

To: Finance Branch, Social Welfare Department  
23/F Southorn Centre 130 Hennessy Road Wan Chai Hong Kong

**Application for Approval of Inclusive Monthly Fee for Private/Non-profit-making  
Stand-alone Child Care Centres for 2024/25 School Year**

**< IMPORTANT NOTE >**

Please ensure the information provided in this application form (including its schedules) and any other supporting documents are correct, complete and clear. All relevant information and supporting documents should reach Social Welfare Department (SWD) on or before the deadline set in the invitation letter. Fresh information submitted after the deadline will NOT be accepted, unless the information is to clarify any enquiries raised by SWD in processing the application. SWD is not obliged to seek clarification from the applicant and may resort to information and supporting documents already submitted in processing the application.

**I. General Information (Please read the Personal Information Collection Statement at Annex IV before completing this application)**

1. Name of Child Care Centre (the Centre): \_\_\_\_\_  
Registered Address: \_\_\_\_\_
2. Date registered under the 《Child Care Services Ordinance》 (dd/mm/yyyy): \_\_\_\_\_
3. Date of commencement of operation (dd/mm/yyyy): \_\_\_\_\_
4. Name of parent organisation: \_\_\_\_\_
5. The Centre \*is / is not exempt under Section 88 of the 《Inland Revenue Ordinance》 from any tax by reason of being a charitable institution or trust of a public character. (If yes, please provide a copy of the tax exemption certificate.)
6. The premises with a \*gross / net floor area of \_\_\_\_\_ \*sq. ft. / sq. m. are \*privately owned / rented / public housing /others (please specify)\_\_\_\_\_
7. Outside normal opening hours of the Centre, the premises \*are not used for any other operation / are used for operation of: \_\_\_\_\_  
at an estimated income for the next school year of \$\_\_\_\_\_. Of such income or profits, \$\_\_\_\_\_ are shared by the Centre.
8. Contact person in connection with this application:  
Name: \_\_\_\_\_ Post: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
Email Address (if any): \_\_\_\_\_

**I/We confirm that:**

**(please put a ✓ in  below to indicate whether your Centre will reduce/maintain or increase the existing inclusive monthly fee)**

**our Centre will \*reduce / maintain the existing fee in 2024/25 School Year and Annex I and Schedule 4 (where applicable) have been prepared.**

**our Centre proposes to increase the inclusive monthly fee in 2024/25 School Year and certify that this application form together with the attached schedules as shown below have been prepared in accordance with the guidelines at Annex III.**

- |            |   |
|------------|---|
| Schedule 1 | Income and Expenditure Estimates                  |
| Schedule 2 | Staff List (Excluding Directors)                  |
| Schedule 3 | Directors' Fees and Allowances                    |
| Schedule 4 | Schedule of Net Income from Sundry Sales/Services |
| Schedule 5 | Schedule of Provision for Depreciation            |

**I/We confirm that the employees, directors, sole proprietor / partners of our Centre and other relevant persons have been informed that their personal data will be provided to the Social Welfare Department for the purpose of this application.**

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Authorised Signature and  
Official Stamp of Child Care Centre

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete as appropriate.  
*pri\_e 2024*

## II. Proposed fees and expected enrolment

### 1. Proposed fees in 2024/25 School Year

Service Type (Please indicate the start and end time of the service hours for Full Day or / and Half Day Services) *	Capacity Approved by SWD	Existing Inclusive Monthly Fee (Note 1) \$	Proposed Inclusive Monthly Fee (Note 1) \$	Existing Monthly Meal Charge (Note 1) \$	Proposed Monthly Meal Charge (Note 1) \$
<b>(i) Full Day Child Care Service</b>					
Children aged 0-2					
Service hours (    -    )	_____	_____	_____	_____	_____
Children aged 2-3					
Service hours (    -    )	_____	_____	_____	_____	_____
<b>(ii) Half Day Child Care Service</b>					
Children aged 0-2					
Service hours (    -    )	AM _____	_____	_____		
Service hours (    -    )	PM _____	_____	_____		
Children aged 2-3					
Service hours (    -    )	AM _____	_____	_____		
Service hours (    -    )	PM _____	_____	_____		
Children aged 2-6					
(Special Child Care Service)					
Service hours (    -    )	AM _____	_____	_____		
Service hours (    -    )	PM _____	_____	_____		
<b>(iii) Others (Please specify)</b>					
	_____	_____	_____	_____	_____

\* Please specify if the child care centre does not operate five days per week.

2. Enrolment for the period of April 2023 – March 2024 (Note 2)

<u>Service Type</u>	2023									2024			<u>Total</u>
	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	
(i) Full Day Child Care Service													
Children aged 0-2													
Children aged 2-3													
(ii) Half Day Child Care Service													
Children aged 0-2													
AM													
PM													
Children aged 2-3													
AM													
PM													
Children aged 2-6													
(Special Child Care Centre)													
AM													
PM													
(iii) Others (Please specify)													

3. Estimated total enrolment in specified periods below

<u>Service Type</u>		<u>Apr 2024 to Aug 2024</u>	<u>Sept 2024 to Mar 2025</u>	<u>Apr 2025 to Aug 2025</u>
(i) Full Day Child Care Service				
Children aged 0-2				
Children aged 2-3				
(ii) Half Day Child Care Service				
Children aged 0-2	AM			
	PM			
Children aged 2-3	AM			
	PM			
Children aged 2-6	AM			
(Special Child Care Centre)	PM			
(iii) Others (Please specify)				

4. Effective date of proposed fees for 2024/25 School Year (dd/mm/yyyy): \_\_\_\_\_

5. Number of monthly instalments for 2024/25 School Year: \_\_\_\_\_

Note

1. A monthly meal charge for children receiving **full day** care should be separately listed out from the inclusive monthly fee.
2. Please state the period covered if the accounting year did not end on 31.3.2024.

## INCOME AND EXPENDITURE ESTIMATES

\_\_\_\_\_  
(Name of Child Care Centre)

**ATTENTION: Please read the guidelines at Annex III before you complete this form.**

**I. INCLUSIVE MONTHLY FEE**

	<b>Actual as per account 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Estimates 1.9.2024 - 31.8.2025 (Note 2)</b>	<b>Remarks (Please state computations and assumptions for estimates)</b>
Average enrolment per month			
	<b>\$</b>	<b>\$</b>	
<b>INCOME</b>			
Fee Income			As shown in Schedule 4
Net Income from Sundry Sales/Services			
Other Income (Please specify, e.g. Anti-epidemic Fund - Child Care Centre Special Grant)			
_____			
<b>TOTAL INCOME (A)</b>			
<b>EXPENDITURE</b>			
<b>Personal Emoluments</b>			} As shown in Schedule 2 As shown in Schedule 3
Staff Salaries			
Provident Fund/Mandatory Provident Fund			
Directors' Fees & Allowances			
Others (Please specify)			
_____			
<b>Total Personal Emoluments</b>			
<b>Other Charges</b>			
<b>Administrative Expenses</b>			
Postage			
Telephone, Fax & Internet Service Charges			
Cleaning Charges			
Auditor's Fee			
Others (Please specify)			
_____			
<b>Sub-total</b>			
<b>Utilities</b>			
Electricity			
Gas & Fuel			
Water & Sewage			
<b>Sub-total</b>			

**INCOME AND EXPENDITURE ESTIMATES**

**I. INCLUSIVE MONTHLY FEE (Cont'd)**

	<b>Actual as per account 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Estimates 1.9.2024 - 31.8.2025 (Note 2)</b>	<b>Remarks (Please state computations and assumptions for estimates)</b>
	\$	\$	
<b>Stores &amp; Equipment</b>			
Printing & Stationery			
Newspaper & Periodicals			
Maintenance & Repairs			
Others (Please specify)			
_____			
<b>Sub-total</b>			
<b>Food for Children</b>			
<i>(For children attending half-day session only)</i>			
Provision of Snack			
<b>Sub-total</b>			
<b>Food for Staff</b>			
<b>Programme Expenses for Children</b>			
Teaching Materials & Toys			
Activities Expenses			
Others (Please specify)			
_____			
<b>Sub-total</b>			
<b>Transport &amp; Travelling</b>			
Vehicle Running Expenses			
Travelling Expenses (by public transport)			
Others (Please specify)			
_____			
<b>Sub-total</b>			
<b>Insurance</b>			
Employees' Compensation			} Please provide supporting documents (e.g. receipts) indicating the expenses
Insurance for Children			
Public Liability Insurance			
Others (Please specify)			
_____			
<b>Sub-total</b>			

**INCOME AND EXPENDITURE ESTIMATES**

**I. INCLUSIVE MONTHLY FEE (Cont'd)**

	<b>Actual as per account 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Estimates 1.9.2024 - 31.8.2025 (Note 2)</b>	<b>Remarks (Please state computations and assumptions for estimates)</b>
	<b>\$</b>	<b>\$</b>	
<i>Miscellaneous</i> (Please specify)			
(a) <u>e.g. nappies, laundry</u>			
(b) _____			
(c) _____			
(d) _____			
(e) _____			
<b>Sub-total</b>			
<b>Total Other Charges</b>			
<b>Provision for Depreciation</b>			As shown in Schedule 5  Please provide supporting documents such as photocopies of tenancy agreements, rates demand notes and supporting vouchers, etc.
<b>Rent</b>			
<b>Rates &amp; Government Rent</b>			
<b>Building Management Fee</b>			
<b>TOTAL EXPENDITURE (B)</b>			
<b>OPERATING SURPLUS/(DEFICIT) (A) - (B)</b>			

## INCOME AND EXPENDITURE ESTIMATES

### II. MONTHLY MEAL CHARGE

*(Applicable to centres with children attending full-day classes only)*

	<b>Actual as per account 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Estimates 1.9.2024 - 31.8.2025 (Note 2)</b>	<b>Remarks (Please state computations and assumptions for estimates)</b>
	\$	\$	
<b>INCOME</b>			
For children aged 0-2			
For children aged 2-3			
Other Income (Please specify)			
_____			
<b>TOTAL MEAL INCOME (C)</b>			
<b>EXPENDITURE</b>			
<b>Personal Emoluments</b>			
(For the Cook only)			
Staff Salaries			
Provident Fund/Mandatory Provident Fund			
Others (Please specify) (Note 3)			
_____			
<b>Total Personal Emoluments</b>			
<b>Other Charges</b>			
Meal Expenses for Children			
<b>TOTAL EXPENDITURE (D)</b>			
<b>OPERATIONG SURPLUS/(DEFICIT) (C) - (D)</b>			

Notes

1. Please state the period covered if the accounting year does not end on 31 March. The period should be in full year.
2. Please state the period covered if the school year does not commence on 1 September. The period should be in full year.
3. Justification is required for additional staff for preparation of meals.



**STAFF LIST (EXCLUDING DIRECTORS)**

\_\_\_\_\_  
(Name of Child Care Centre)

<b>Name</b>	<b>Post</b>	<b>Monthly Salary as at 1.4.2024</b>	<b>Actual Salaries Paid 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Actual Provident Fund /Mandatory Provident Fund Contribution 1.4.2023 - 31.3.2024 (Note 1)</b>	<b>Proposed Date of Next Annual Salary Increase and Percentage</b>	<b>Estimated Salaries 1.9.2024 - 31.8.2025 (Note 2)</b>	<b>Estimated Provident Fund /Mandatory Provident Fund Contribution 1.9.2024 - 31.8.2025 (Note 2)</b>
		\$	\$	\$		\$	\$
<b>Total as per Income &amp; Expenditure Estimates (Schedule 1)</b>							

Notes

1. Please state the period covered if the accounting year does not end on 31 March.
2. Please state the period covered if the school year does not commence on 1 September.

**DIRECTORS' FEES AND ALLOWANCES**

\_\_\_\_\_  
(Name of Child Care Centre)

Name	Monthly Fee & Allowance as at 1.4.2024	Proposed Date of Increase and Percentage	Actual Fees & Allowances 1.4.2023 - 31.3.2024 (Note 1)	Estimated Fees & Allowances 1.9.2024 - 31.8.2025 (Note 2)
	\$		\$	\$
<b>Total as per Income &amp; Expenditure Estimates (Schedule 1)</b>				

**REMUNERATION RECEIVED BY THE  
SOLE PROPRIETOR / DIRECTORS / PARTNERS FROM  
OTHER CHILD CARE CENTRES (IF ANY)**

Name	Name of Child Care Centre	Post	Amount received in 1.4.2023 - 31.3.2024 (Note 1)
			\$

1. Name(s) of \*Sole Proprietor/Directors/Partners: \_\_\_\_\_
2. Name(s) of other child care centres in which the Sole Proprietor or any of the Directors/Partners has financial interest: \_\_\_\_\_

Notes

1. Please state the period covered if the accounting year does not end on 31 March.
2. Please state the period covered if the school year does not commence on 1 September.

\* Please delete as appropriate.

**SCHEDULE OF NET INCOME FROM SUNDRY SALES/SERVICES**  
**for the period of 1 April 2023 - 31 March 2024 (Note 1)**

(Name of Child Care Centre)

	<b>Children's Uniforms/ Aprons/Bags</b>	<b>Story &amp; Picture Books and Stationery</b>	<b>Others (Note 4)</b>	<b>Remarks</b>
	\$	\$	\$	
<b>Income for Sales/Services (A)</b> (Note 2)				
<b>Cost of Sales/Services</b>				
Opening Stock (Note 3)				
Add: Purchases				
Less: Closing Stock (Note 3)				
<b>Cost of Sales/Service (B)</b>				
<b>Net Income from Sales/Services (A) - (B)</b>				

Notes

1. Please state the period covered if the accounting year does not end on 31 March.
2. Please quote reference of SWD's approval in the 'Remarks' column.
3. Please state the basis of valuation, such as cost or net realisable value.
4. A description of the nature of the sales/services (including extended hours/occasional child care services) should be given.

**SCHEDULE OF PROVISION FOR DEPRECIATION  
for the year ended 31 March 2024 (Note 1)**

(Name of Child Care Centre)

**For Accounting Year 2023/24**

	<b>Furniture and Fittings</b>	<b>Plant and Equipment</b>	<b>Others</b> (Please specify)	<b>Remarks</b> (Note 3)
	\$	\$	\$	
<b>Cost</b>				
At Cost b/f				
Add: Acquisition for 2023/24 (Note 2)				
Less: Disposal for 2023/24				
<b>Balance c/f (A)</b>				
<b>Provision for Depreciation</b>				
Accumulated Depreciation b/f (Note 3)				
Charge for 2023/24				
<b>Balance c/f (B)</b>				
<b>Net Book Value (A) - (B)</b>				

**For Accounting Year 2024/25**

	<b>Furniture and Fittings</b>	<b>Plant and Equipment</b>	<b>Others</b> (Please specify)	<b>Remarks</b> (Note 3)
	\$	\$	\$	
<b>PLANNED Acquisition</b> (Note 4)				
<b>PLANNED Disposal</b>				

Notes

1. Please state the period covered if the accounting year does not end on 31 March.
2. Please provide supporting documents for the acquisition of fixed assets in 2023/24.
3. Please state the depreciation policies for fixed assets in the 'Remarks' column. The depreciation policies should be the same as those specified in the audited accounts submitted.
4. Please provide quotations for additional capital expenditure to be incurred in 2024/25, if applicable.

**Application for Approval of Inclusive Monthly Fee for  
Private/Non-profit-making Stand-alone Child Care Centres**

**Checklist of Required Information/Documents**

Before submitting your application, please make sure –

- I. The following documents have been completed and the information provided is correct, complete and clear:
- “Application for Approval of Inclusive Monthly Fee for Private/Non-profit-making Stand-alone Child Care Centres for 2024/25 School Year” (Annex I) with information of contact person, authorised signature and official stamp of centre;
  - “Income and Expenditure Estimates” (Schedule 1) with computations and assumptions provided under the “Remarks” column;
  - “Staff List” (Schedule 2);
  - “Directors’ Fees and Allowances” (Schedule 3);
  - “Schedule of Net Income from Sundry Sales/Services” (Schedule 4); and
  - “Schedule of Provision for Depreciation” (Schedule 5) with depreciation policies for fixed assets stated under the ‘Remarks’ column.
- II. The following supporting documents have been enclosed:
- A copy of the tax exemption certificate if the centre is exempt under Section 88 of the Inland Revenue Ordinance from any tax by reason of being a charitable institution or trust of a public character;
  - A copy of the centre’s latest audited accounts showing the state of affairs and results of operations of the centre. If the audit of the accounts of the latest financial year has not yet been completed at the time of submission of this application, certified copies of accounts drawn up in respect of profits tax returns may be accepted; and
  - Supporting documents for material expenditure items included in the Income and Expenditure Estimates at Schedule 1, including but not limited to –
    - directors’ fees and allowances;
    - insurance premium;
    - rent, rates and government rent and building management fee; and
    - provision for depreciation.

**Guidelines on Preparing Income and Expenditure Estimates for  
Private/Non-profit-making Stand-alone Child Care Centres**

**Profit Margin**

The profit margin for private stand-alone child care centres is capped at 15% of assessed cost while that for non-profit-making child care centres is capped at 5% of assessed cost.

**Inclusive Monthly Fee [Part (I) of Schedule 1]**

**(1) Fee Income**

Please show calculation in the 'Remarks' column of Income and Expenditure Estimates using the formula:-

$$\begin{aligned} \text{Actual fee income} &= \boxed{\text{Actual average enrolment per month}} \times \\ &\quad \boxed{\text{Approved monthly fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \\ \\ \text{Estimated fee income} &= \boxed{\text{Estimated average enrolment per month}} \times \\ &\quad \boxed{\text{Proposed monthly fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

Where the centre operates **more than one type** of services, the fee income in Schedule 1 must be supported by a **breakdown** of calculations for each type of service using the above formula.

**Collection of Inclusive Monthly Fee**

If a place is offered by the centre to a child, the centre may collect the inclusive monthly fee, in part or in full, **at most three months in advance** before the commencement of the first month of the service. For example, if a child commences attendance on 1 September, the centre may collect the September fee on 1 June at the earliest. The fee may be forfeited if the child subsequently fails to take up the place, but this policy should be clearly communicated to the parents when the fee is collected.

**(2) Income / Expenditure from Sundry Sales / Services**

Any charging or acceptance of money or fee in addition to the inclusive monthly fee must be approved, in writing, by the Director of Social Welfare. Moreover, purchases by parents should be on a strictly voluntary basis. Centres must keep proper books of accounts which must reflect all sales and purchases of items sold as well as the income and expenditure relating to the provision of services.

**Net** income derived from the sale of items (e.g. uniforms, aprons, bags and books) and provision of services should be shown in the Income and Expenditure Estimates at Schedule 1 with supporting details as per Schedule 4. It should be noted that expenditure in respect of these sales and services should **not** be included in the Income and Expenditure Estimates.

Income and expenditure related to other operations, e.g. evening operations, extended hours / occasional child care services carried out at the centre premises should be kept in separate books and should **not** be included in the Income and Expenditure Estimates.

**(3) Other Income**

Please specify the nature as well as the basis of estimating the income.

**(a) Charges on Centre Activities / Programmes for Children**

Expenditure on centre activities / programmes for children should be charged against the inclusive monthly fee. **No separate charge** for centre activities / programmes should be made without the prior approval, in writing, of the Director of Social Welfare.

**(b) Others**

Income such as interest on bank deposits should be stated separately in the estimates at Schedule 1.

**(4) Personal Emoluments**

**(a) Directors' fee, salaries or provident funds**

Directors' fee, salaries or provident funds for operators of CCCs are not recognised, unless the operators concerned actively take part in the daily operation of the centres.

**(b) Directors and staff serving more than one centre**

For directors and staff serving more than one centre, their emoluments should be apportioned on a reasonable basis.

**(c) Provision for staff welfare**

Provision for staff welfare is not recognised.

**(5) Other Operating Expenses**

**(a) Stores and Equipment**

Significant items of capital expenditure in respect of stores and equipment should **not** be included under this heading but a charge should be made under the provision of depreciation. Purchases of items for resale to children should be excluded from this expenditure heading and these should be shown in a supporting statement as per Schedule 4.

**(b) Food for Children**

**No separate monthly meal charges** are allowed for child care centres providing meal for children attending **half day session**. All expenses of food for children attending half day session should be charged against the inclusive monthly fee.

**(c) Programme Expenses for Children**

These normally include items such as teaching materials, art materials, consumable toys and materials for games, as well as incidental expenses for birthday parties and festivals.

**(d) Insurance**

Supporting documents such as receipts from insurance companies should be provided.

**(e) Miscellaneous Expenses**

A list of items included under this heading should be provided.

**(f) Provision for Depreciation**

Details of the computation of depreciation and the respective depreciation policies for the fixed assets should be given in a supporting statement as per Schedule 5. Supporting documents for the acquisition of fixed assets in 2023/24 and if applicable, quotations for additional capital expenditure to be incurred in 2024/25 should also be provided.

**(g) Rent, Rates & Government Rent and Building Management Fee**

Supporting documents for rent, rates, government rent and building management fee, e.g. photocopies of tenancy agreements, rates demand notes and supporting vouchers, etc. should be provided. Please note that if part of the rented premises is used for operations other than the child care centre service, the related costs should be shown separately and supported by relevant details.

**Monthly Meal Charges [Part (II) of Schedule 1]**

**(Applicable to centres providing meals for children attending full day classes only)**

**(1) Income from Monthly Meal Charge**

**Separate monthly meal charge** is applicable for child care centres providing meals for children attending **full day classes**. Please show calculation in the 'Remarks' column of Income and Expenditure Estimates using the formula:-

$$\begin{aligned} \text{Actual income from meal charge} &= \boxed{\text{Actual average number of children attending full day classes}} \times \\ &\quad \boxed{\text{Approved monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \\ \\ \text{Estimated income from meal charge} &= \boxed{\text{Estimated average number of children attending full day classes per month}} \times \\ &\quad \boxed{\text{Proposed monthly meal fee per child}} \times \\ &\quad \boxed{\text{Number of months}} \end{aligned}$$

**(2) Personal Emoluments of Staff for Preparation of Meals**

These include salaries and provident fund / mandatory provident fund of the cook for preparation of meals for children attending full day classes. Justification should be given in the 'Remarks' column if additional staff are required for preparation of meals.

**(3) Meal Expenses for Children**

Only meal expenses for children should be included in the assessment of monthly meal charge.



## **Social Welfare Department**

### **Personal Information Collection Statement**

**Please read this notice before you provide any personal data<sup>1</sup> to the Social Welfare Department**

#### **Purposes of Collection**

1. The personal data supplied by you / your organisation will be used by the Social Welfare Department (SWD) to process your application for fees approval, including but not limited to monitoring and reviewing of the processing of the abovementioned application, handling complaints related to the processing of the abovementioned application, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you / your organisation fail to provide the personal data requested of you / your organisation, we may not be able to process your / your organisation's application.

#### **Classes of Transferees**

2. The personal data you / your organisation provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux / departments, non-government organisation and public utility companies **if** they are involved in:
  - (i) processing and / or assessing the application for fees approval from you / your organisation; or
  - (ii) monitoring and reviewing of the processing of application for fees approval;

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<sup>1</sup> Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.

- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the processing of the application for fees approval from you / your organisation;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

### **Access to Personal Data**

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title : Executive Officer (Home Payment & Administrative Support)

Address : Room 2302, 23/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

(Effective from 19 June 2017)