



Yan Chai Emergency Assistance Relief Fund

Confidential

Application Form (Disaster)

Case No _____

1) Particulars of Applicant (to be completed by the applicant)

Name	Identity document no. ()	Date of birth / / (dd / mm / yy)
Sex <input type="checkbox"/> Male / <input type="checkbox"/> Female	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Cohabited <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	New arrival within 7 years? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Occupation	Average monthly income (past 6 months) \$	Family' savings \$
Address		Telephone no.
CSSA recipient? <input type="checkbox"/> No / <input type="checkbox"/> Yes→(Monthly received \$ _____ Remarks _____)		
Financial assistance provided by other organization in recent month? <input type="checkbox"/> No / <input type="checkbox"/> Yes→(Name of organization _____ Amount \$ _____ Purpose of assistance _____ Date received _____)		
Reason for application		
English name of account holder	Bank name	Account no.

2) Particulars of Family Members

Name	Relationship with applicant	Date of birth (dd / mm / yy)	Identity document no.	Occupation	Monthly income \$	Remarks
		/ /	()			
		/ /	()			
		/ /	()			
		/ /	()			
		/ /	()			

I hereby declare that all the information provided hereinabove are correct and true. I understand and sign with agreement and acceptance all the contents of the Notes to Applicants of the Yan Chai Emergency Assistance Relief Fund.

Signature of applicant _____ Date _____

3) Referral Agency (This referral form is for institutional use only. If you have any queries, please contact us)

Name of agency & office	Address
Name of recommending officer	Position
Contact no.	Fax no.
Date	Signature & Chop



Yan Chai Emergency Assistance Relief Fund

Notes to Applicants

Address: 10/F, Block C, Yan Chai Hospital, 7-11 Yan Chai Street, Tsuen Wan

Direct line : 8100 7711 Fax : 2412 0245

Aim

The Yan Chai Emergency Assistance Relief Fund (YEAR Fund) aims to provide financial assistance to people who are suffering from misfortune, accident and catastrophes tide over the tough times.

Eligibility Criteria

To be eligible to apply for assistance, applicant must satisfy the following:

1. Hong Kong resident whose means of living have been affected by unfortunate events, accidents or catastrophes, including death, injuries, acute diseases, violence, fire or any kinds of catastrophe;
2. Successful applicant of the YEAR Fund is not eligible for re-apply for 12 months; and
3. Non-CSSA recipient (Based on the principle of no double benefits, CSSA recipient will not be accepted unless duplication of subsidies can be avoided.)

Required Document

1. Under section 58(1) of the Personal Data (Privacy) Ordinance, HKID card copy of applicant and his/her family member(s) will be collected in order to prevent any improper conduct, dishonesty or malpractice by persons.
2. Applicant should provide sufficient information and supporting document (including the copy of the HKID card and all supporting document) to the YEAR Fund for verification and processing the application. Note that these documents will not be returned to applicant.
3. The provision of information and document by applicant is voluntary (including the copy of the HKID card and all supporting document). The YEAR Fund may not be able to process the application if applicant provides false information, fabricated document, insufficient information or document.
4. The YEAR Fund may take legal action or report to the police in case of applicant has provided false information or fabricated document.

Personal Data

1. Information provided by applicant may be disclosed or transferred to governmental bodies or relevant organizations related to the operations of the YEAR Fund.
2. The YEAR Fund may make enquiries and collect information from any governmental bodies, organizations and persons relating to the application for financial assistance. Also, all information may be disclosed as required by law, government authority or rules and regulations of any regulatory bodies. All personal data held by the YEAR Fund will be kept confidential in relation to the retention, use, transfer or disclose to the following parties: (i) any governmental bodies, non-government or private organizations; (ii) any other charitable foundation or organizations.
3. Under and in accordance with the Personal Data (Privacy) Ordinance, applicant has a right of access and correction with respect to personal data. The YEAR Fund may charge a reasonable fee for processing such data access request and all the revenue will be donated for charity purpose. Enquiries concerning personal data, including the making of a request for data access and correction, should be addressed to the YEAR Fund.

Others

1. In order to prevent duplication of benefits, application will not be processed if applicant has received financial assistance from government, non-government organization or other charitable foundations for the same item or incident.
2. Application will not be processed if the problem has been solved.
3. The YEAR Fund shall not be responsible or liable for any loss or expense suffered if applicant who becomes unqualified to apply for other financial assistance or to claim insurance compensation.
4. The YEAR Fund shall not be liable in respect of any negligence, mistakes, defaults or omissions in connection with the processing of application.
5. Applicant will be informed of the result of application over the phone or other direct methods.
6. The YEAR Fund reserves the right to reject any application without giving explanation.
7. In case of discrepancies between the English version and Chinese versions, the Chinese version shall prevail.