Subsidy Scheme for Abolition of MPF Offsetting Arrangement
Subsidy Application for Shortfall in Aggregate Benefits
Request Form for Review/Appeal

(Official Use Only)

Date and Time: _____

Application No.: _____

1. Please refer to the **Guidance Notes for Making Subsidy Applications for Shortfall in Aggregate Benefits** under the Subsidy Scheme for Abolition of MPF Offsetting Arrangement and the **Explanatory Notes for Completing the Request Form for Review/Appeal** when completing this Form. Parts I to IV should be completed.
2. Please countersign next to any corrections you made on this Form.

Part I Type of Request †

☐ Request for Review ☐ Request for Appeal

Part II Information about the Application Requesting Review/Appeal *(Note 1)*

1. **Application No.** _____

2. **Issue Date of Relevant Result Notification** *(Note 2)* _____ *(dd/mm/yyyy)*

3. **Name of Applicant** *Mr* / *Ms* *
(as shown on Hong Kong Identity Card/passport)

(English) _____ *Surname* _____ *First Name*

(Chinese) _____ *Surname* _____ *First Name*

4. **Contact Tel. No.** _____

5. **Email Address** ^ _____

6. **Correspondence Address**

_____ Flat / Unit / Room _____ Floor _____ Block

_____ Name of Building

_____ Estate / Court / Village

_____ No. and Name of Street

_____ District ☐ Hong Kong ☐ Kowloon ☐ New Territories

7. **Name of Employer** (English) _____

(Chinese) _____

*Please delete where appropriate †Please put a "✓" in the appropriate box ^Optional items

Part III Justifications for Requesting Review/Appeal

8. **Reason for Requesting Review/Appeal:** †

☐ Not satisfied with the refusal decision ☐ Not satisfied with the approved amount of subsidy

9. **Justifications**:
(Please provide supporting documents and use supplementary sheet if the space is not sufficient.)

Part IV Declaration and Undertaking

The Applicant has read and fully understands:

(1) the content of the Guidance Notes for Making Subsidy Applications for Shortfall in Aggregate Benefits ("Guidance Notes") under the Subsidy Scheme for Abolition of MPF Offsetting Arrangement ("this Subsidy Scheme"), the Explanatory Notes for Completing the Request Form for Review/Appeal and this Request Form (including the Personal Information Collection Statement ("PICS"));

(2) that **wilfully or knowingly making a false statement, misrepresentation or concealment of any information in order to obtain subsidy by deception is a criminal offence, the commission of which, in addition to being disqualified for making application, can lead to prosecution for contravening the Theft Ordinance (Chapter 210 of the Laws of Hong Kong) and on conviction to imprisonment for a maximum of 14 years**;

(3) that the Applicant may seek review of his/her application(s) once if not satisfied with the application result, and if still not satisfied with the review result, may submit an appeal request. The review/appeal request should be made with justifications and supporting documents. The decision of the Labour Department ("LD") on the Applicant's appeal request is final;

(4) that if overpayment of subsidy is revealed, the Applicant will be required to repay in full to the Government of the Hong Kong Special Administrative Region any overpaid subsidy. Conversely, if underpayment of subsidy is revealed, the Applicant will be paid back the underpaid sum; and

(5) that LD and/or its appointed agent(s) may not be able to process this request if the information or documents as required are not provided. Receipt of this request does not constitute any guarantee or undertaking by LD and/or its appointed agent(s) on the approval of this request.

The Applicant agrees:

(6) that if this request is selected for audit check/review, including but not limited to interview(s) with the Applicant, the Applicant shall cooperate with the staff of LD and/or its appointed agent(s), provide the original employment records, supporting documents and other required information for verification if requested. The Applicant may be required to repay in full the subsidy received if the Applicant intentionally obstructs the staff of LD and/or its appointed agent(s) in its audit check/review, and may be liable to prosecution if the Applicant intentionally conceals or fails to provide the necessary information requested by LD and/or its appointed agent(s) with an intent to obtain subsidy by deception;

(7) that LD and/or its appointed agent(s) may, in accordance with PICS and the Guidance Notes, handle and use the personal data and information provided in this request; and may disclose the information including personal data provided in this request to the relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of mandatory provident fund ("MPF") schemes/administrators of occupational retirement schemes ("ORS"), banks and insurance companies) for the purposes of processing and auditing application(s) under this Subsidy Scheme; and

(8) that the relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of MPF schemes/administrators of ORS, banks and insurance companies) may release to LD and/or its appointed agent(s) the information including personal data provided in this request for the purposes of processing and auditing application(s) under this Subsidy Scheme, as well as for the purposes of monitoring and safeguarding against abuses of this Subsidy Scheme.

The Applicant confirms:

(9) that to the best of the knowledge and belief of the Applicant, the information provided in this Form and any supporting document(s) submitted are true, complete and accurate; and the Applicant shall report any change of information provided in this request and submit the updated information to LD and/or its appointed agent(s) as soon as possible. The Applicant understands that any incorrect/inaccurate information provided in this Form and the attached document(s) (including supplementary information and document(s) (if any)) may render this request invalid.

(10) The Applicant agrees to repay in full to the Hong Kong Special Administrative Region Government any overpaid subsidy, or have the overpaid subsidy partly or wholly set off by LD and/or its appointed agent(s) against the subsidy approved in any applications by the Applicant, subject to the decision of LD and/or its appointed agent(s).

(11) The Applicant consents that the personal data and information provided in this request may be used for matching with the data held by other government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of MPF schemes/administrators of ORS, banks and insurance companies) for processing and auditing application(s) under this Subsidy Scheme, as well as for the purposes of monitoring and safeguarding against abuses of this Subsidy Scheme.

Name of Applicant	**Signature of Applicant**	**Date *(dd/mm/yyyy)***

*Please delete where appropriate †Please put a "✓" in the appropriate box ^Optional items

Explanatory Notes for Completing the Request Form for Review/Appeal

General

1. This Request Form is available in both English and Chinese. Should there be any discrepancy between the English and Chinese versions, the English version shall prevail. Please complete the Form in block letters and in black or blue ink.

2. All items are required to be filled in except those marked with an "^" aside or otherwise specified in the Form. Please fill in "N/A" if the information is not available for the mandatory fields. For example, for the Chinese name of an Employer (item (7) of Part II), please fill in "N/A" if the Employer does not possess a Chinese name.

3. The review/appeal request should be made **within four weeks** from the issue date of notification of application/review result. **Late requests would NOT be entertained.**

Notes

Note 1 If there are any changes to the information provided by the Applicant previously, e.g. bank account information, please provide the updated information with supporting documents and submit together with this Request Form for Review/Appeal to the Service Centre for Subsidy Scheme for Abolition of MPF Offsetting Arrangement.

Note 2 If it is a review request, please provide the issue date of notification of application result. If it is an appeal request, please provide the issue date of notification of review result.

Personal Information Collection Statement for Applicants

Purposes of Collection of Personal Data

1. The information collected by means of your application(s) for subsidy under the Subsidy Scheme for Abolition of MPF Offsetting Arrangement ("this Subsidy Scheme") will be used by the Labour Department ("LD") and/or its appointed agent(s) for the following purposes:

   (a) processing and auditing application(s) under this Subsidy Scheme, effecting subsidy and dealing with and recovering overpaid subsidy in relation to this Subsidy Scheme, if any;
   (b) matching your personal data and those of the Employer with the databases of relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of mandatory provident fund ("MPF") schemes/administrators of occupational retirement schemes ("ORS"), banks and insurance companies) for processing and auditing application(s) under this Subsidy Scheme, and monitoring and safeguarding against abuses of this Subsidy Scheme;
   (c) all other purposes connected with implementing this Subsidy Scheme by LD and/or its appointed agent(s); and
   (d) statistical purposes on the condition that the resulting statistics will not be made available in a form that identifies the Applicant and the Employer to which the application(s) relate(s) (data subjects).

2. The provision of the personal data is voluntary. However, failure to provide true, complete and accurate personal information may render your application(s) under this Subsidy Scheme invalid, not being accepted and/or disqualified.

Classes of Transferees

3. For the purposes stated in paragraph 1 above, LD and/or its appointed agent(s) may disclose your personal data and those of the Employer:

   (a) to relevant organisations and/or persons to verify the application(s), and to match with the databases of relevant government bureaux/departments/organisations (including but not limited to the Immigration Department, the Inland Revenue Department, the Companies Registry, the Mandatory Provident Fund Schemes Authority and approved trustees of MPF schemes/administrators of ORS, banks and insurance companies) for the purposes of processing and auditing application(s) under this Subsidy Scheme, and monitoring and safeguarding against abuses of this Subsidy Scheme;
   (b) to organisations and/or persons authorised by or associated with LD and/or its appointed agent(s) in the operation of this Subsidy Scheme for the purposes set out in paragraph 1 above; or
   (c) pursuant to or as permitted under the Personal Data (Privacy) Ordinance ("PDPO") (Chapter 486 of the Laws of Hong Kong).

Access to and Correction of Personal Data and Enquiries

4. In accordance with PDPO, you have the right to access and make correction to the personal data provided in your application(s). You may also request a copy of the relevant personal data on paying an administrative fee. Request for access to and/or correction of personal data should be made in writing to: Labour Officer (EBS), Employment Benefits Support Division, Labour Department, 6/F., Harbour Building, 38 Pier Road, Central, Hong Kong.