

To: Respective Regional Education Office 【Attn: Senior School Development Officer ( )】

- \* Please delete as appropriate
- Please put a “✓” in the appropriate box

**Claim Form for Cash Grant for Auxiliary Staff  
in Aided Special Schools  
( \_\_\_\_\_ School Year )**

Please read the attached Personal Information Collection Statement carefully before completing this form.

**School name:** \_\_\_\_\_

**School code:** \_\_\_\_\_

We would like to temporarily freeze the vacant post(s) of \*teacher assistant/cook/special driver/watchman on the approved establishment in exchange for cash grant for auxiliary staff.

**Part A: Claim for cash grant for auxiliary staff**

**Cash Grant for Teacher Assistant:**

Number of vacant post(s) in exchange for Cash Grant for Teacher Assistant (a)	New/ Revised <sup>#</sup>	Freeze period of the vacant post(s) (Not shorter than 30 days)			Vacant teacher assistant post(s)		Amount of Cash Grant for Teacher Assistant <sup>4</sup> (\$) (e) = (a)x[(b)x(c)+(d)]
		From dd/mm/yy	To dd/mm/yy	Number of qualified months <sup>1</sup> (b)	Monthly salary <sup>2</sup> (\$) (c)	Subsidy for Mandatory Provident Fund (MPF) contributions <sup>3</sup> (\$) (d)	
	*New/ Revised						

<sup>#</sup> New: New claim for Cash Grant for Teacher Assistant  
Revised: Revision to the claim made on \_\_\_\_\_ (date) (a copy attached)

**Cash Grant for Cook:**

Number of vacant post(s) in exchange for Cash Grant for Cook (a)	New/ Revised <sup>#</sup>	Freeze period of the vacant post(s) (Not shorter than 30 days)			Vacant cook post(s)		Amount of Cash Grant for Cook <sup>4</sup> (\$) (e) = (a)x[(b)x(c)+(d)]
		From dd/mm/yy	To dd/mm/yy	Number of qualified months <sup>1</sup> (b)	Monthly salary <sup>2</sup> (\$) (c)	Subsidy for MPF contributions <sup>3</sup> (\$) (d)	
	*New/ Revised						

<sup>#</sup> New: New claim for Cash Grant for Cook  
Revised: Revision to the claim made on \_\_\_\_\_ (date) (a copy attached)

**Cash Grant for School Bus Driver:**

Number of vacant post(s) in exchange for Cash Grant for School Bus Driver (a)	New/ Revised <sup>#</sup>	Freeze period of the vacant post(s) (Not shorter than 30 days)			Vacant special driver post(s)		Amount of Cash Grant for School Bus Driver <sup>4</sup> (\$) (e) = (a)x[(b)x(c)+(d)]
		From dd/mm/yy	To dd/mm/yy	Number of qualified months <sup>1</sup> (b)	Monthly salary <sup>2</sup> (\$) (c)	Subsidy for MPF contributions <sup>3</sup> (\$) (d)	
	*New/ Revised						

<sup>#</sup> New: New claim for Cash Grant for School Bus Driver

Revised: Revision to the claim made on \_\_\_\_\_ (date) (a copy attached)

**Cash Grant for Watchman:**

Number of vacant post(s) in exchange for Cash Grant for Watchman (a)	New/ Revised <sup>#</sup>	Freeze period of the vacant post(s) (Not shorter than 30 days)			Vacant watchman post(s)		Amount of Cash Grant for Watchman <sup>4</sup> (\$) (e) = (a)x[(b)x(c)+(d)]
		From dd/mm/yy	To dd/mm/yy	Number of qualified months <sup>1</sup> (b)	Monthly salary <sup>2</sup> (\$) (c)	Subsidy for MPF contributions <sup>3</sup> (\$) (d)	
	* New/ Revised						

<sup>#</sup> New: New claim for Cash Grant for Watchman

Revised: Revision to the claim made on \_\_\_\_\_ (date) (a copy attached)

Notes:

1. Calculate the number of qualified months from the starting date to the ending date (both dates inclusive) for cash grant for auxiliary staff by adding up the following 3 elements:
  - (i) the number of qualified days as a proportion of the total number of calendar days in the starting month of the period (if applicable);
  - (ii) the number of full calendar months (if applicable); and
  - (iii) the number of qualified days as a proportion of the total number of calendar days in the ending month of the period (if applicable).

Example:

Assuming that the qualified period for cash grant for auxiliary staff starts from 5 February to 26 May, the number of qualified months should be calculated as follows:

- (i) 24 being the number of qualified days in the starting month (5 to 28 February) divided

by 28 (the total number of calendar days in February) = 0.857 month;

- (ii) 2 full calendar months from March to April;
- (iii) 26 being the number of qualified days in the ending month (1 to 26 May) divided by 31 (the total number of calendar days in May) = 0.839 month.

Therefore, the number of qualified months is the sum of the above 3 elements (rounded to 3 decimal places), i.e.  $0.857 + 2 + 0.839 = 3.696$  (months).

2. Please specify the mid-point salary of the post(s) concerned. The mid-point salary of the auxiliary staff concerned is set out in Education Bureau (EDB) Circular No. 5/2021 and is tabulated as follows:

Post	Mid-point salary
Teacher Assistant	Point 4 of Model Scale 1 Pay Scale
Cook	Point 7 of Master Pay Scale
Special Driver	Point 9 of Master Pay Scale
Watchman	Point 8 of Model Scale 1 Pay Scale

Please refer to EDB Circular No. 5/2021 for the use of various cash grants for auxiliary staff and the relevant administrative arrangement.

3. If the qualified period reaches 60 days or more, cash grant for auxiliary staff will cover the employer's contributions to the MPF (5% of the monthly salary and capped at the maximum amount stipulated under the prevailing MPF regulations), which is rounded off to 2 decimal places. For encashment for a period of less than 60 calendar days for freezing for vacant posts, and the contribution to MPF Schemes is required, please provide supporting information.
4. Amounts are rounded off to 2 decimal places after each multiplication.

### **Part B: Declaration**

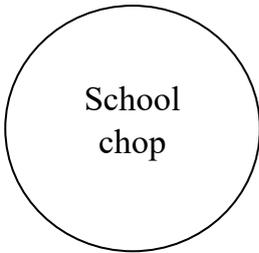
I certify that –

- (i) consent has been obtained from the Incorporated Management Committee and the majority of \*Teacher Assistants/Cooks/School Bus Drivers/Watchmen of our school for freezing the above post(s) during the aforesaid period in the school year;
- (ii) the claim for the frozen post(s) of \*Teacher Assistant/Cook/Special Driver/Watchman post(s) under Part A in exchange for cash grant for auxiliary staff is justified because such post(s) remain(s) vacant on the approved establishment during the aforesaid period and the eligibility criteria for conversion into cash grant for auxiliary staff have been met;
- (iii) the number of frozen post(s) in exchange for cash grant for auxiliary staff in the aforesaid period does not exceed that of the approved staff establishment of our school in the aforesaid period (file reference of approval from EDB: \_\_\_\_\_),

number of establishment of \* Teacher Assistant: \_\_\_\_; Cook: \_\_\_\_; Special Driver: \_\_\_\_; Watchman: \_\_\_\_ ). There is/are vacancy(ies) for the above auxiliary staff post(s) (vacancy(ies) for \* Teacher Assistant: \_\_\_\_; Cook: \_\_\_\_; Special Driver: \_\_\_\_; Watchman: \_\_\_\_) in our school. The corresponding number of vacancy(ies) will be offset as the relevant post(s) is/are frozen;

- (iv) no duplicate claim for other government subventions on account of the vacancy(ies) set out in Part A above has been made by our school; and
- (v) I understand the above cash grant for auxiliary staff arrangement aims at according greater flexibility to schools in staff appointment to meet school operation and student needs.

I confirm that the information stated in this form is correct.  
Our school will refund to the EDB any overpayment of grant.



Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

<b>For EDB use only</b>
<p><i>To: Recurrent Subventions Section, EDB (Attn: AOI)</i></p> <p>I confirm that the claimed amount of grant by the school under Section A is correct and should be disbursed.</p>
<p>Signature: _____</p>
<p>Name: _____</p>
<p>Post: Senior School Development Officer (      )</p>
<p>Date: _____</p>

**Claim Form for Cash Grant for Auxiliary Staff  
in Aided Special Schools  
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the form for the cash grant;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the form mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
  
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Inspector (Special Education Support 1)2 at Room W229, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to [ises12@edb.gov.hk](mailto:ises12@edb.gov.hk).