

2017/18 AGRICULTURAL PRODUCTS/MARINE FISH SCHOLARSHIP FUND

Application for *Tertiary* Education Awards

GUIDANCE NOTES

Applicant should read **ALL** of the following points before completing the application form.

I. Conditions of Award

Please see Annex I.

II. General

1. Applicant must complete two copies of the application form with black or dark blue ball pen.
2. Every item of the application form must be completed. “Nil” or “N/A” should be put against any item which does not apply.
3. Application form must be completed **FULLY** and **TRUTHFULLY**. The information supplied by the applicant in the application will form the sole basis of determining the appropriate level of financial assistance to be awarded. Any wilful misrepresentation or omission may lead to disqualification. Any person who does so commits an offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance, Chapter 210.
4. Applicant must inform the Secretary, Agricultural Products/Marine Fish Scholarship Fund Advisory Committee in writing immediately for any change of information in the form after submission of the application (e.g. institution and/or course details, address, etc.). Outdated and/or inaccurate information will lead to disqualification or unnecessary delay in processing the application.

III. Documents to be Submitted with the Application

5. The following supporting documents must be submitted with the application (applications and documents submitted would not be returned to the applicants) :
 - (a) Two recent passport-size photographs, each attached to a copy of the form in the designated space and should be cross-signed;
 - (b) Photocopy of Hong Kong Identity Card of the applicant;
 - (c) Photocopy of Student Identity Card of the applicant;
 - (d) Photocopy certificates of examination (refer to item 22 of the Application Form);
 - (e) Photocopy of University/Institution/College Statement or School Academic Results for the 2016/17 academic year, with explanation of marking or indication of passing mark on the overleaf (where applicable) (refer to item 23 of the Application Form);
 - (f) Photocopy of notification of promotion or notification of acceptance by relevant education institution (refer to item 24 of the Application Form);
 - (g) A letter of recommendation on the character and conduct of the applicant from school principal (applicable to freshmen applicants) or from academic staff of the tertiary institution. If the applicant is undertaking a course which will not have term GPA score for assessment (e.g. medical course), he/she must produce two letters of recommendation, one from the Dean’s office and the other from the academic staff. Please see Annex II for the aspects to be covered in the letter of recommendation;
 - (h) A neatly written or printed copy of a study plan of not more than 200 words as instructed in item 26 of the Application Form;
 - (i) The two duly completed and signed Authorization Forms as attached for obtaining personal information; and

- (j) If you apply for grant, the attached Declaration of Family Financial Circumstances completed by your parent, or in case of an orphan, by the guardian, with the supporting documents required. If the Declaration is not submitted, award of grant will not be considered. If you apply for scholarship only, you need not submit the Declaration.

IV. Handling of Information and Personal Data Supplied in Application

6. It is obligatory for the applicant to provide the necessary information including personal data as required in the application. Failure to comply with this requirement will result in the application being disqualified for further processing. The personal data provided and any supplementary information as required by the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee will be used by the Advisory Committee, with the assistance of its agents and the concerned staff for the following purposes :
- (a) Activities relating to the handling and vetting of the information supplied and data preparation necessary for the assessment of financial assistance under the Agricultural Products/Marine Fish Scholarship Fund; and
- (b) Activities relating to the handling of the information supplied and data preparation necessary for the compilation of the relevant statistics to facilitate reviews.
7. The personal data provided by means of this application will only be disclosed to those relevant persons/parties :
- (a) for the purposes mentioned in para. 6 above;
- (b) where the applicant has given his/her consent to such disclosure; and
- (c) where such disclosure is authorized or required by law.
8. Applicant has the right to obtain access and make corrections to the personal data provided by him/her in the application. Applicant can obtain a copy of the respective personal data subject to the payment of necessary administrative charges. Such request should be addressed in writing to the Secretary, Agricultural Products/Marine Fish Scholarship Fund Advisory Committee.

V. Application Processing and Interview

9. Applications will be processed only if they have been duly completed and accompanied by all supporting documents required.
10. If necessary, the applicant and his/her parent or guardian will be invited to attend an interview with the members of the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee. All original documents not submitted with the application should be brought along for examination at the interview.

VI. Application Procedure and Deadline

11. Completed application forms together with the necessary supporting documents should be returned to the Secretary, Agricultural Products/Marine Fish Scholarship Fund Advisory Committee, Agriculture, Fisheries and Conservation Department, 5/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon **on or before 8 September 2017.**
*[If the application is submitted by mail, please write the return address at the back of the envelope and make sure the mail item **bears sufficient postage.** Mail items without sufficient postage will be returned by Hongkong Post to the sender, who will be charged with the deficiency plus a surcharge. Mail items without return address will be disposed of by Hongkong Post in accordance with their established procedures for handling undeliverable mail.]*

Office Hours: Monday to Friday 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m.

12. Application received after the deadline will NOT be considered save in exceptional case.

VII. Enquiries

13. Enquiries may be addressed to the Secretary, Agricultural Products/Marine Fish Scholarship Fund Advisory Committee (Telephone no. 2150 6698).

Agriculture, Fisheries and Conservation Department
June 2017

Agricultural Products/Marine Fish Scholarship Fund

Tertiary education awards

Conditions of award 2017/18

I. Eligibility

1. Applicants should have right of abode in Hong Kong, or have resided legally in Hong Kong continuously for three completed years immediately prior to the commencement of their courses.
2. Applicants should study recognized degree or sub-degree courses on full-time basis at the following institutions in 2017-18. Applications from student pursuing/going to pursue a second bachelor's degree, research or post-graduate programme will not be considered.
 - (a) institutions recognized under the <Tertiary Student Finance Scheme – Publicly-funded Programmes> and <Financial Assistance Scheme for Post-secondary Students> of the Working Family and Student Financial Assistance Agency; or
 - (b) recognized overseas institutions
3. Applicants should fulfill one of the following requirements :
 - (a) Persons who are employed in agriculture, agricultural products marketing industry, marine fisheries or marine fish marketing industry in Hong Kong, or their families and dependants. Subjects taken are not restricted for these applicants; or

Note: Persons from the two marketing industries who are eligible to apply for the two Funds refer to those engaged in wholesale business in the wholesale markets under the Vegetable Marketing Organization or the Fish Marketing Organization, and have registration records with the Organizations, as well as their families and dependants.

- (b) Persons who wish to enter agriculture, agricultural products marketing industry, marine fisheries or marine fish marketing industry in Hong Kong. These students should study the following courses approved by the Trustee of the Funds:
 - agriculture, veterinary science, horticulture, agronomy, international agribusiness management or any applied sciences that are considered directly relevant to Hong Kong agriculture or agricultural products marketing industry; or
 - fishery science, marine biology, fisheries technology or any applied sciences that are considered directly relevant to Hong Kong marine fisheries or marine fish marketing industry.

Remarks : (i) The following courses are generally considered not directly relevant to agriculture/marine fisheries industry: general zoology, general botany, general biology, biomedical science, applied biology with biotechnology, food technology, environmental science, mechanical engineering, economics, management or administration, as well as research on animal disease virus, etc. (Students who study zoology, botany or biology with subjects taken directly relevant to agriculture and fisheries production or marketing may also submit their applications.)

(ii) The courses listed above are for reference only. In order to prove that their courses taken are directly relevant to agriculture/marine fisheries industry, applicants should provide detailed information for assessment.

4. Students studying in Hong Kong or abroad may apply for scholarship and/or grant.

II. Award Criteria

Scholarship

5. Scholarships may be awarded to students who achieve a standard of academic excellence acceptable to the Trustee of the Fund, including results obtained during academic exchange overseas (if applicable). Nevertheless, it should depend on the financial condition of the Funds and other conditions of award to determine whether the applicants would be awarded the scholarships or not. In general, applicants to be awarded the scholarships should:

(a) according to the following way of conversion, obtain 20 points or above for the best 5 subjects in the HKDSE (if Mathematics is one of the applicant's best 5 subjects, and contains the compulsory part and the extended part, the part with better result will be counted), and with Level 2 or above in the 4 Core Subjects, i.e. Chinese Language, English Language, Mathematics, and Liberal Studies; or

Grading of Results			Points after conversion
New Senior Secondary Subjects	Applied Learning Subjects	Other Language Subjects	
5**	-	-	7
5*	-	A	6
5	-	B	5
4	-	C	4
3	Attained with Distinction	D	3
2	Attained	E	2
1	-	-	1
U	-	U	0

(b) obtain equivalent academic results in other public examinations; or

(c) obtain GPA of 3.0 or above in post-secondary examinations, or equivalent; or

(d) achieve a standard of academic excellence in the Diploma in Vocational Education Programme or Foundation Diploma courses offered by the Vocational Training Council.

Grant

6. Grant covers, amongst other things, part of the tuition fees and/or other related expenses. It will be awarded to deserving candidates with good academic results and on a financial need basis.

III. Other Conditions

7. Priority will be given to applicants who are employed in the agriculture and fisheries trade and their families and dependants.

8. The recipient of scholarship/grant must undertake to repay, if required, his awards if his work or conduct during his study is considered unsatisfactory or if he withdraws from the study for whatever reason.

9. The recipient must follow the approved course of study and abide by the rules of the university or institution in which he/she studies.

10. An award may be terminated at any time for reason of unsatisfactory conduct, for breaches of the conditions of award or for failure to make satisfactory progress.

Agricultural Products/Marine Fish Scholarship Fund

Tertiary education awards

LETTER OF RECOMMENDATION IN SUPPORT OF THE APPLICATION OF
Mr/Miss _____
for a Scholarship/Grant under the Agricultural Products/Marine Fish Scholarship Fund

The letter of recommendation should cover the following aspects for reference.

	Qualities
1.	Academic excellence: This includes the academic progress and any award(s) received. Please indicate the general ranking of the applicant in the class, such as rank at the top 25%, rank beyond top 25% to above pass etc.
2.	Ability to complete the course: This includes the command of language(s), especially the language in which his/her studies will be undertaken and subject areas where the applicant demonstrates exceptional potential.
3.	Study skills: This includes presentation and organization of work (particularly in course work, project, professional practice, practical report etc.)
4.	Conduct and participation in extracurricular activities: This includes the personal qualities of the applicant and his/her involvement in students' and social services in support of the Faculty/ community.
5.	Additional Remarks (if any)

2017/18 AGRICULTURAL PRODUCTS/MARINE FISH SCHOLARSHIP FUNDApplication for *Tertiary* Education Awards**APPLICATION FORM**

<p><u>For Office Use</u></p> <p>Remarks : _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Paste or glue securely here a recent passport-size photograph and sign across the photograph.</p>
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I. Personal Particulars

1. Name in full _____ (in BLOCK LETTERS, surname first) _____ (in Chinese)
2. Local Residential Address (in BLOCK LETTERS) _____
 _____ Phone No. _____
3. Other Contact Phone No. and E-mail Address

4. Correspondence Address (To be provided if different from local residential address)

5. Sex _____ 6. Marital Status _____ 7. Hong Kong Identity Card No. _____
8. Age _____ 9. Date and Place of Birth _____
10. Nationality _____ 11. Number of years of residence in Hong Kong _____

II. Particulars of Parent/Guardian

12. Name in full *Mr/Mrs/Ms/Miss _____ (in BLOCK LETTERS) _____ (in Chinese)
13. Relationship with Applicant _____ 14. Occupation _____
15. Name and Address of Place of Work _____
 _____ Phone No. _____
16. Correspondence Address _____
 _____ Other Contact Phone No. _____

III. Family Background

17. Does your parent(s) or your family member on whom you have to depend work in the field of agriculture/fisheries or agricultural products/marine fish marketing industry in Hong Kong? (please ✓ as appropriate)

Yes No

Name : _____ Relationship : _____

Occupation : _____ Contact Phone No. : _____

Employer : _____ Post : _____

* Name of VMCS/Accredited Farm or Organic Farm No./
Livestock Keeping Licence No. (if known) : _____

* Fishing Vessel No./Mariculture Licence No. : _____

* Wholesale Company Name/Buyer Chop No. : _____

* Delete whichever not applicable

IV Scholarship/Grant

18. You wish to apply for the following under the Agricultural Products/Marine Fish Scholarship Fund for 2017/18 (please ✓ where appropriate) :

Scholarship Grant (Students applying for scholarship may also apply for grant.)

19. Amount of other financial assistance being obtained/applied for in addition to the present application for 2017/18:

<u>Nature of Assistance</u> (state scholarship/grant/loan)	<u>Annual Amount</u> (state currency)	<u>Awarding Organisation</u>	<u>Application Result</u>
_____	_____	_____	_____
_____	_____	_____	_____

20. Financial assistance obtained by you under the Agricultural Products/Marine Fish Scholarship Fund in the past (state the years, scholarship/grant/loan and the amount):

V. Academic Background

21. Educational record (please set out in chronological order):

<u>School/Institution</u> <u>Secondary & Tertiary</u> <u>Education (if applicable)</u>	<u>Years Attended</u>		<u>Highest Class</u> <u>Completed</u>	<u>Degree, Diplomas or</u> <u>Certificates obtained</u> (with classes or honours, etc.)
	<u>From</u>	<u>To</u>		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

22. Public examination results (*HKDSE, IGCSE, GCE, IB, TOFEL, IELTS, etc.*)
(Please attach copies of certificates of examination obtained.)

<u>Year</u>	<u>Examination</u>	<u>Subjects Taken and Results (Grades Obtained)</u>
_____	HKDSE	_____
_____	Others (Please specify)	_____
_____	_____	_____
_____	_____	_____

23. Academic results you obtained for the 2016/17 academic year. Please attach copies of statement by your university/institution/college certifying your full-time attendance of the course, and transcript showing academic results for the 2016/17 academic year, with explanation of marking or indication of passing mark on the overleaf where applicable.

Name and address of Institution _____

Department/Faculty _____

Course of study _____ Length of course _____ year

24. Details of Institution and Course to which you will be admitted for the 2017/18 academic year. Please attach copies of notification of promotion or notification of acceptance.

Name and address of Institution _____

Department/Faculty _____

Course of study _____ Length of course _____ year

Course fee for the coming academic year _____

Stage of Course in 2017/18

Subjects to be taken

*1st/2nd/3rd/4th/5th Year

* Delete whichever not applicable

VI. Future Plan

25. Proposed future occupation in Hong Kong :

26. Please attach an outline plan of not more than 200 words about your plan of study. If appropriate, relate this to your future career in the field of agriculture/fisheries and/or agricultural products/marine fisheries marketing industry in Hong Kong.

VII. Referees

27. Name two persons to whom reference about you may be made, one of them should be a teacher who have taught you :

<u>Name</u>	<u>Position</u>	<u>Contact Address/Tel. No.</u>
_____	_____	_____
_____	_____	_____

VIII. Others

28. Any other information which you consider relevant to this application :

29. Sources from which you / your relative(s)/friend(s) obtained information about the open application of Agricultural Products/Marine Fish Scholarship Fund this year (can √ more than one option):

- Homepage of Working Family and Student Financial Assistance Agency
- Posters (please circle location): (Campus / Co-operative Society / Wholesale market / District Office / Offices of Agriculture, Fisheries and Conservation Department)
- Homepage of Agriculture, Fisheries and Conservation Department
- Newspapers (please specify): _____
- E-mail/e-notice of university/institution
- Others (please specify): _____

IX. Declaration

30. I have read and fully understand the Guidance Notes of the application. I declare that the information provided by me in this application form is complete and true. I also understand that any wilful omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

31. I further authorize the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee to handle the personal data/information provided in this application form and other documents supplied in accordance with item IV of the Guidance Notes and I will undertake to inform my family members of such an arrangement.

Date : _____

Signature of applicant : _____

2017/18 AGRICULTURAL PRODUCTS/MARINE FISH SCHOLARSHIP FUND

Application for Tertiary Education Awards

APPLICATION FORM

<p><u>For Office Use</u></p> <p>Remarks : _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Paste or glue securely here a recent passport-size photograph and sign across the photograph.</p>
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I. Personal Particulars

1. Name in full _____ (in BLOCK LETTERS, surname first) _____ (in Chinese)
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 _____ Phone No. _____
3. Other Contact Phone No. and E-mail Address

4. Correspondence Address (To be provided if different from local residential address)

5. Sex _____ 6. Marital Status _____ 7. Hong Kong Identity Card No. _____
8. Age _____ 9. Date and Place of Birth _____
10. Nationality _____ 11. Number of years of residence in Hong Kong _____

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12. Name in full *Mr/Mrs/Ms/Miss _____ (in BLOCK LETTERS) _____ (in Chinese)
13. Relationship with Applicant _____ 14. Occupation _____
15. Name and Address of Place of Work _____
 _____ Phone No. _____
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 _____ Other Contact Phone No. _____

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17. Does your parent(s) or your family member on whom you have to depend work in the field of agriculture/fisheries or agricultural products/marine fish marketing industry in Hong Kong? (please ✓ as appropriate)

Yes No

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Occupation : _____ Contact Phone No. : _____

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18. You wish to apply for the following under the Agricultural Products/Marine Fish Scholarship Fund for 2017/18 (please ✓ where appropriate) :

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<u>Nature of Assistance</u> (state scholarship/grant/loan)	<u>Annual Amount</u> (state currency)	<u>Awarding Organisation</u>	<u>Application Result</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

22. Public examination results (*HKDSE, IGCSE, GCE, IB, TOFEL, IELTS, etc.*)
(Please attach copies of certificates of examination obtained.)

<u>Year</u>	<u>Examination</u>	<u>Subjects Taken and Results (Grades Obtained)</u>
_____	HKDSE	_____
_____	Others (Please specify)	_____
_____	_____	_____
_____	_____	_____

23. Academic results you obtained for the 2016/17 academic year. Please attach copies of statement by your university/institution/college certifying your full-time attendance of the course, and transcript showing academic results for the 2016/17 academic year, with explanation of marking or indication of passing mark on the overleaf where applicable.

Name and address of Institution _____

Department/Faculty _____

Course of study _____ Length of course _____ year

24. Details of Institution and Course to which you will be admitted for the 2017/18 academic year. Please attach copies of notification of promotion or notification of acceptance.

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Department/Faculty _____

Course of study _____ Length of course _____ year

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Subjects to be taken

*1st/2nd/3rd/4th/5th Year

* Delete whichever not applicable

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25. Proposed future occupation in Hong Kong :

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VII. Referees

27. Name two persons to whom reference about you may be made, one of them should be a teacher who have taught you :

<u>Name</u>	<u>Position</u>	<u>Contact Address/Tel. No.</u>
_____	_____	_____
_____	_____	_____

VIII. Others

28. Any other information which you consider relevant to this application :

29. Sources from which you / your relative(s)/friend(s) obtained information about the open application of Agricultural Products/Marine Fish Scholarship Fund this year (can ✓ more than one option):

- Homepage of Working Family and Student Financial Assistance Agency
- Posters (please circle location): (Campus / Co-operative Society / Wholesale market / District Office / Offices of Agriculture, Fisheries and Conservation Department)
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IX. Declaration

30. I have read and fully understand the Guidance Notes of the application. I declare that the information provided by me in this application form is complete and true. I also understand that any wilful omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

31. I further authorize the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee to handle the personal data/information provided in this application form and other documents supplied in accordance with item IV of the Guidance Notes and I will undertake to inform my family members of such an arrangement.

Date : _____

Signature of applicant : _____

**AGRICULTURAL PRODUCTS/
MARINE FISH SCHOLARSHIP FUND**

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION (1)

I, _____ ,
(Name of Applicant in English & Chinese block letters)

HKID Card No. _____ ,

hereby authorize the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee to obtain fully from the Working Family and Student Financial Assistance Agency the information in respect of my personal particulars and my application under the Tertiary Student Finance Scheme – Publicly Funded Programme, Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme (including the application result and the amount of assistance awarded) kept by the Agency for matters relating to my application/awards under the Agricultural Products/Marine Fish Scholarship Fund.

Date _____ Signature of Applicant _____

Agriculture, Fisheries and Conservation Department
June 2017

**AGRICULTURAL PRODUCTS/
MARINE FISH SCHOLARSHIP FUND**

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION (2)

I, _____ ,
(Name of Applicant in English & Chinese block letters)

HKID Card No. _____ ,

hereby authorize the Agricultural Products/Marine Fish Scholarship Fund Advisory Committee to obtain fully from the organisation/department being requested the information in respect of my personal particulars kept by the organisation/department concerned for matters relating to my application/awards under the Agricultural Products/Marine Fish Scholarship Fund.

Date _____ Signature of Applicant _____

Agriculture, Fisheries and Conservation Department
June 2017

2017/18 AGRICULTURAL PRODUCTS/MARINE FISH SCHOLARSHIP FUND

DECLARATION OF FAMILY FINANCIAL CIRCUMSTANCES

Notes on Completing the Declaration of Family Financial Circumstances :

If the applicant applies for grant, this declaration must be completed and submitted. If this declaration is not submitted, award of grant will not be considered. If the applicant applies for scholarship only, submission of this declaration is not required.

This declaration should be completed by the applicant's parent or in the case of an orphan, by the guardian.

Every item on the declaration should be completed, and "Nil" or "N/A" should be put against any item which does not apply.

The following supporting documents must be submitted with the declaration :

- (i) Documentary evidence of income of all family members (including the declarer and the applicant) from 1.4.2016 - 31.3.2017 e.g. copies of tax return/salary statement/Hong Kong Inland Revenue Employer's Return of Remuneration and Pensions. As regards business owners, please provide a copy of profit and loss account duly certified by a certified Accountant. In case this is not available, please submit a self-prepared income breakdown or profit and loss account. For self-employed or casual workers, self-prepared income breakdown or profit and loss account is acceptable if there is no other documentary evidence; and
- (ii) Photocopies of bank passbooks/statements in respect of all current/savings/fixed deposit accounts held by all family members (including the declarer and the applicant). The documents should include the page showing the name of the holder and account number and all pages showing the transactions from 1.4.2016 - 31.3.2017.

I, _____ (*Male/Female) Age _____ HKID No. _____
(Name in English BLOCK letters) (Name in Chinese)

of _____ Phone No. _____
(Residential address)

_____ Phone No. _____
(Business address)

_____ (Correspondence address) _____ (Other Contact Phone No.)

solemnly and sincerely declare that :

- 1. The applicant, _____ is my _____
(Name of applicant) (state the relationship, e.g. son, niece, etc.)
- 2. The names of members of my family are as follows (for those in employment, please state the occupations, places of employment and annual incomes; for those under education, please state the school/college/university names and the classes/years) :

	Name	Age	Occupation and Place of Employment, or School/College/University Name and Class/Year	Total income for the last 12 months ending 31 March
(a) Myself	_____	_____	_____	\$ _____
My *wife/husband	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____

