



Application For Legal Aid (Civil)

Legal Aid Department

Tick or as appropriate

Official Use

AN : _____

AD : _____

PLAR : _____

For use by person applying only in a representative or fiduciary capacity, namely:-

- i) Next friend /guardian ad litem of a person under 18 or a mental patient;
- ii) Trustee;
- iii) Personal Representative (administrator/executor) of an estate of a deceased person;
- iv) Attorney appointed by virtue of a properly executed Power of Attorney.

PART 1 YOUR PERSONAL PARTICULARS

Mr
 Mrs
 Ms
 Miss

Name in Block Letters (Surname First) as Printed on Your Hong Kong Identity Card / Passport

CHEUNG SIU CHUN

Name in Chinese

張小珍

HKID Card No. Passport / Travel Document No.

A111222 (3)

Date of Birth

0	1	0	1	1	9	8	0
Day		Month		Year			

Telephone

Home 2888 7777

Office 3333 5555

Mobile 5432 2345

Email Address NIL

Residential Address

				H	Flat / Room	2	0	Floor			4	Block	
T	A	I	P	O	E	S	T	A	T	E			Building / Estate Name
9	0	T	A	I	P	O	E	S	T	R	D		Street No. and Name
T	A	I	P	O									District <input type="radio"/> H.K. <input type="radio"/> KLN <input checked="" type="radio"/> N.T.
H	O	N	G										City / Region / Country

Correspondence Address (If different from above)

					Flat / Room			Floor					Block
					N	I	L						Building / Estate Name
													Street No. and Name
													District <input type="radio"/> H.K. <input type="radio"/> KLN <input type="radio"/> N.T.
													City / Region / Country

PART 4A OCCUPATION OF THE RELEVANT PERSON

It means working on a casual basis and/or without fixed employer.

Employed (Principal Employment)
Employer's Name / Address / Telephone No.

Position _____ Not Applicable

Employed since _____
Year Month

Employed (Part-time Casual Worker) **Note 1**
Employer's Name / Address / Telephone No.

Position _____ Not Applicable

Employed since _____
Year Month

Not Employed
 Unemployed Retired Student Housewife
Last Employment _____

Unemployed / Retired since _____
Year Month

Monthly Income from Last Employment \$ _____ Not Applicable

Self-employed Person / Owner of a Business **Note 2**
(Please complete a separate Form B for each business)
Nature of Work / Name of Business _____

Number of Business(es) _____ Not Applicable

It includes sole proprietor, business partner and major shareholder in a private company. (i.e. if the relevant person holds 51% or more of the shares of the company or if he/she runs and controls the business)

PART 4B INFORMATION OF THE RELEVANT PERSON'S SPOUSE **Note 3**

You need not complete PART 4B INFORMATION OF THE RELEVANT PERSON'S SPOUSE if the relevant person's spouse is the opponent in the proceedings to which this application relates or if the relevant person and his/her spouse are divorced or separated.

Name in Block Letters (Surname First)
_____ Not Applicable

Name in Chinese
_____ Not Applicable

Employed (Principal Employment)
Employer's Name / Address / Telephone No.

Position _____ Not Applicable

Employed since _____
Year Month

Employed (Part-time Casual Worker) **Note 1**
Employer's Name / Address / Telephone No.

Position _____ Not Applicable

Employed since _____
Year Month

Not Employed
 Unemployed Retired Student Housewife
Last Employment _____

Unemployed / Retired since _____
Year Month

Self-employed Person / Owner of a Business **Note 2**
(Please complete a separate Form B for each business)
Nature of Work / Name of Business _____

Number of Business(es) _____ Not Applicable

PART 5 INCOME **Note 4** You should make full and frank disclosure of all income earned by **THE RELEVANT PERSON AND HIS/HER SPOUSE** in this PART

Income from Principle Employment (per month) Relevant Person \$ _____ **NIL** Spouse \$ _____ **Not Applicable**

Note 5 *You should state the amount of the relevant person's and/or his/her spouse's gross income from employment which should include salary, allowance, bonus, commission etc. Contribution to pension / retirement scheme / mandatory provident fund etc, if any, should be stated in PART 7 DEDUCTIBLE ITEMS. Income derived from being the Director of a company should also be included.*

Income from other Employment (per month) Relevant Person \$ _____ **NIL** Spouse \$ _____ **Not Applicable**

Note 6 *It includes the gross income from part-time employment as well as gross income from job paid on a casual or piece-work basis. You should state the relevant person's and/or his/her spouse's average monthly income from such employment for the past 12 months. Contribution to pension / retirement scheme / mandatory provident fund etc, if any, should be stated in PART 7 DEDUCTIBLE ITEMS.*

Monthly Average Allowance Bonus
 Commission
 Year End Payment
 Benefits-in-kind **Note 7**

It means the cash value of any benefits-in-kind provided by the relevant person and/or his/her spouse's employer, such as provision of quarters, housing or education allowances.

Relevant Person \$ _____ **NIL** Spouse \$ _____ **Not Applicable**

It includes maintenance payment for the relevant person and/or his/her infant child, rent received by the relevant person and/or his/her spouse from subletting, royalty, and income from whatever sources including disability or old age allowance received by the relevant person and/or his/her spouse and regular living expenses / financial assistance provided to the relevant person and/or his/her spouse by other people. When calculating the amount of the relevant person's rental income from subletting, you should deduct the amount of rent paid by him/her. However, if the subletting is in respect of part of the relevant person's main dwelling and the rental income is less than the rent he/she pays, the net balance should be stated as deduction in item (1) under "Claim for Deduction of Monthly Outgoings in respect of Main Dwelling" in PART 7 DEDUCTIBLE ITEMS.

Income from Other Sources **Note 8**
Monthly Pension Relevant Person \$ _____ **NIL** Spouse \$ _____ **Not Applicable**

Monthly Contribution from Family Members or Other Sources Relevant Person \$ _____ **NIL** Spouse \$ _____ **Not Applicable**

○ If space is insufficient, please provide extra information in PART 8

You need not include assets owned by the relevant person's spouse if his/her spouse is the opponent in the proceedings to which this application relates or if the relevant person and his/her spouse are divorced or separated.

PART 6A CAPITAL ASSETS Note 9

You should make full and frank disclosure of all the information of **THE RELEVANT PERSON AND HIS/HER SPOUSE** in PART 6 and PART 7

You should give details of all bank accounts of the relevant person and/or his/her spouse both in and outside Hong Kong, including time deposits and deposits in foreign currencies.

Money in Bank (Including all Joint Accounts) Note 10

Name of Bank	A/C Number	A/C Holder's Name	Latest Balance
(1) XX Bank	000 – 123 – 456	CHEUNG Siu-chun on behalf of Chan Yat-ming	\$ 8,000
(2) YY Bank	024 – 567 – 890	CHEUNG Siu-chun on behalf of Chan Yat-ming	\$ 500
(3) AA Bank	033 – 123 – 456	CHEUNG Siu-chun	\$ 2,000
(4) NIL	NIL	NIL	\$ NIL
(5) NIL	NIL	NIL	\$ NIL

You should give details of all the properties wholly or partly owned by the relevant person and/or his/her spouse both in and outside Hong Kong, including the property owned under the relevant person's name and/or his/her spouse's name as well as that owned under the name of a company, of which the relevant person and/or his/her spouse is (are) director(s) or shareholder(s). Please write down "NIL" if there is no such item.

Property Owned Note 11

	Property 1	Property 2
Address	NIL	NIL
Name of Owner(s)	NIL	NIL
Present Market Value	\$ NIL	\$ NIL
Amount of Outstanding Mortgage	\$ NIL	\$ NIL
Share Owned (%)	Relevant Person <u>NIL</u> % Spouse <u>NIL</u> %	Relevant Person <u>NIL</u> % Spouse <u>NIL</u> %
Self-occupied	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Main Dwelling Note 12	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

If you have indicated that the relevant person resides in more than one property, please further indicate which of the properties he/she resides in is his/her main dwelling.

Shares and other Investments

Name of Shares / Investments	Number of Shares/ Investments	Total Present Market Value	Shared Owned (%)	
			Relevant Person	Spouse
(1) NIL	NIL	\$ NIL	NIL %	NIL %
(2) NIL	NIL	\$ NIL	NIL %	NIL %
(3) NIL	NIL	\$ NIL	NIL %	NIL %

Please write down "NIL" if there is no such item.

Life Assurance or Endowment Policies

Name of Insurance Company	Policy Number	Current Maximum Loan Value Note 13
(1) NIL	NIL	\$ NIL
(2) NIL	NIL	\$ NIL
(3) NIL	NIL	\$ NIL

It refers to the present market value of the car net of any outstanding loan. Please write down "NIL" if there is no such item.

It means the maximum amount which the relevant person could readily borrow on the security of the life assurance or endowment policies. You may contact his/her insurance agent or company to find out the amount. Please write down "NIL" if there is no such item.

Motor Vehicle

Nature of Use	Net Value Note 14
(1) Vehicle 1 <input type="radio"/> Self use <input type="radio"/> *Business	\$ NIL
(2) Vehicle 2 <input type="radio"/> Self use <input type="radio"/> *Business	\$ NIL

(*If for business purpose, please complete a separate Form B)

If space is insufficient, please provide extra information in PART 8

Valuable assets include jewellery, antiques and assets of intangible nature such as goodwill, copyrights, patent and other intellectual properties. Please write down "NIL" if there is no such item.

Other Valuable Assets Note 15

Nature of Asset	Total Present Market Value
(1) _____ NIL _____	\$ _____ NIL _____
(2) _____ NIL _____	\$ _____ NIL _____

Cash (excluding the balance in the above-mentioned bank accounts) \$ _____ 500 _____

Debts Recoverable \$ _____ NIL _____

Estate

Is the relevant person going to receive anything from the estate of the deceased by way of intestacy or under the provisions of a will?

No Yes If yes, provide details in PART 8

Are the relevant person and/or his/her spouse a shareholder/director of any company registered in or outside Hong Kong and not included above?

No Yes Name of Company _____
 Shares owned _____ No. of Shares _____
 Director's Remuneration \$ _____

Do the relevant person and/or his/her spouse hold other bank accounts or own any other property or assets in or outside Hong Kong not included above?

No Yes If yes, provide details in PART 8

Does the relevant person or his/her spouse hold other bank accounts or own any other property or assets jointly with others in or outside Hong Kong not included above?

No Yes If yes, provide details in PART 8

PART 6B CAPITAL ASSETS DISPOSED OF BY THE RELEVANT PERSON AND HIS/HER SPOUSE PRIOR TO THE APPLICATION FOR LEGAL AID

You should make full and frank disclosure of all assets disposed of by **THE RELEVANT PERSON AND HIS/HER SPOUSE** in this PART

1. To the best of your knowledge and belief, when did the relevant person or his / her spouse first become aware that the relevant person would have to take or defend the proceedings referred to in Part 2 of this application or when did it become necessary for the relevant person to take or defend those proceedings?

_____ 1 - 2013 _____

2. To the best of your knowledge and belief, has the relevant person or his / her spouse transferred, sold, or given any money, property or possessions to any person, company or body or cancelled any life insurance, endowment policies or bank accounts since the date mentioned in the reply to the above question?

- (a) cash Yes No
- (b) landed properties Yes No
- (c) life insurance or endowment policies Yes No
- (d) bank accounts Yes No
- (e) other valuable assets Note 15 Yes No

Valuable assets include jewellery, antiques and assets of intangible nature such as goodwill, copyrights, patent and other intellectual properties.

3. If you have answered **YES** to any of the above questions, please give full details below:-

Date	Particulars of Asset	Value / Amount	Person to whom asset is transferred etc
Not Applicable	Not Applicable	\$ Not Applicable	Not Applicable
Not Applicable	Not Applicable	\$ Not Applicable	Not Applicable
Not Applicable	Not Applicable	\$ Not Applicable	Not Applicable

Where the application relates to a claim for damages arising from personal injury to the relevant person and he/she has received monies under an insurance policy in respect of the injury, deduction may be allowed for the care, medical treatment and equipment reasonably required by him/her as a result of the injury for a 3-year period from the date of the application. Please write down "NIL" if there is no such item.

PART 7 DEDUCTIBLE ITEMS

Compensation or Donation Received in respect of the Accident referred to in Part 2

- Traffic Accident Victims Assistance payment \$ 15,000
- Criminal and Law Enforcement Injuries Compensation \$ NIL
- Employees' Compensation \$ NIL
- Donation or value of gift \$ NIL
- Moneys received under insurance policy \$ NIL

Note 16

The Moneys were deposited in the following bank accounts:

Bank A/C No. XX Bank 000 – 123 – 456

Bank A/C No. NIL

Particulars of Dependants Note 17

Name	Age	Relationship with the relevant person
(1) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(2) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(3) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(4) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(5) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>
(6) <u>NIL</u>	<u>NIL</u>	<u>NIL</u>

You should provide particulars of person who is wholly maintained by the relevant person.
 Dependant: means the person's living is wholly depended on the relevant person. If he/she just contributes part of the person's living expenses, such person would not be considered as the relevant person's dependant. Please write down "NIL" if there is no such item.

Claim for Deduction of Monthly Outgoings in respect of Main Dwelling

- (1) Rent Mortgage Payment Cost of Living Accommodation **Note18** \$ NIL
- (2) Management Fee \$ NIL
- (3) Rates and Government Rent \$ NIL
- (4) Insurance Premium on dwelling \$ NIL

Claim for Deduction of Monthly Expenses for Care of Dependants

- Infant Dependant Dependant who is unable to take care of himself by reason of his mental or physical condition

\$ NIL

Monthly Contribution to Pension / Retirement Scheme or Mandatory Provident Fund

Relevant Person \$ NIL Spouse \$ NIL

Salaries Tax

Relevant Person \$ NIL Spouse \$ NIL

Claim for Deduction in respect of Maintenance Paid Note 19

\$ NIL

If the relevant person is a householder, he/she may claim deduction in respect of rent or mortgage payment of his/her main dwelling. However, if he/she sublets part of his/her main dwelling, the amount of net rent payable by him/her shall be claimed as deduction.

If he/she is not a householder, he/she may claim deduction in respect of cost of living accommodation.

In normal circumstances, the deductible amount would not be over half of the total income of the relevant person. Please write down "NIL" if there is no such item.

Deduction may be allowed where payment is actually and reasonably made for the maintenance of a spouse living separate and apart or a former spouse or a child who is not a dependant as stated in PART 7. Please write down "NIL" if there is no such item.

PART 8 EXTRA INFORMATION Note 20 ←

If there is insufficient space to answer any of the previous questions, you may provide in this PART additional information or any other information which are relevant to your financial circumstances or intended application and attach copies of the relevant documents.

The balance of the account which I opened in AA Bank (Account No.: 033 – 123 – 456) is the “Lai See” (red pocket money) of CHAN Siu-ming (i.e. the relevant person).

CHEUNG Siu-chun

Signature of Applicant

2 – 1 – 2013

Date of Submission