 5.1.5 For stocks, cash value in HK dollars should be reported by using: (a) the value as shown in the monthly statements of the securities company / bank; or (b) the value derived from the closing price of the stocks nearest to the end of the “Claim Period for Subsidy”; or (c) the value derived from the closing price of the stocks as at the date of completing the application form (or the nearest transaction day). If there is no such information, the Labour Department will work out the cash value of the stocks by using the closing price as at the last transaction day of the claim month. Value of funds, bonds, warrants, etc. should be reported on the same basis. If there is no market value, the purchase price can be reported as the value.
- 5.1.6 The household asset limit of a household in a claim month will be increased by \$35,000 for each elderly household member aged 60 or above in that claim month.
- 5.1.7 Applicants should ascertain the household asset limit in each claim month with reference to the number and age of household members and the information on household asset limit as set out in paragraph 2.1 of Part A in this *Guidance Notes on Application*.

5.2 (B) Household Assets to be Waived

- 5.2.1 The Government's "Scheme \$6,000" and the Community Care Fund's programme to provide a one-off allowance to new arrivals from low-income families who are aged 18 or above and have entered Hong Kong for settlement will be discounted from the household assets for a period of 12 months commencing from the month receiving the payment.

6 Part V Declaration by Applicant(s)

- 6.1 All applicants should read the declaration in the application form carefully and sign the form, with full name and date entered. If there are more than two applicants, the rest of the applicants should sign the declaration in the yellow **Supplementary Sheet (1)**.

C. Copies of Supporting Documents to be Submitted

Applicants should cut and paste the copies of the Hong Kong Identity Cards of all household members at the back of the “Cover Sheet for Copies of Supporting Documents”, staple the copies of other supporting documents to the “Cover Sheet for Copies of Supporting Documents” and return them together with the duly completed application form and mailing label to the Labour Department for processing. Please read carefully the following notes :

1 Identity Proof

- 1.1 Please provide copies of the identity documents of all household members, e.g. Hong Kong Identity Card / Birth Certificate / Re-entry Permit / Document of Identity for Visa Purposes / One-way Permit / Certificate of Exemption, etc. (please provide copy of any one of these identity documents). Please mark “COPY” on the copies.
- 1.2 If the household has applied for WITS before and the status of a household member (applicant / non-applicant) remains unchanged, it is not necessary to re-submit copy of his/her identity document. If there are new household members in the household, copies of identity documents of the new household members should be provided.

2 Residential Address Proof

- 2.1 If the household is comprised of core family member(s) only (please refer to paragraph 2.1 of Part B in this *Guidance Notes on Application*), copy of residential address proof of only one of the applicants is required to be submitted.
- 2.2 If the household has non-core family member(s) (please refer to paragraph 2.1 of Part B in this *Guidance Notes on Application*), copy of residential address proof of each non-core family member also needs to be submitted.
- 2.3 If the household has moved during the “Claim Period for Subsidy”, please provide copies of supporting documents for both the previous address and the current address.
- 2.4 Please provide copies of residential address proof falling in the “Claim Period for Subsidy”. Examples are as follows :
 - (a) public utilities bill (e.g. water / electricity / gas / telephone bills, etc.);
 - (b) monthly bank statement / credit card statement;
 - (c) demand for rates;
 - (d) tenancy agreement;
 - (e) letter issued by the Social Welfare Department in relation to the CSSA Scheme (if household member is a CSSA recipient); or
 - (f) student handbook (e.g. if non-core family member is a student).

3 Employment Earnings Proof

- 3.1 Earnings from employment of all household members should be reported, and copies of supporting documents for each claim month should be provided.

- 3.2 Examples of supporting documents for employment earnings of employees are as follows:
- (a) salary as shown in the monthly bank statement / bank passbook (please highlight the salary items);
 - (b) wage payment record, salary receipt, or pay slip;
 - (c) employment contract showing the salary;
 - (d) notification of salary adjustment issued by employer; or
 - (e) employment earnings certificate issued by employer (to be submitted in original) (please refer to **Sample 1** at **Appendix C**), etc.
- 3.3 Examples of supporting documents for employment earnings of self-employed persons are as follows:
- (a) receipt for services rendered;
 - (b) profit and loss account (please refer to **Sample 2** at **Appendix C** for self-prepared profit and loss account); or
 - (c) personal assessment notice issued by the Inland Revenue Department, etc.
- 3.4 If a household member with earnings from employment is unable to provide any supporting documents, please submit “Self-prepared Statement on Earnings from Employment / Working Hours” with reference to **Sample 3** at **Appendix C**.

4 Other Income Proof

- 4.1 Other income of all household members should be reported, and copies of supporting documents for each claim month should be provided. Examples of other income proof include: monthly bank statement / bank passbook, income receipt, tenancy agreement, rental receipt, etc.

5 Working Hours Proof

- 5.1 Applicants should, according to their nature of work and circumstances, submit copies of supporting documents (e.g. copies of employment contract, attendance record, etc.) that can clearly show their monthly working hours. If an applicant cannot provide any supporting documents, please submit “Self-prepared Statement on Earnings from Employment / Working Hours” with reference to **Sample 3** at **Appendix C**.

6 Household Asset Proof

- 6.1 Please provide copies of supporting documents for household assets in the last claim month, including the assets of all household members. If the last claim month is not a statement month for an asset, information in the preceding statement month with copies of relevant supporting documents should be provided. (Note: The Labour Department will also vet the household asset proof for other claim months in the course of verifying and investigating the application.)
- 6.2 If the household received CSSA during the “Claim Period for Subsidy”, copies of supporting documents for household assets need not be submitted. It is only necessary to provide copies of relevant supporting documents issued by the Social Welfare Department including the notification of approval of CSSA application and the Certificate of CSSA Recipients (for Medical Waivers) and copy of the applicant’s monthly bank statement / bank passbook of the bank account for receiving WITS (the account number and holder’s English name should be shown on the copy, and the applicant must be the account holder).

Where necessary, the Labour Department will require the applicant to show supporting documents for household assets when processing the application.

6.3 Examples of asset proof are as follows:

- (a) monthly bank statement / bank passbook (must include the bank account for receiving WITS, with the account number and holder's English name shown on the copy, and the applicant must be the account holder);
- (b) bill, receipt, monthly / quarterly / annual statement of investment (e.g. stocks, funds, bonds, warrants, shares);
- (c) insurance contract, monthly / quarterly / annual statement of insurance policies;
- (d) vehicle registration document, mortgage document showing outstanding vehicle loan;
- (e) sale and purchase agreement, demand on rates, mortgage document showing outstanding loan of non-self-occupied properties, etc.

6.4 If applicants and / or household members have received the payments under the Government's "Scheme \$6,000" or the Community Care Fund's programme to provide a one-off allowance to new arrivals from low-income families who are aged 18 or above and have entered Hong Kong for settlement, please provide copies of relevant supporting documents, e.g. copy of monthly bank statement / bank passbook showing the payment received or copy of cheque received, etc., to facilitate the calculation of household assets to be waived.

**Addresses and Service Hours of the Labour Department's
Work Incentive Transport Subsidy Division, Headquarters and Job Centres**

Office	Address	Service Hours⁽¹⁾
Work Incentive Transport Subsidy Division	G/F, Middle Road Multi-storey Carpark Building, 15 Middle Road, Tsim Sha Tsui, Kowloon	Monday to Friday (9:00 a.m. – 6:15 p.m.)
Labour Department's Headquarters (with Application Drop-in Box)	17/F, Harbour Building, 38 Pier Road, Central, Hong Kong	

Job Centre (with Application Drop-in Box)	Address	Service Hours⁽²⁾
Hong Kong East	34/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong	Monday to Friday (9:00 a.m. – 5:30 p.m.) and Saturday (9:00 a.m. – 12:00 noon)
Hong Kong West	4/F, Western Magistracy Building, 2A Pokfulam Road, Sai Ying Pun, Hong Kong	
North Point	12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	
Kowloon East	Rm. 705-6, 7/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon	
Kowloon West	9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	
Kwun Tong	10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon	
Tsuen Wan	2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	
Tuen Mun	Units 5-10, 27/F, Tuen Mun Parklane Square, 2 Tuen Hi Road, Tuen Mun, New Territories	
Tai Po	3/F, Tai Po Government Offices, 1 Ting Kok Road, Tai Po, New Territories	
Shatin	2/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, New Territories	
Yuen Long	2/F, Yuen Long Centre, 55 Sau Fu Street, Yuen Long, New Territories	
Sheung Shui	Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories	

(1) closed on Saturday, Sunday and public holidays

(2) closed on Sunday and public holidays

Samples for Completing Application Form

Part I Household Particulars of Applicant(s)

Please provide the residential address with reference to public utilities bills (e.g. water and electricity bills). The Labour Department will, based on this address, determine whether applicants incur travelling expenses commuting to and from work.

Part I Household Particulars of Applicant(s)

Please fill in the correspondence address if it is different from the residential address. All notifications / correspondence will then be sent to the correspondence address.

Address Flat/Room 1206 Floor 12 Block A
 Building Name Happy Court
 Estate/Village Merry Estate
 Street/Lot No. 100 Perfect Street District Yuen Long
 Region ☐ Kowloon ☒ New Territories ☐ Outlying Islands
 Contact Telephone No. 22223333

Please fill in the total claim period of all applicants of the household. For example, if the first applicant's claim period is from April to August 2011 and the second applicant's claim period is from May to September 2011, "From 4(month) 2011(year) to 9(month) 2011(year)" should be entered here.

3. Correspondence Address (if different from the residential address above) _____
4. No. of Household Members 4 person(s)
5. Claim Period for Subsidy From 4 (month) 201 1 (year) to 9 (month) 201 1 (year)
6. Any change of residence during the "Claim Period for Subsidy"? ☒ Yes ☐ No
 If yes, please specify the date(s) of change and previous address(es) Moved to the current address from Flat 501, 5/F, Peace House, Harmony Estate, 123 Goodwill Street, Tuen Mun on 10 June 2011
7. Any change in the composition of the household during the "Claim Period for Subsidy"? ☒ Yes ☐ No
8. Please fill in the date of relocation and previous address if the household has moved during the "Claim Period for Subsidy".
 Date of change Chan Kei Ying moved in on 1 August 2011
 Social Security for Subsidy? ☐ Yes ☒ No
 (If your household received CSSA during the "Claim Period for Subsidy", copies of supporting documents for assets need not be submitted.)
9. If your household has applied for WITS before, please state the HKID Card No. of any applicant in the last application: HKID Card No. _____

If the household has applied for WITS before, please fill in the HKID Card No. of one of the applicants in the last application.

If there is any change in the composition of the household during the "Claim Period for Subsidy" (e.g. addition / deletion of members), please fill in the name of the member concerned, reason and date of addition/deletion.

Part II Particulars of All Household Members

Part II Particulars of All Household Members

Note: If your household has applied for WITS before and the particulars of the household member(s) remain the same as those provided in the last application, the part(s) in grey need not be completed.

First Household Member (Must be an applicant)

- Name Chan Tai Man
(Surname first, then other names)
- HKID Card No. A123456 (7)
- Date of Birth 3 (day) 10 (month) 1954 (year)
- Sex ☒ Male ☐ Female
- Marital Status ☐ Single ☒ Married ☐ Divorced/Separated/Widowed
- Contact Telephone No. 98765432
- Bank Account No. for receiving subsidy (Applicant must be the account holder):

Name of Bank Excellence Bank

Bank Code

Account No.

9 9 9

1 2 3 4 5 6 7 8 9 0

If the household has applied for WITS before and the particulars of the household member remain the same as those provided in the last application, the parts in grey (i.e. Items (2) to (6)) need not be completed.

ment during the "Claim Re
receiving full-time education

Please refer to paragraph 3.3 of Part B in the *Guidance Notes on Application* for the appropriate bank code. Please ensure that the bank code and account no. are accurate to avoid any delay in the payment of subsidy. **Note:** Applicant must be the account holder.

Second Household Member (Can be second applicant or household member)

- Name Chan Yat Ming
(Surname first, then other names)
- Identity Document No. B246810 (2)
- Date of Birth 3 (day) 5 (month) 1984 (year)
- Marital Status ☒ Single ☐ Married ☐ Divorced/Separated/Widowed

Type

- ☒ HK
☐ Ot

Please specify the relationship between the other household member and the first household member. For example, please tick "Child" if the second household member is the son of the first household member.

- Co
 - Re
- If space is insufficient, e.g. the household has the third applicant, please provide additional information in the yellow Supplementary Sheet (1) and tick the box here.

Spouse ☒ Child ☐ Parent

If the "Second Household Member" also applies for WITS, please complete Items (8) and (9). Otherwise, please leave them blank.

- Bank Account No. for receiving subsidy (Applicant must be the account holder):

Name of Bank Ming Wui Bank

Bank Code

Account No.

8 8 8

9 8 7 6 5 4 3 2 1 0 9

- Full-time student or trainee not in employment during the "Claim Period for Subsidy"? ☐ Yes ☒ No

If yes, please specify the month(s) of receiving full-time education or training

(If there are other applicants in the household, please provide their particulars in **Supplementary Sheet (1)** and tick the ☐ in "☐ With Supplementary Sheet (1)" on the right side.)

☐ With Supplementary Sheet (1)

This Part is only for filling in the information of household member not applying for WITS.

Third Household Member (Applicable to household member not applying for WITS)

1. Name Wong Mei Lai
(Surname first, then other names)

2. Identity Document No. C987654(3) Type ☒ HKID Card ☐ Birth Certificate
☐ Others: _____

3. Date of Birth 12 (day) 11 (month) 1955 (year) 4. Sex ☐ Male ☒ Female

5. Marital Status ☐ Single ☒ Married ☐ Divorced/Separated/Widowed

6. Contact Telephone No. 66668888

7. Relationship with First Household Member ☒ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ Others: _____

Part III (A) Earnings from Employment of All Household Members

Part III Household Income (Please refer to paragraph 2)			
(A) Earnings from Employment of All Household Members			
Please fill in the particulars of the first job.		Please fill in the address of workplace in detail. If there is more than one workplace, please provide the most usual workplace with commuting to and from work on a self-paying basis.	
Name of First <u>Tai Man</u>			
First Job	1. Name of Company/Employer <u>Delicious Restaurant</u>	2. Post <u>Waiter</u>	3. Industry <u>Restaurants</u>
	4. Detailed Address of Main Workplace <u>G/F, 1 Lucky Street, Mong Kok</u>		Monthly Earnings (HK\$)*
	5. Company/Employer's Telephone No. <u>38889999</u>	6. Any commuting to and from work on a self-paying basis? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Working Hours
	7. Usual mode of transport for commuting to and from work <u>Bus</u>	8. Self-employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Second Job	1. Name of Company/Employer <u>ABC Cleaning Service Limited</u>	2. Post <u>Cleaner</u>	3. Industry <u>Business Services</u>
	4. Detailed Address of Main Workplace <u>10/F, ABC Commercial Building, 200 Cheerful Street, Sheung Wan</u>		Monthly Earnings (HK\$)*
	5. Company/Employer's Telephone No. <u>33338888</u>	6. Any commuting to and from work on a self-paying basis? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Working Hours
	7. Usual mode of transport for commuting to and from work <u>MTR</u>	8. Self-employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Please fill in the particulars of the second job.

Please enter the month and year for which subsidy is claimed.

*without decimal places and in exact amount

Claim Months (i.e. the "Claim Period for Subsidy" in Part I)						
	4 /201 1	5 /201 1	6 /201 1	7 /201 1	8 /201 1	9 /201 1
	(month) (year)	(month) (year)	(month) (year)	(month) (year)	(month) (year)	(month) (year)
Monthly Earnings (HK\$)*	7,600	7,600	7,600	7,600	2,000	7,600
Monthly Working Hours	200	200	200	200	50	200
Monthly Earnings (HK\$)*	0	0	950	950	0	0
Monthly Working Hours	0	0	25	25	0	0

This Part is only for filling in the information of earnings from employment of household member not applying for WITS.

Name of Household Member not applying for WITS: Wong Mei Lai							
First Job	Name of Company/ Employer	Li Siu Mui	Post	Domestic Helper	Industry	Domestic Services	Monthly Earnings (HK\$)*
Second Job	Name of Company/ Employer		Post		Industry		Monthly Earnings (HK\$)*

(If space is insufficient or the claim period is more than six months, please provide additional information in **Supplementary Sheet (2)** and tick the ☐ in "☐ With Supplementary Sheet (2)" on the right side.

☐ With Supplementary Sheet (2)

3

Domestic Services	Monthly Earnings (HK\$)*	500	800	500	500	800	500
	Monthly Earnings (HK\$)*						

ation in

☐ With Supplementary Sheet (2)

3

If space is insufficient, e.g. the applicant has more than two jobs, the household has the third applicant, or the claim period is more than six months, etc., please provide additional information in the yellow Supplementary Sheet (2) and tick the box here.

Part III (B) Other Income of All Household Members

Part III Household Income (Part B) Other Income of All Household Members

If space is insufficient, e.g. applicants or household members have more income items, or the claim period is more than six months, etc., please provide additional information in the yellow Supplementary Sheet (2) and tick the box here.

(Please refer to Guidance Notes on Application.)

*with others / friends, etc.)

Name of Household Member	Description of Income Item	Claim Months (i.e. the "Claim Period")			
		4 / 2011 (month)	1 / 2011 (year)	5 / 2011 (month)	1 / 2011 (year)
Wong Mei Lai	Retirement Pension	1,000		1,000	

Please fill in the description of each income item and the income amount in the relevant claim month(s).

If the claim period is more than six months, please provide additional information in the yellow Supplementary Sheet (2) on the right side.

☐ With Supplementary Sheet (2)

Part IV (A) Assets of All Household Members

Part IV Household Assets (Please refer to paragraph 5 of Part B in the Guidance Notes)

(A) Assets of All Household Members

Please fill in the assets of all household members (e.g. bank deposits, cash savings, stocks, funds, bonds, cash value of insurance policies, vehicles, non-self-occupied property, etc.).

- In each claim month in Part III, have the household assets ever exceeded the household asset limit as stipulated in the cover page of this application form? ☐ Yes ☒ No (Please put a "✓" in the appropriate box.)
- Please provide information on the household assets in the last claim month or, if it is not a statement month for the asset, the preceding statement month, in the table below.

If the household assets have never exceeded the prescribed asset limit as set out in the cover page of the Household Application Form in all the claim months, please tick "No".

Name of Owner	Description of Asset (Please fill in detailed information, e.g. name of bank, name and quantity of stocks, etc.)	Claim Period	Value
Chan Tai Man	Bank Deposit (Name of Bank: Excellence Bank)	30 / 9 / 2011	8,525
Chan Tai Man, Wong Mei Lai	Ming Wui Bank Joint Account	28 / 9 / 2011	16,523
Chan Yat Ming	Ming Wui Bank Savings Account	30 / 9 / 2011	2,312
Chan Kei Ying	Ming Wui Bank Foreign Currency Time Deposits (RMB 12,000)	30 / 9 / 2011	14,411
	Ming Wui Bank stock (200 shares)	1	15,060
Chan Yat Ming	Cash value of Chung Ming Life Insurance Programme	30 / 6 / 2011	5,628
Chan Yat Ming	Uncollected Loan	30 / 9 / 2011	10,000

Please fill in the detailed information of each asset item.

Please fill in the value of asset item in HK dollars.

(If space is insufficient, please provide additional information in Supplementary Sheet (2) and tick the ☐ in "With Supplementary Sheet (2)" on the right side.)

☒ With Supplementary Sheet (2)

If space is insufficient, please provide additional information in the yellow Supplementary Sheet (2) and tick the box here.

Sample 1: Certificate on Earnings from Employment

Applicable to employee who cannot provide supporting documents for employment earnings as set out in paragraph 3.2 of Part C in the *Guidance Notes on Application* (can be filled in directly)

CERTIFICATE ON EARNINGS FROM EMPLOYMENT

This is to certify that _____ (HKID Card No.: _____) has been employed by this company/me as _____ (post). The concerned months with earnings during his/her employment with this company/me are listed below:

Month (month/year)	Earnings (HK\$) ^{Remarks}
_____ / 201____	
_____ / 201____	
_____ / 201____	
_____ / 201____	
_____ / 201____	
_____ / 201____	

Remarks:

1. Earnings include salary (excluding Mandatory Provident Fund contribution from employer and employee), allowances (including travelling allowances, attendance allowances, commission, overtime pay, etc.), tips and service charges, etc.
2. Example: If salary for April is paid in May, the salary amount should be entered as the salary for the month of April and so forth.
3. Please fill in the earnings without decimal places and in exact amount.

Name of Company/
Employer: _____ Signature of Company
Representative/Employer : _____

Company/Employer's Address : _____

Contact Telephone No. of Company/Employer : _____

Date : _____ Company Chop : _____

(Note: The original of this Certificate should be submitted. Employer's initial is required against any deletion/amendment.)

(Please make additional copy for use if necessary.)

Sample 2: Profit and Loss Account (please refer to paragraph 3.3 of Part C in the *Guidance Notes on Application*)

A. Applicable to self-employed taxi/lorry/minibus driver, etc. (can be filled in directly)

Name of household member(s):	<input type="checkbox"/> Taxi driver <input type="checkbox"/> Lorry driver <input type="checkbox"/> Minibus driver <input type="checkbox"/> Other vehicle driver : _____	<input type="checkbox"/> Vehicle owner (Licence number : _____) <input type="checkbox"/> Vehicle lessee
------------------------------	---	--

(Please put a “✓” in the appropriate box.)

Claim Months (month/year) and Amount (HK\$)						
<u>Income</u>	_____/201__	_____/201__	_____/201__	_____/201__	_____/201__	_____/201__
1. Rent (for vehicle owner)						
2. Profit from operating business						
3. Others ⁽¹⁾						
(A) Total income						

<u>Expenditure</u> ⁽²⁾						
1. Vehicle rental fee						
2. Fuel charges						
3. Insurance premium						
4. Maintenance costs						
5. Licence fees						
6. Others ⁽¹⁾						
(B) Total expenditure						

Net profit⁽³⁾ [(A) Total income – (B) Total expenditure]						
--	--	--	--	--	--	--

(1) Please specify all items and breakdown of amounts.

(2) Expenditure excludes vehicle mortgage payments. Expenditure Items 1 and 2 are applicable to vehicle lessee. Expenditure Items 2 to 5 are applicable to vehicle owner.

(3) If total income is less than total expenditure (i.e. (A) Total income – (B) Total expenditure < \$0), deficit will not be counted, i.e. business loss cannot be deducted from the household's total income.

Declaration : I/We hereby declare that the above information is true and complete. I/We understand that wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the Work Incentive Transport Subsidy by deception is a criminal offence. In addition to the consequence of the applicant(s) being ineligible for the subsidy and liable to refund any overpaid subsidy immediately, I/we may be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years.

Signature of household member(s): _____

Date : _____

(Please make additional copy for use if necessary.)

Sample 2: Profit and Loss Account (please refer to paragraph 3.3 of Part C in the *Guidance Notes on Application*)**B. Applicable to self-employed person running business (can be filled in directly)**

Name of household member(s)

running business : _____ Company name : _____ Business registration no. : _____

Nature of business : _____ Company address : _____ Sole proprietor or partnership: _____ (%)
(Please specify whether the company is a sole proprietor or partnership.
If it is a partnership, please fill in the profit sharing ratio, e.g. 50%)

	Claim Months (month/year) and Amount (HK\$)					
	_____/201__	_____/201__	_____/201__	_____/201__	_____/201__	_____/201__
(A) Gross income						

Expenditure⁽¹⁾						
Cost on purchasing merchandise						
Water charges						
Electricity charges						
Gas charges						
Telephone charges						
Rent and rates						
Transportation costs						
Travelling expenses						
Insurance premium						
Fees for repair and maintenance of machinery						
Others ⁽²⁾						
(B) Total expenditure						

Income⁽³⁾ [(A) Gross income – (B) Total expenditure]						
--	--	--	--	--	--	--

(1) All the expenditure should be the running cost of the business and should not cover any household expenses.

(2) Excluding the salary of this (these) household member(s). Please specify all items and breakdown of amounts.

(3) If gross income is less than total expenditure (i.e. (A) Gross income – (B) Total expenditure < \$0), deficit will not be counted, i.e. business loss cannot be deducted from the household's total income.

Declaration : I/We hereby declare that the above information is true and complete. I/We understand that wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the Work Incentive Transport Subsidy by deception is a criminal offence. In addition to the consequence of the applicant(s) being ineligible for the subsidy and liable to refund any overpaid subsidy immediately, I/we may be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years.

Signature of household member(s): _____ Date : _____

(Please make additional copy for use if necessary.)

Sample 3: Self-prepared Statement on Earnings from Employment / Working Hours

Applicable to household member who cannot provide supporting documents for earnings from employment or working hours
(please refer to paragraphs 3.4 and 5.1 of Part C in the *Guidance Notes on Application*)
(can be filled in directly)

(Please put a "✓" in the appropriate box.)

I (name of household member: _____) am unable to provide copies of supporting documents for the following in respect of my job (name of company/employer: _____) as stated in Part III(A) of the application form:

- ☐ Earnings from employment
- ☐ Working hours (applicable to WITS applicant only)

Reason for not being able to provide copies of supporting documents:

- ☐ The company that I worked for has been wound up, and I cannot obtain documentary proof from the ex-employer and do not have any other proof.
- ☐ I have no fixed employer.
- ☐ Others : _____

Payment method of my salary for the above job is:

- ☐ By cash / cash cheque
- ☐ Others: _____

Declaration : I hereby declare that the above information is true and complete. I understand that wilfully or knowingly making false statement, misrepresentation or concealment of any information in order to obtain the Work Incentive Transport Subsidy by deception is a criminal offence. In addition to the consequence of the applicant(s) being ineligible for the subsidy and liable to refund any overpaid subsidy immediately, I may be prosecuted for contravening the Theft Ordinance (Cap. 210) and be liable on conviction to imprisonment for a maximum of 14 years.

Signature of household member: _____ Date : _____

(Please make additional copy for use if necessary.)

Checklist on Submission of Application Form and Copies of Supporting Documents

Before submitting the application form, please check if :

- ✓ you have read this *Guidance Notes on Application*;
- ✓ the completed application form is duly signed by all WITS applicants in the household;
- ✓ the mailing label is duly completed; and
- ✓ **copies** of the following supporting documents are enclosed (please refer to Part C of this *Guidance Notes on Application* and ensure that the copies are clear and legible):

Identity

- ✓ **copies** of identity documents of all household members (cut and pasted at the back of the “Cover Sheet for Copies of Supporting Documents” and marked “COPY”)

Residential Address

- ✓ **copy** of residential address proof of one of the applicants if the household is comprised of core family members only
- ✓ **copy** of residential address proof of each non-core family member if the household has non-core family member(s)

Earnings from Employment

- ✓ **copies** of supporting documents for the monthly employment earnings of each household member

Other Income

- ✓ **copies** of supporting documents for the other monthly income of each household member

Working Hours

- ✓ **copies** of supporting documents for the monthly working hours of each applicant

Household Assets

- ✓ **copies** of supporting documents for assets in the last claim month (**including** applicants’ bank accounts for receiving the subsidy, with the bank account numbers and holders’ English names shown on the **copies**) or, if it is not a statement month for an asset, in the preceding statement month
- ✓ (if applicable) **copies** of relevant supporting documents issued by the Social Welfare Department including the notification of approval of CSSA application and the Certificate of CSSA Recipients (for Medical Waivers)

Note: Applicants are advised to keep this *Guidance Notes on Application* for reference during the processing of application and on re-application for the subsidy.