



International Christian School DEBENTURE RELIEF APPLICATION FORM 2019-20

For Applicants who are Missionaries or Pastors:

1. Complete **Part A, B, C and H** only and sign this application form
2. Enclose **ALL** documents as follows:
For Applicants employed by Sponsoring Missionary Agencies: A letter certifying the relationship with the Sponsoring Agencies
For Applicants who are Missionaries or Pastors:
 - (a) A letter from applicant's organization certifying that the applicant is in good standing with the organization,
 - (b) A signed Statement of Faith of applicant's organization identifying its faith and practices are consistent with the Statement of Faith of International Christian School (ICS), and
 - (c) A statement documenting the principle roles of the applicant and ministry-related activities performed

For other Applicants:

1. Complete **ALL** parts and sign this application form
2. Enclose **ALL** documents as follows:
 - (i) Letters of employment confirmation for the applicant and spouse,
 - (ii) Recent 3 months' payslips for the applicant and spouse,
 - (iii) Recent tax return for the applicant and spouse (For Hong Kong employment, please provide Salaries Tax Computation / IR56B), and
 - (iv) Recent 3 months' rental payments / rental contract **or** recent 3 months' mortgage payments and outstanding mortgage balance of your principle residence

Send this form and the above documents to Head of Finance – Finance Office, International Christian School, 1 On Muk Lane, Shek Mun, Shatin, N.T. and must be submitted by **April 15, 2019**.

The School Finance Committee will review all applications and inform the application results in writing. All the information provided is kept strictly confidential.

Part A: Applicant Information

Applicant Name: _____ Job Title: _____
Last, First, Middle

Spouse Name: _____ Job Title: _____
Last, First, Middle

Address: _____

Home Phone: _____ Office Phone: _____

Mobile Phone: _____ Email: _____

Part B: Student Information

Please list the names and grades of children to be enrolled at ICS in 2019-20 school year.

1. _____ Grade: _____
2. _____ Grade: _____
3. _____ Grade: _____
4. _____ Grade: _____



Part C: Other Family Members

Living in the same principal residence, including child(ren) under 25 years old who is/are living apart and receiving full-time education.

Name	Age	Job Title	Relationship with Applicant
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part D: Principal Family Residence

Address: _____ Size: _____ square feet

Rent (Answer #1) Owned by Applicant or Spouse (Answer #2 – 6)

- Rental payment from April 1, 2018 to Mar 31, 2019: HKD _____
- Date of purchase: _____ (MM/DD/YY)
- Current Market Value: HKD _____
- Is the property being mortgaged to the bank? Yes (Answer #5 – 6) No
- Current outstanding mortgage amount: HKD _____
- Mortgage payment from April 1, 2018 to Mar 31, 2019: HKD _____

Part E: Capital Assets (including Hong Kong and other off-shore assets)

a) Bank Savings Yes No

Bank Name	Account No.	Latest Balance (HKD)	Date of Latest Balance

b) Investment in stocks, shares and readily realizable assets Yes No

Investment Account Name	Current Market Value (HKD)	Date of Market Value

c) Valuable possessions (value over HKD 50,000) Yes No

Asset Description	Estimated Value (HKD)	Date of Purchase

d) Land / Property (excluding Principle Family Residence) Yes No

Asset Description & Address	Current Market Value (HKD)	Date of Market Value



Part F: Annual Family Income

a) Applicant & Spouse income

	Applicant	Spouse
Annual Salary (Include Employee's MPF contribution, Bonus)	_____	_____
Other sources of income (Gifts, property rental, investment dividend, bank interests, etc.)	_____	_____
Additional allowances		
Housing ¹	_____	_____
Utilities ¹	_____	_____
Vehicle	_____	_____
Education	_____	_____
Others: _____	_____	_____
Total income	_____	_____

b) Other Family Members Income (living in the same principal residence)

	Name: _____	Name: _____
Annual Salary (Include Employee's MPF contribution, Bonus)	_____	_____
Other sources of income (Gifts, property rental, investment dividend, bank interests, etc.)	_____	_____
Additional allowances		
Housing ¹	_____	_____
Utilities ¹	_____	_____
Vehicle	_____	_____
Education	_____	_____
Others: _____	_____	_____
Total income	_____	_____

Part G: Additional Information

Please state the amount of debenture relief you would like to apply for and any other information relevant to the application.

¹ For applicant who lives in residence being provided as benefit of employment, please estimate the annual rent and utilities paid by employer minus the annual rent and utilities paid to employer by applicant.



Part H: Declaration

I declare and certify that all the above information is true and accurate to the best of my knowledge and understanding. I am aware that International Christian School (ICS) will rely on the information provided by me to determine the eligibility and the Debenture Relief to be offered under the Debenture Relief Program. I also understand that any omission/misrepresentation of information with a view to obtain pecuniary advantage by deception is an offence and is liable to legal proceedings; and I will not be entitled to any Debenture Relief.

I understand and authorize ICS to handle the personal data/information provided in this application for the following purposes:

- (a) Activities relating to the processing, administration and counter-checking of the application.
- (b) Activities relating to the recovery of Debenture Relief awarded to the applicant in error.
- (c) Statistics and research related to the Debenture Relief Program.

I give consent to ICS to release my and my family members' personal data to various authorities concerned for the purpose of processing my application or verifying the information provided in this application.

I agree to let ICS check and counter-check this application through the request for supplementary documentary evidence, home visits, verification with the applicant's employers and various authorities concerned, or any other means. During such visits, the staff of ICS may need to seek clarification on the information provided or additional information. The applicant and his/her family members are requested to co-operate with the staff. Intentional obstruction to the staff in the course of verification, concealment of information or failure to provide the information/clarification as required, may lead to the cancellation and the full recovery of the Debenture Relief already granted and possible court proceedings.

Applicant Signature

Printed Name

Date (MM/DD/YY)