

**2024-25 Subventions for Existing Services  
Claim for Rent & Rates**

Organisation Code and Name : \_\_\_\_\_  
 Unit Code and Name : \_\_\_\_\_  
 Service Code and Name : \_\_\_\_\_

<u>Period Covered</u> <u>(By Financial Year)</u> (e.g. 1.4.2023 – 31.3.2024)	<u>Amount</u> <u>Required with</u> <u>Detailed</u> <u>Calculation</u> \$ (a)	<u>Unconditional</u> <u>Subventions</u> \$ (b)	<u>Additional</u> <u>Amount</u> <u>Applied for</u> \$ (a) – (b)
--	---	---	---

**1. Rent**

(i) Public Housing Estate Rental			
(ii) Private Rental			
(iii) Other Rental (e.g. car park rental, management fee, etc.)			
(iv) Government Rent	_____	_____	_____
<b>Sub-total</b>	_____	_____	_____

**2. Rates**

<b>Total</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**Declaration by Unit Head**

- a. I have enclosed for your inspection all necessary documents in support of the above claim.
- b. I declare that all reported information is correct and agree that Social Welfare Department shall have the right to recover at any time from recurrent subventions any overpaid amount.

Contact Person : _____	Authorised Signature : _____
Title : _____	Name : _____
Tel. : _____	Title : _____
	Date : _____