



## Checklist of Supporting Documents

Identity Documents of Applicant and Family Member(s)	
<b>Mandatory Submission</b>	
Identity Documents	<ul style="list-style-type: none"><li>• Hong Kong Identity Card (aged 11 or above)</li><li>• Birth Certificate (aged below 11)</li><li>• One-way permit/ travel document/ passport or related supporting documents (person who has resided in Hong Kong less than 7 years, please provide document that shows the initial date of arrival to Hong Kong)</li></ul>
Proof of Address	<ul style="list-style-type: none"><li>• Utility (e.g. electricity/ water) bill with applicant's residential address provided</li></ul>
Proof of Rent	<ul style="list-style-type: none"><li>• Rent receipt or tenancy agreement</li></ul>
<b>Submission if applicable</b>	
Proof of Public Rental Housing (PRH) Application	<ul style="list-style-type: none"><li>• PRH application acknowledgement with application number</li></ul>
Certificate of Kinship	<ul style="list-style-type: none"><li>• Birth certificate or notarial deed</li><li>• Court order/ appointment for child(ren) custody issued by judicial authorities/ government authorities</li></ul>
Marital Status Documents	<ul style="list-style-type: none"><li>• Certificate of marriage/ statutory declaration of marriage</li><li>• For spouse who has no right to reside in Hong Kong, please provide certificate of marriage and identity document from the country of domicile</li></ul>
Divorced, Widowed, Unmarried Single Parent	<ul style="list-style-type: none"><li>• Divorce certificate/ order; for the applicant who applies with child(ren) under 18, the court order for the custody of child(ren) shall be provided</li><li>• Documents relating to undergoing divorce proceedings</li><li>• For deceased spouse, please provide marriage certificate and death certificate of spouse</li></ul>
Proof of Pregnancy over 16 Weeks	<ul style="list-style-type: none"><li>• Medical report issued by a registered medical practitioner</li></ul>
Proof of Chronic Illness / Disabled	<ul style="list-style-type: none"><li>• Medical report issued by a registered medical practitioner or recognized medical personnel</li><li>• Registration card for people with disabilities</li></ul>
Proof of Special Educational Needs (SEN)	<ul style="list-style-type: none"><li>• Assessment report for child(ren) with SEN or SEN statement issued by registered medical practitioner or letter scheduling for SEN evaluation</li></ul>



Income Proof and Declaration for Applicant and Family Members (for the past 6 months (or 12 months))	
Mandatory Submission	
Income Proof	<ul style="list-style-type: none"><li>• Employed person with a fixed employer: Tax bill, payroll slip (including company name, chop and signature) or bankbook, etc.</li><li>• Employed person with no fixed employer or self-employed: Declaration on reported income and relevant documents</li><li>• Retired/ Unemployed Applicant/ Family Members: Declaration on sources of financial support, certificate of pension fund or declaration</li></ul>
Savings	<ul style="list-style-type: none"><li>• Savings record for applicant and family members (e.g. bankbook, monthly bank statement, etc.)</li></ul>
Submission if applicable	
CSSA Recipient	<ul style="list-style-type: none"><li>• CSSA financial support documents</li></ul>
Assets and Other Income	<ul style="list-style-type: none"><li>• Leased/ Vacant Land/ Real Estate: Latest demand notes for rates and government rent or declaration</li><li>• Other Income (e.g. dividends, investment earnings, bonus, income from insurance plan, subsidies from relatives, allowance from retirement etc.): Bank statement or income proof from other authorized institutions</li></ul>